

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2022

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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](http://www.thensg.gov.za).

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
BASIC EDUCATION	A	03 - 04
DEFENCE	B	05 - 22
EMPLOYMENT AND LABOUR	C	23 - 32
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	D	33 - 36
GOVERNMENT PRINTING WORKS	E	37 - 40
HEALTH	F	41 - 42
HIGHER EDUCATION AND TRAINING	G	43
HOME AFFAIRS	H	44 - 47
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	I	48 - 51
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES	J	52 - 55
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	K	56 - 62
PUBLIC SERVICE AND ADMINISTRATION	L	63 - 64
PUBLIC WORKS AND INFRASTRUCTURE	M	65 - 67
SCIENCE AND INNOVATION	N	68 - 76
STATISTICS SOUTH AFRICA	O	77 - 78
TRANSPORT	P	79 - 82

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
FREE STATE	Q	83 - 86
GAUTENG	R	87 - 132
KWAZULU NATAL	S	133 - 137
WESTERN CAPE	T	138 - 169

## ANNEXURE A

### DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Drivers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers license and registration certificate must be attached if required).

### OTHER POST

- POST 05/01** : **SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND REPORTING REF NO: DBE/04/2022**  
Branch: Business Intelligence  
Chief Director: Strategic Planning, Research Evaluation and Monitoring  
Directorate: Strategic Planning and Reporting
- SALARY** : R321 543 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of a Senior or equivalent qualification coupled with a minimum of 2 years' relevant work experience in the area of strategic planning, reporting and compliance monitoring; An understanding of government strategic vision and public service legislation; At least two years of working directly with programme performance information and coordinating strategic plans and reports in education; experience of project management and financial management, especially in support of assembling compliance documents; computer literacy in MS Word, Excel, PowerPoint and Outlook is a prerequisite; A valid driver's license would be a recommendation.
- DUTIES** : The successful candidate will ensure that the Directorate complies with procurement policies and relevant departmental procedures, communicate with relevant directorates and units to facilitate and compile documents to satisfy the planning, monitoring, evaluation and reporting mandate of the Chief Directorate; Ensure efficient office administration to support programme performance information management and planning; Safe custody of business plans, submissions; Create and maintain an orderly filing system in electronic format; Coordinate and provide administrative support during workshops and events; Carry out any other assigned tasks as required including conducting monitoring, reporting and support activities in support of the planning and reporting. This will include providing logistical support, quality assured documents and presentations for workshops, meetings and correspondence to provinces, compiling submissions, reports and memos for submission and publication.

**ENQUIRIES**  
**NOTE**

- : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 25 February 2022, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This is a permanent position. It is the Military Ombud's intention to promote equity through filling of posts, according to the set Employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process shortlisted candidates will be subjected to a competency assessment to determine their suitability for the post, personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. Successful candidate will be required to enter into an employment contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable, will also be done annually. The successful candidate will be expected to obtain an appropriate security clearance. Applications must be submitted on the prescribed new Z83 form (available on [www.dpsa.gov.za](http://www.dpsa.gov.za)), which must be fully completed and signed. A detailed CV indicating contactable referees, copies of qualifications, copy of grade 12 certificate, driver's license and an ID document must be attached. (Only shortlisted candidates will be required to submit certified copies on or before the interview). Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply will be disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Applicants who have not been contacted within three (3) months of the closing date of the advertisement must accept that their application was unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job requirements) please contact the person indicated in the post details. People with Disability is welcome to apply

## MANAGEMENT ECHELON

- POST 05/02** : **CHIEF DIRECTOR OPERATIONS REF NO: CDOPS/MO/01/2022**
- SALARY** : R1 251 183 – R1 495 956 (Level 14), all-inclusive salary package
- CENTRE** : Military Ombud Office, Eco Origin Block C4, Highveld
- REQUIREMENTS** : A Master's Degree in Law at (NQF level 9) as recognised by SAQA. A certificate for SMS pre-entry program is a requirement for all SMS appointments and must accompany the application for the post. Experience: Applicants must have functioned at a Director or equivalent level for a period not less than five (5) years at a strategic level in a Government/Corporate environment. Applicant must also have extensive Case Management and Dispute resolution experience. Working knowledge of the Military Environment will be an added advantage. Competencies: Conciliation, Mediation and Negotiation, Analytical and Interpretation, Written and Oral Communication, Facilitation, Presentation, Report Writing, Networking, Conceptual Thinking, Computer Literacy, Strong Leadership Skills, Policy Analysis and Formulation, Good Interpersonal Relationships, Language Proficiency, Purpose Driven, Team Player, Adaptable. The successful candidate will be required to perform the following core functions.
- DUTIES** : Provide strategic direction to the Operations Division. Direct the functions of the Chief Directorate in ensuring the effective and efficient resolution of complaints. Take responsibility of and direct the intake, analysis, investigations and the research and development environments within the Chief Directorate. Ensure that the assessment and determination of jurisdiction is done in accordance with service standards. Facilitate early dispute resolution. Facilitate expeditious and economical investigation of complaints lodged with the Office and represent the interests of the Chief Directorate at a strategic level. Direct planning, budgeting and expenditure of the Chief Directorate. Direct drafting, implementation and review of strategy,

policies and procedures that govern the functions of the Chief Directorate. Ensure good governance, integrity in managing the Chief Directorate. Lead and manage the staff in the Chief Directorate.

**ENQUIRIES** : Ms N.F. Ntloedibe Tel No: (012) 676 3841  
**APPLICATIONS** : Military Ombud, Private Bag X163, Centurion, 0046, or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157.  
**CLOSING DATE** : 25 February 2022

#### **OTHER POSTS**

**POST 05/03** : **ADMINISTRATION OFFICER REF NO: LOG/01/01/22**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : DOD School of Logistic Training (Cape Town)  
**REQUIREMENTS** : NQF Level 4 (Grade 12 or equivalent) degree /NQF Level 6 with experience in supervisory capabilities and 2 years' experience in the training environment, driving skills will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt training. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

**DUTIES** : Obtain milqual printout (course dates). Supply support training, log computer system courses. Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at Human Resource with the main focus on the handling and processing of the finalisation of course administration and administrative aspects as delegated by the Officer Commanding and Second in Command. Ensure that all administration is done according to Conventions of Service Writing (CSW) and the correct storage (including back-up system) of data. Ensure proper Information Systems Security is applied. Assist with the planning, monitoring and finalisation of Human Resources projects such as medals and decorations, Inland Accommodation Expenditure administration and course admin. Assist with the correct and effective administrative management of the Human Resource. Assist the HR, OC and Second in Command with regards to the collation and provision of statistics and management information and with all other administrative tasks that may be delegated. Liaison with other Arms of Service and state departments iro Human Resource administration.

**ENQUIRIES** : Maj F.P. Prins / Sgt G.N. Jacobs Tel No: 021 787 1454/1476  
**APPLICATIONS** : Department of Defence, School of Logistics Training, Private bag X2, Young field Army Base, Wetton Road, Kenwyn, Wynberg, 7824.

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be

acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/04** : **ADMINISTRATION CLERK REF NO: LOG/01/02/22**

**SALARY** : R176 310 per annum (Level 05)

**CENTRE** : SAFI, Pretoria

**REQUIREMENTS** : Grade 12 with a minimum of one (1) year experience in the Office administration, logistics management and Development or Human Resource will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

**DUTIES** : Assist with the HR administration of DOD personnel (example leave, contract renewals, transfers, detached duty, salary enquiries, etc.) Assist with HR monthly reports and all SAFI HR administrations. Assist with the control, safekeeping, maintenance and administration of stock taking equipment, vehicles, buildings any other state asset. Ensure branched weekly purchase requisitions and received in time. Submit weekly purchase budget, weekly requisitions and RM documentation needed to complete monthly income statements of retained branches. Place orders, confirm deliveries, ensure in time payments and liaise with suppliers. Placing of orders and assisting in stocktaking management of retained branches. Manage leased equipment and labour savings devices. Execute retail administration function. Ensure banking of branches is done twice a week and daily sales documentation is submitted to HO daily petty cash returns and assist with the submitting of petty cash reconciliation to HO at end of every month.

**ENQUIRIES** : Lt Col B. Ntshakisang Tel No: 012 674 4639, Tel No: (012) 651 4716.

**APPLICATIONS** : Department of Defence, SAFI, PO Box913009, Thaba Tshwane, Pretoria.

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

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 05/05</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: WMUGP/01/03/22 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	WMU Gauteng, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent with a minimum of one (1) year experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
<b><u>DUTIES</u></b>	:	Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.
<b><u>ENQUIRIES</u></b>	:	WO1 S.B. Lefakane Tel No: 012 674 6718.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Logistics Division, Defence Works Formation, RWU Gauteng, Private Bag X914065, Thaba Tshwane, 0143, Pretoria.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/06</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: WMUMP/01/04/22</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	WMU Mpumalanga, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.



<b><u>DUTIES</u></b>	:	Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.
<b><u>ENQUIRIES</u></b>	:	WO1 A.P. Badenhorst Tel No: 013 756 2286
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Logistics Division, Defence Works Formation, RWU Mpumalanga, Private Bag X1124, Nelspruit, 1200.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/07</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: WMUKZN/01/05/22</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	WMU KZN, Durban
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
<b><u>DUTIES</u></b>	:	Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj V.P. Mbatha Tel No: 031 451 0117
	:	Department of Defence, Logistics Division, Defence Works Formation, Regional Works Unit KZN, Private Bag X3893, Durban, 4000.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/08</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: WMUFS/01/06/22 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	WMU Free State, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
<b><u>DUTIES</u></b>	:	Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj de Klerk and WO1 J. Loft Tel No: 051 402 2006
	:	Department of Defence, Logistics Division, Defence Works Formation, RWU Free State, P.O. Box 11921. Universitas, Bloemfontein, 9321.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in

applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/09** : **ADMINISTRATION CLERK REF NO: WMUEC/01/07/22 (X2 POSTS)**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : WMU EC, Port Elizabeth  
**REQUIREMENTS** : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

**DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

**ENQUIRIES** : WO1 M.S. Thys Tel No: 041 581 7855  
**APPLICATIONS** : Department of Defence, Logistics Division, Defence Works Formation, RWU Eastern Cape, P. O Box 338, Port Elizabeth, 6000.

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification).

Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/10** : **ADMINISTRATION CLERK REF NO: WMUWC/01/08/22**

**SALARY** : R176 310 per annum (Level 05)

**CENTRE** : WMU WC, Cape Town

**REQUIREMENTS** : Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.

**DUTIES** : Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.

**ENQUIRIES** : WO1 K. Steenhuis Tel No: 021 764 1806.

**APPLICATIONS** : Department of Defence, Logistics Division, Private bag X2, Defence Works Formation, Reginal Works Unit, WC, Kenwyn. 7790.

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

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 05/11</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: CONSUNIT/01/09/22 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Construction Unit, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with a minimum of one (1) year experience in the administration, experience in the administration support will be an advantage. Special requirements (Skills needed): Computer skills knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Excellent interpersonal skills. Problem solving, Communications and practical skills. Be able to work individually.
<b><u>DUTIES</u></b>	:	Record organise, store, capture and retrieve correspondence and data (line functions). Update registers and statistics, handle routine enquiries. Scrutinise documents to determine actions/information /other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type letters and/or other correspondence when require, always keep and maintain the incoming and outgoing documents register of the component.
<b><u>ENQUIRIES</u></b>	:	Maj S.C.B. Ndamase Tel No: 012 651 9125
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Logistics Division, Defence Works Formation, Construction Unit, Private Bag X319. Thaba Tshwane, 0143.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/12</u></b>	:	<b><u>SECRETARY II REF NO: WMUGP/01/10/22</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	WMU, Gauteng
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability.

**DUTIES**

Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.

- : Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made.

**ENQUIRIES  
APPLICATIONS**

- : WO1 S.B. Lefakane Tel No: (012) 674 6718
- : Department of Defence, Logistics Division, Defence Works Formation, RWU GP, Private Bag X914065, Thaba Tshwane, 0143.

**NOTE**

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

**CLOSING DATE**

- : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/13**

- : **SECRETARY II REF NO: WMUFS/01/11/22**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R176 310 per annum (Level 05)
- : WMU, Free State, Bloemfontein
- : Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.

**DUTIES**

- : Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and

	documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made.
<b><u>ENQUIRIES</u></b>	:
<b><u>APPLICATIONS</u></b>	: Maj de Klerk Tel No: (051) 40202006 or WO1 J. Loft Tel No: (012) 355 5859. : Department of Defence, Logistics Division, Defence Works Formation, RWU Free State, P.O. Box 11921, Universitas, Bloemfontein, 9321.
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	: 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/14</u></b>	: <b><u>SECRETARY II REF NO: WMUNW/01/12/22</u></b>
<b><u>SALARY</u></b>	: R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	: WMU, NW, Potchefstroom
<b><u>REQUIREMENTS</u></b>	: Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
<b><u>DUTIES</u></b>	: Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made

**ENQUIRIES  
APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 05/15**

**SALARY  
CENTRE  
REQUIREMENTS**

**DUTIES**

**ENQUIRIES  
APPLICATIONS**

**NOTE**

- : Maj A.R. Aplon Tel No: (018) 289 3358
- : Department of Defence, Logistics Division, Defence Works Formation, Reginal Works Potchefstroom, Private Bag X2004, Potchefstroom, 2522.
- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
- : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
- : **SECRETARY II REF NO: CONSUNIT/01/13/22**
- : R176 310 per annum (Level 05)
- : Construction Unit, Pretoria
- : Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.
- : Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information /other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made
- : Maj S.C.B. Ndamase Tel No: (012) 355 651 9125
- : Department of Defence, Logistics Division, Defence Works Formation, Construction Unit, Private Bag X319, Thaba Tshwane, 0143.
- : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which



must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/16** : **PROCUREMENT CLERK REF NO: 93AMMU/01/14/22**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : DOD Ammu Sub Depot, Naboomspruit (X3 Posts)  
 93 Ammu Depot. Jan Kempdorp (X2 Posts)  
 DOD Ammu Depot School of Mun, De Aar (X3 Posts)

**REQUIREMENTS** : Grade 12 certificate or equivalent. Relevant experience in Logistics/ Procurement. Possession of a driver's license will be an added advantage. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills and Basic Report writing skills.

**DUTIES** : To ensure an accounting service wrt Logistical Support Services to enable Special Forces Capability at unit level by means of sound management and administration. Assist Accounting Clerk with the internal management and administration of the accounting department: Inspect accounting procedures of equipment and stock. Inspect the filing of vouchers to ensure compliance to policy and procedure: Ensure vouchers are filed according to voucher series. Ensure all relevant signatures are present on vouchers. Ensure all voucher are finalised according to policy. Ensure adequate control over vouchers wrt movement (registers). Ensure implementation of corrective actions where identified. Assist with the verification of stock and the submission of the prescribed documentation. Facilitate accountability and responsibility of stores and equipment. Prepare documentation for handing and taking over. Assist with verification of stocktaking for handing and taking over. Investigate discrepancies: Ensure signing of both parties. Assist with key control according to policy and procedure. Assist the Verification Officer with the management of the annual stock take. Assist with the printing of discrepancy vouchers, under management of the Verification Officer, for the accounting of differences in stores received. Finalise all RV's. Fin all IV's. Execute bin maintenance. Summary of all items on loan/laundry services. Accounting section voucher series complete and correctly filed. All disposed stock written off main account. Assist with the receiving of stores by printing, managing, finalisation and filing of Receipt Voucher. Assist with the issuing of stores by printing, managing, finalisation and filing of Issue Voucher. Assist with Bin Maintenance on ledgers when effectuating vouchers. Assist with the accounting of ammunition according to policy and procedure: Print issue voucher. Print expense certificate. Ensure unit part 1 order attached to voucher. Ensure Batch and RAIN number printed and confirmed on voucher before finalisation. Finalization of voucher. Manage Personal

Equipment Registers of all members: Voucher filing. Summaries. Execute Quality Control over the execution of accounting log support activities and tasks. Ensure preparation of allocated Log Pers. Monitor quality standard of documentation. Internal management of the departmental staff. Assist with the establishment and maintenance of a quality management system. Conduct HR admin for subordinates.

<b><u>ENQUIRIES</u></b>	:	DOD School of Catering, Private bag X1027, Thaba Tshwane Pretoria, Lt J.T. Madie Tel No: 012 674 5099 / 674 5102.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 93 Ammu Depot Quarters, Private bag X1, Jan Kempdorp, 8550. Capt M.D.R. Phakalasane Tel No: 053 830 9650 / 053 830 9737
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/17</u></b>	:	<b><u>HEAVY DUTY DRIVER REF NO: DODAMMU/01/15/22</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	DOD Ammu Sub Depot, Naboomspruit
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 10 or ABET Level 1 – 4. One to Two (1-2) years' experience in driving. A valid and relevant driver's license will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy. Problem solving and inter personal relations skills. Time management skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Drive and maintain the heavy duty vehicle as part of facility management packet for internal movement of refusal and the mowing of lawns from the unit line, outside of the ammunition stores, messes QM and all over in the unit. Assist in the diving and maintenance duties.
<b><u>ENQUIRIES</u></b>	:	Lt P.P. Kekana Tel No: 014 743 9504/ 014 743 9517
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASN Naboomspruit Private Bag X 91 0560.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in

applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE** : 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

**POST 05/18** : **TRACTOR DRIVER REF NO: DODAMMU/01/16/22**

**SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : DOD Ammu Sub Depot, Naboomspruit  
**REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Relevant documents and license will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy. Problem solving and inter personal relations skills. Time management skills. Ability to work independently.

**DUTIES** : Drive and maintain a tractor as part of facility management packet for internal movement of refusal and the mowing of lawns from the unit line, outside of the ammunition stores, messes QM and all over in the unit. Assist in the diving and maintenance duties.

**ENQUIRIES** : Lt P.P. Kekana Tel No: 014 743 9504/ 014 743 9517.  
**APPLICATIONS** : Department of Defence, ASN Naboomspruit Private Bag X 91 0560.  
**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/19</u></b>	:	<b><u>HANDY MAN REF NO: DODAMMU/01/17/22 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	:	DOD Ammu Sub Depot, Naboomspruit (X3 Posts) 93 Ammu Depot. Jan Kempdorp (X2 Posts) DOD Ammu Depot School of Mun, De Aar (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in repair works. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be Creative. Basic literacy. Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Conduct regular inspections in the Base/Unit. Attend to minor repairs of facilities. Repair taps and water leaks. Repair locks and doors. Repair of broken windows (fitting of new glass). Assist with the daily inspection of ablution facilities and living-in quarters. Assist with the inspection for visible damages to offices. Assists with the inspection of faults in the combined club areas.
<b><u>ENQUIRIES</u></b>	:	Capt M.D.R. Pkakalasane Tel No: (053) 830 9650 (Jan Kempdorp) Lt P.P. Kekana Tel No: (014) 743 9504/ 014 743 9517 (Naboomspruit) WO L.F. Plaatjies Tel No: (053) 830 9780 (De Aar).
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 93 Ammu Depot, Private bag X1, Quarters Jan Kempdorp, 8550. Department of Defence, ASD, Private Bag X91, Naboomspruit, 0560. Department of Defence, DOD Ammunition Depot & School of Munitions Private Bag X1011 De Aar, 7000.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/20</u></b>	:	<b><u>GENERAL STORE ASSISTANT REF NO: DODAMMU/01/18/22</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	93 Ammu Depot. DOD School of Catering, Pretoria
<b><u>REQUIREMENTS</u></b>	:	ABET Level 1 – 4. (Grade 10 - 12 or equivalent).Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Assistant Storeman work

		in the retail unit where they complete tasks such as receiving and delivering equipment, moving equipment, loading and unloading vehicle, moving equipment, stocking shelves, handling the correspondences, opening packages, answering to clients enquiries and doing any other related activities as required by the supervisor.
<b><u>DUTIES</u></b>	:	Planning and organise stock and inventory, is responsible for keeping track of what is available in the stores and inventory is updated. Must also monitor current stock level to decide if more should be ordered, as well as it is easy and safety accessible. To also see the daily operation of the store, make sure it runs smoothly and effectively.
<b><u>ENQUIRIES</u></b>	:	Capt M.D.R. Phakalasane Tel No: (053) 830 9650
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 93 Ammu Depot, Private bag X1, Quarters Jan Kempdorp, 8550
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
<b><u>CLOSING DATE</u></b>	:	04 March 2022, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 05/21</u></b>	:	<b><u>CLEANER II REF NO: DODAMMU/ 01/19/22 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	DOD Ammu Sub Depot, Naboomspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Lt P.P. Kekana Tel No: (014) 743 9504/ 014 743 9517
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASN Naboomspruit Private Bag X 91 0560.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license

(where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

**CLOSING DATE**

: 04 March 2022, (Applications received after the closing date and faxed copies will not be considered).

## DEPARTMENT OF EMPLOYMENT AND LABOUR

***It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.***

**CLOSING DATE**

: 28 February 2022 at 16:00

**NOTE**

: Applications quoting the relevant 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](http://www.gov.za/documents). 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. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents 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. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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 be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

**ERRATUM:** The requirements of the three (3) Inspector posts advertised for Brits Labour Centre: Ref No: HR 4/4/10/15, Christiana Labour Centre: Ref No: HR 4/4/10/16 and Lichtenburg Labour Centre: Ref No: HR 4/4/10/17 on Public Service Vacancy Circular 03 dated 28 January 2022 with a closing date of 14 February 2022 should read: Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. Valid driver's license. The correct salary notch is R 211 713 per annum. Kindly note that the closing date for these positions is extended to 28 February 2022. Enquiries: Mr S Mogakane Tel No: 018 387 8100.

## OTHER POSTS

<b><u>POST 05/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR4/4/7/61</u></b>
<b><u>SALARY</u></b>	:	R525 087 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years' relevant experience post Community Services. A proven track record in Vocational Rehabilitation. Valid Driver's license. Knowledge: DoL and compensation fund business strategies and goals. Directorate goals and performance requirements. Compensation fund value chain and business processes. Public Service Regulations, Policies and Procedures. Customer Service (Batho Pele Principles) Skills: Rehabilitation skills. Analytical skills. Business writing skills. Required IT skills. Strategic leadership. Financial Management. Knowledge management. Service Delivery Innovation. Planning and Organising. Problem solving analysis. Decision making. Accountability. Client Orientation. Customer focus. Communication. Work ethic and self-management. Risk management and corporate governance.
<b><u>DUTIES</u></b>	:	Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislation framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
<b><u>ENQUIRIES</u></b>	:	Ms Mazibuko Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>POST 05/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR HR 4/4/7/36</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (2) year functional experience in compliance or legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement
<b><u>ENQUIRIES</u></b>	:	Ms NL Njwambe Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Provincial Chief Inspector, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Provincial Chief Inspector
<b><u>POST 05/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/8/617</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Free State
<b><u>REQUIREMENTS</u></b>	:	LLB degree / Four (4) year legal qualification. Drivers Licence. Two (2) years functional experience in legal environment. Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues. Public service act. Ability to convert policy into action. Treasury Regulations. Public Service



		Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Enforcement Manual. Batho Pele principles. Skills: Computer literacy. Verbal and written communication. Good interpersonal relations. Computer literacy. Problem solving. Facilitating. Presenting. Conflict management. Research. Litigation.
<b><u>DUTIES</u></b>	:	Implement statutory processes with respect to all Labour Legislation and IES Policies. (Daily). Implement advocacy Programmes on compliance and enforcement. (Daily). Develop and implement a Labour Centre Monitoring program for enforcement files. (Daily). Oversee administration for statutory services in the province (Daily).
<b><u>ENQUIRIES</u></b>	:	Mr M Luxande Tel No: (051) 505 6325
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State Email: Jobs-fs3@labour.gov.za
<b><u>POST 05/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION</u></b> <b><u>REF NO: HR 4/4/7/37</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. A valid driving licence. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Funds policies and procedures, All Labour legislations, Anti-fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations Skills: Planning and organising, Time management, Conflict management, Analytical, Investigation, Communication (Verbal & written), Computer literacy, Presentation.
<b><u>DUTIES</u></b>	:	Implement Fraud detection and Anti-Corruption Strategies for Provincial Office. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Employment and Labour and external stakeholders on Fraud Prevention & Anti-corruption measure.
<b><u>ENQUIRIES</u></b>	:	Ms A Mlaba Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Risk Management, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Risk Management
<b><u>POST 05/26</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR 4/4/7/38</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Three-year relevant tertiary qualification in Communication Science/ Marketing/ Public Relation/ Media Studies and Journalism. Two (2) years supervisory experience Two (2) years functional experience in a media/ public relations/ marketing/ communication services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management.
<b><u>DUTIES</u></b>	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Employment and Labour in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on

		issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).
<b><u>ENQUIRIES</u></b>	:	Ms M Mazibuko Tel No: (013) 655 8701
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Provincial Operations, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Chief Director: Provincial Operations
<b><u>POST 05/27</u></b>	:	<b><u>SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/7/39</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Three (3) years tertiary qualification in Accounting/ Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal.
<b><u>DUTIES</u></b>	:	Provide accounts receivable and revenue collection service. Render debt recovery service in the Province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Ms E Baholo Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Beneficiary Services
<b><u>POST 05/28</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: GENERAL SUPPORT REF NO: HR 4/4/7/40</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	3 years tertiary qualification in Public Administration/Human Resource Development. 2-3 years' functional experience in Operations/Training and development. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Employment Services, Assessment, Operations system, Skills Development Act, Public Service Regulations, Public service Act Skills: Communication, Computer literacy, Training, Interpersonal, Presentation, Basic Conditions of Employment.
<b><u>DUTIES</u></b>	:	Verify the list of training needs that adhere with workplace Skills Plan (WSP), Provide training of processing staff and CSOs on procedures, processes and the relevant computer programmes, Verify monthly statistics for sections within the Operations Division and Labour Centres, Coordinate Stakeholder communications in the Business Unit and Labour Centres (e.g. Campaigns/ Briefing Sessions), Provide Administration Services to the Business Unit, Manage resources (Human, Financial, Equipment /Asset) in the section.
<b><u>ENQUIRIES</u></b>	:	Ms E Baholo Tel No: (013) 655 8742
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Beneficiary Services
<b><u>POST 05/29</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: HR 4/4/7/41</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary or equivalent qualification in Finance/ Accounting. Two (2) years functional experience in Financial Management Services Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict.

<b><u>DUTIES</u></b>	: Skills: Planning and Organizing, Computer Literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.
	: Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province. Proper control of Petty cash (Daily). Clear suspense accounts and allocated accounts before month closure (Monthly).
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms NE Mashibini Tel No: (013) 655 8700
	: The Deputy Director: Finance and Office Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	: The Deputy Director: Finance and Office Services
<b><u>POST 05/30</u></b>	: <b><u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/7/63</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R321 543 per annum
	: Mashishing Labour Centre
	: Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<b><u>DUTIES</u></b>	: Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. IM Nkosi Tel No: (013) 235 2368
	: The Deputy Director: Labour Centre Operations. Private Bag X20081, Mashishing, 1120 Or hand deliver at 51 De Klerk street, Mashishing. Email: Jobs-MP@labour.gov.za
<b><u>POST 05/31</u></b>	: <b><u>TEAM LEADER REF NO: HR 4/4/8/103</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R321 543 per annum
	: Labour Centre: Postmasburg
	: Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	: Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State

witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Manage the finalisation of files of cases received and investigations conducted by the Inspectors, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases, Ensure that non-compliant employers are referred for prosecution within the relevant time frames, Responsible for staff managing resources in the Unit.

<b><u>ENQUIRIES</u></b>	:	Mr R Mashibini Tel No: 053 313 1089
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: <a href="mailto:Jobs-POS@Labour.gov.za">Jobs-POS@Labour.gov.za</a> (Kimberley Labour Centre)
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 05/32</u></b>	:	<b><u>INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	East London Labour Centre Ref No: HR4/4/5/200 (X1 Post) Gqeberha Labour Centre Ref No: HR4/4/5/201 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB with Two years functional experience in Inspection and Enforcement Services and a valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, Compensation for Occupational Injuries Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspection with the aim of ensuring compliance with the Basic Conditions of Employment Act. Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct Advocacy Campaigns on all Labour legislations independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr M Njamela Tel No: 043 702 7500 Mr. M Ngqolowa Tel No: 041 506 5077
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr Oxford & Hill Street, East London via Email: <a href="mailto:Jobs-EC@labour.gov.za">Jobs-EC@labour.gov.za</a> Deputy Director Labour Centre Operations: Private Bag X 6045, Gqeberha, 6000 or via Email: <a href="mailto:Jobs-EC@labour.gov.za">Jobs-EC@labour.gov.za</a>
<b><u>POST 05/33</u></b>	:	<b><u>ICT TECHNICIAN REF NO: HR 4/4/8/614</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Free State
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Information, Communication Technology or any ICT relevant qualification. Application certification. 2 years functional experience in an ICT environment. Knowledge: Technical standards/procedures. End user support procedures. Operating systems. Active Directory. Backup technologies and processes. ICT Service Management Processes. Department Policies and procedures. Batho Pele Principles. Skills: Communications. Analytical thinking. Process improvement. Leadership. Good interpersonal relation. Listening.
<b><u>DUTIES</u></b>	:	Provide Desktop and Printer support. Provide Call management on Information Technology Service. Management System (ITSM). Provide Local Area Network (LAN) Support.

<b><u>ENQUIRIES</u></b>	:	Ms N Tokwe Tel No: (051) 505 6202
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS2@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 05/34</u></b>	:	<b><u>INSPECTOR REF NO: HR 4/4/5/200</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Kariega Labour Centre: Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's licence. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms W Koba Tel No: 041 992 4627
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230. Email: Jobs-EC@labour.gov.za
<b><u>POST 05/35</u></b>	:	<b><u>PRACTITIONER PES DELIVERY SUPPORT REF NO: HR 4/4/7/42</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	A relevant three (3) years tertiary qualification or equivalent qualification. Two (2) years functional experience. A valid drivers licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Skills Development, Relevant government strategies Skills: Planning and Organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking.
<b><u>DUTIES</u></b>	:	Render support on facilitation of stakeholder relations for acquisition of placement opportunities (Daily). Coordinate International Cross-Border Labour Migration functions (Daily). Coordinate the provision of services to distressed companies (Daily). Coordinate the registration and certification of Private Employment Agencies (Daily).
<b><u>ENQUIRIES</u></b>	:	Mr EA Masemola Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Public Employment Services
<b><u>POST 05/36</u></b>	:	<b><u>POLICY DEVELOPMENT OFFICER REF NO: HR4/22/02/04HO</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Human Resources. Two (2) years functional experience in the Employment Equity environment. Knowledge: ILO Conventions especially conventions 100 and 111, Public Finance Management Act, Public Service Act, Codes of Good Practices of EE, Departmental policies and procedures, Policy Formulation, Transformation and Change. Skills: Verbal and

		written communication, Planning and organizing, Minutes taking, Interpersonal relations, Computer literacy, Analytical.
<b><u>DUTIES</u></b>	:	Provide support on employment equity policy matters required by the Sub-Directorate. Render administrative support services to the Sub-Directorate. Provide logistical support services to the Sub-Directorate. Maintain an accessible, user-friendly filing system.
<b><u>ENQUIRIES</u></b>	:	Mr M Lefika Tel No: 012 309 4214
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<b><u>POST 05/37</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/51</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974- R492 756 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES</u></b>	:	Ms GK Malatsi Tel No: (013) 653 3846
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: Private Bag X 7293, Emalahleni, 1035 Or hand deliver at 38 Mandela Avenue, or Corner Escombe and Mandela Avenue, Emalahleni
<b><u>POST 05/38</u></b>	:	<b><u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/7/43 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental Policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organising, Analytical, Numeracy, Interpersonal.
<b><u>DUTIES</u></b>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<b><u>ENQUIRIES</u></b>	:	Ms E Baholo Tel No: (013) 655 8742
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Beneficiary Services

<b><u>POST 05/39</u></b>	:	<b><u>PROVISIONING CLERK REF NO: HR 4/4/7/44</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS system, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms NE Mashibini Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	The Deputy Director: Finance and Office Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	The Deputy Director: Finance and Office Services
<b><u>POST 05/40</u></b>	:	<b><u>COST ACCOUNTANT CLERK REF NO: HR 4/22/02/03</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Supported Employment Enterprises Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with Accounting as a major subject Knowledge: Financial Accounting, Sound commercial judgement, Microsoft Excel, Word and Power point, Accrual basis of accounting, GRAP, PFMA and Treasury Regulations Skills Numeracy, Attention to detail and the ability to work logically, consistently, accurately and under pressure, Accounting and auditing skills, Analytical, Computer literacy.
<b><u>DUTIES</u></b>	:	Check the general ledger and prepare the financial reports. Assist in the audit process. Assist in the administration process of irregular, fruitless and wasteful expenditure. Provide administrative support in the managing of leases. Perform the administration of the section.
<b><u>ENQUIRIES</u></b>	:	Ms A Pretorius Tel No: 012 843 7425
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 05/41</u></b>	:	<b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Caroline Labour Centre Ref No: HR4/4/7/56
<b><u>REQUIREMENTS</u></b>	:	Barberton Labour Centre Ref No: HR4/4/7/57
<b><u>REQUIREMENTS</u></b>	:	A senior certificate. No experience. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES</u></b>	:	Mr RL Mokoena Tel No: (017) 883 2414 (Carolina)
<b><u>APPLICATIONS</u></b>	:	Mr N Makgaba Tel No: (013) 712 3066 (Barberton)
<b><u>APPLICATIONS</u></b>	:	The Deputy Director Labour Centre: Private Bag X1634, Barberton, 1300 or hand deliver at: Eurika Centre, Shop no11, Nourse Street, Barberton. <u>Jobs-MPU@labour.gov.za</u>

The Deputy Director Labour Centre: Private Bag X718, Carolina, 1185 or hand deliver at: Landbou Building, 20B Breytenbach Street, Carolina. Jobs-MPU@labour.gov.za

**POST 05/42** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (IES) REF NO: HR4/4/7/62**

**SALARY** : R176 310 per annum  
**CENTRE** : Barberton Labour Centre  
**REQUIREMENTS** : A senior certificate, No experience. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

**DUTIES** : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

**ENQUIRIES** : Mr N Makgaba Tel No: (013) 712 3066  
**APPLICATIONS** : The Deputy Director Labour Centre: Private Bag X1634, Barberton, 1300 or hand deliver at: Eurika Centre, Shop no11, Nourse Street, Barberton. Jobs-MPU@labour.gov.za



## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 25 February 2022 before 12h00 noon. No late applications will be considered.

: Take note of the Disclaimer mentioned on each advert during Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

**POST 05/43** : **ORGANISATIONAL DESIGN AND DEVELOPMENT OFFICER REF NO: ODD/OFF/2022-02-2C**  
(12 months contract)

**SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : An appropriate and recognized three-year tertiary qualification/B Degree/National Diploma in Management Services/ Production Management/ Operations Management/ Industrial Engineering/ HRM/ Management (at least 360 credits NQF level 6) with two years' appropriate proven experience within the Organizational Design and Development environment. Note that if the three-year qualification is in HRM or Management it should be coupled with a Management Services Certificate or Organisational Development certificate. A certified Job analyst (Equate/Evaluate). Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of PERSAL system will be beneficial. Knowledge of Organisational Design Principle and processes. Knowledge of Evaluate/Equate system. Knowledge of Job Evaluation processes, models and techniques. Knowledge of Public Service Act. Knowledge of Work Study techniques. Knowledge of Public Service Regulations. Knowledge of PERSAL system. Knowledge of PFMA and National Treasury Regulations. Batho Pele Principles. Knowledge of White Paper transformation. Problem solving skills. Effective communication skills both written and verbal. Presentation skills. Strong analytical skills. Report writing skills. Decision making skills. Customer service orientation. Planning and organizing skills. Ability to work in a team. Initiative. Ability to build strong network relationships. Integrity. Attention to detail. Goal driven. Assertiveness. Pro-activeness. Flexibility. Sense of responsibility.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Facilitate the Development of Job Descriptions/ profiles for GPAA: Gather relevant information on the different approaches to developing job descriptions. Provide support in the development and maintenance of job descriptions. Source current relevant job descriptions as per requests. File and store job descriptions as per requests. Facilitate the job processes (documentation, signatures, approvals etc). Development of job descriptions according to the job description template. Ensure that Job descriptions are updated, reviewed, signed off before vacant posts are advertised. Maintain Job description database. Maintain the job description register. Ensure Maintenance of Organizational Structure: Conduct organizational structure investigations. Compile organization and establishment reports. Undertake first level in the cost analysis for proposed structure. Assist with Development of the organisational structure. Conducting work-study investigations. Provide guidance and advice to line management on organisational design and development matters. Assist in the co-ordination of the development and maintenance of departmental organogram in line with strategic plan in various units. Monitor the movement and implementation of positions in the structure in line with legislations. Undertake preparatory work in the statistical analysis for workforce movement. Conduct Job Evaluation for all posts in GPAA: Compare jobs according to their intrinsic values and determine the relative complexity of various jobs. Ensure that the process is fair and that the job grades are both reliable and valid across the department. Assess the identified job evaluation needs and evaluate requests for job evaluation. Input information on the JE system and determine post level. Prepare JE certificates of outcome. Ensure results are implemented on PERSAL and communicated to relevant stakeholders. Provide advice and guidance on the Job Evaluation processes and policy. Render support with regard to provision of secretariat services: Determine and facilitate logistics involved with job evaluation and paneling process. Schedule JE Panel meetings. Minute taking and circulation of agenda. Conduct Job Evaluation on the current approved Job Evaluation system. Receive and prioritize Job Evaluation requests. Schedule job evaluation interviews. Update the Job Evaluation database. Render General Support Service to the ODD unit: Keep and maintain a database of documents, reports, minutes and records of all nature. Keep and maintain the

manual and electronic filing system for the Component. Maintain the JD and JE electronic Database. Ensure logistical arrangement for ODD unit meetings timeously. Obtain quotations for the procurement of equipment, goods and services. Compile submissions and forms for ordering goods, equipment and services

**ENQUIRIES  
APPLICATIONS**

: Mbongiseni Nkosi on Tel No: 012 399 2202  
: It is mandatory to email your application with the relevant supporting documentation to [Recruit3@gpaa.gov.za](mailto:Recruit3@gpaa.gov.za)

**NOTE**

: The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA. Two contract positions of Organisational Design and Development Officer are currently available at ODD Section of the GPAA – 12 months contract. # Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**POST 05/44**

: **RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/2022-02-2C**  
(12 months contract)  
Enterprise Wide Risk

**SALARY  
CENTRE  
REQUIREMENTS**

: R211 713 per annum (Level 06), plus 37% in lieu of benefits  
: Pretoria Head Office  
: An appropriate three year B degree / National Diploma in Risk Management, Internal Audit or Commerce (at least 360 credits) with 18 months proven experience within the Enterprise Risk/ relevant and related environment Or Grade 12 with three years proven experience within the Enterprise Risk/relevant and related environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Training and / or experience in any Risk Management Tool such as BarnOwl will serve as an advantage. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO31000). Knowledge of BarnOwl system or any Risk Management tool. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Pro activeness. Approachable and innovative. Team player.

**DUTIES**

: The successful candidate will be responsible for the following functions and include, but not limited to: Render Administrative support in the Risk Analysis and monitoring process: Assist in implementing risk management plan. Provide support for the conducting of operational Risk assessments. Assist management in identifying risks. Assist Management in evaluation/rating of risks. Assist in the development of draft risk reports. Assist in monitoring the implementation of the operational risk mitigation plans. Conduct risk awareness and training. Assist in Coordinating and facilitating the development of a risk profile: Document risk information on BarnOwl system; Assist in planning, scheduling and providing end – user training on Risk Management software. Administration of the Barn Owl. Capture progress notes on Barn Owl after monitoring (implementation of action plans). Print Reports from Barn Owl. Provide Administrative support to Risk Management Unit: Assist in Co-coordinating Risk Management Committee meetings; Prepare Risk Management Committee meeting packs before the meeting; Assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.

**ENQUIRIES**

: Geraldine Turner from Fempower on Tel No: 084 093 5765  
General Enquiries: Ms Mapule Mahlangu Tel No: (012) 399 2639

**APPLICATIONS**

: It is mandatory to email your application with the relevant supporting documentation to [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za)

**NOTE**

: Two contract positions of Risk Administrator: Enterprise Wide Risk are currently available at Enterprise Wide Risk unit of the GPAA on 12 months contract. The purpose of the role is to ensure efficient and effective implementation of risk management activities. #Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**GOVERNMENT PRINTING WORKS**

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

<b><u>APPLICATIONS</u></b>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 / 012 764 3912
<b><u>CLOSING DATE</u></b>	:	28 February 2022 (12:00 noon)
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za/vacancies">www.dpsa.gov.za/vacancies</a> , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**OTHER POSTS**

<b><u>POST 05/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: GPW22/03</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6/7) in Supply Chain Management, Public Administration, Finance or Procurement or related equivalent qualifications as recognised by SAQA. A minimum of 3 years' experience obtained in a Supply Chain Management environment/Contracts Management/Supplier or Vendor Management. Knowledge of contract management; SCM processes and systems. Valid drivers' license; prepared to travel; Knowledge: Public Finance Management Act; Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy;

		interpersonal relations; General office administrative. Personal Attributes: Ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; ability to work independently.
<b><u>DUTIES</u></b>	:	Draft and review contracts with service providers. Liaise with other industry experts for advice regarding suppliers and other services. Evaluate contracts with current suppliers, identify gaps and ensure that total contractual requirements are in place with current suppliers. Draft and review agreements with customers (Government departments). Create and maintain internal service level agreements within GPW stakeholders. Conduct service review meetings with service providers and customers for performance optimisation. Identify financial savings and cost avoidance through supplier engagements. Monitor supplier spend and ensure that it is within the agreed terms and conditions. Identify and devise plans to mitigate risks emanating from service providers. Make site visitations of service providers premises, planned and ad-hoc. Identify and maintain BEEE/SME spend. Ensure that suppliers comply with industry standards and all legal requirements. Report on the management of suppliers/customers and contracts. Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancellations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. 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 delivery of goods/services; Monitor contract compliance by determining 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.
<b><u>ENQUIRIES</u></b>	:	Mr T Masiso Tel No: (012) 748 6291
<b><u>POST 05/46</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPW22/04</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	NQF level 6/7 National Diploma or Degree in Training /Human Resource Development/Human Resource Management or equivalent qualification plus 3-5 years' experience in the training and development field. 2-3 years supervisory experience. A valid driver's license. General competencies: Planning & organizing, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Excellent interpersonal skills and ability to function both independently and as part of the team. Ability to handle pressure, Good Communication (verbal and written) Technical competencies: In-depth knowledge of Public Service Regulations, Skills Development legislations and strategies, facilitation and management of staff induction, Ability to render Training and Development Advisory services, Computer Literacy and research skills.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Conduct Training Needs Analysis, Coordinate the development and submission of the Workplace Skills Plan and Annual Training Reports to the relevant SETAs. Implement the Human Resource Development Strategy and Policies. Administer Internal Bursary scheme. Coordinate and implement training interventions. Coordinate and Facilitate the Internal Induction Programmes and Orientation for the Department. Facilitate the Compulsory Induction programme (CIP). Coordinate and render secretariat support to the Skills Development and Training Committee. Administer and manage the implementation of graduate/Internship, Learnerships and Apprenticeship programmes. Execute all other relevant training and skills development programmes.
<b><u>ENQUIRIES</u></b>	:	Ms L Mahlangu Tel No: (012) 748 6285
<b><u>POST 05/47</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT OFFICER REF NO: GPW22/05 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or equivalent NQF 6/7 qualification. 2-3 years relevant work experience. Computer literate. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills. Knowledge in tender administration and management of tender documents.
<b><u>DUTIES</u></b>	:	Provide tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations including the preparation of tender pack (SBD's and all other relevant documents). Identify administrative discrepancy that requires clarification in the bid documents. Scheduling, preparation of various meetings (BSC, Briefing Sessions, BEC, etc.) and taking minutes. Ensure that all received tender documents are registered upon closing of the tender. Manage central emails for queries and timeous response. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase.
<b><u>ENQUIRIES</u></b>	:	Ms P Maddie Tel No: (012) 764 3973
<b><u>NOTE</u></b>	:	Submit report relating to work done to the supervisor. Attend to quires. Ensure compliance with policies and procedures that regulate and govern Supply chain management processes.
<b><u>POST 05/48</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: GPW22/06</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent Certificate. Studying towards a National Diploma in Human Resources Management will be an added advantage. Knowledge of Recruitment and Selection processes. Knowledge of Public Service Regulatory Framework. Competencies: Communication (verbal and written) skills. Computer literacy skills. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Provide administrative support service to HR Recruitment function such as receiving, capturing and managing applications for advertised posts. Scheduling of shortlist and interview meetings and handling telephonic enquiries. Prepare logistical arrangements and liaise with role players regarding recruitment matters. Prepare letters and memos. Ensure proper record keeping.
<b><u>ENQUIRIES</u></b>	:	Ms V Maja Tel No: (012) 764 3912
<b><u>POST 05/49</u></b>	:	<b><u>WAREHOUSE CLERK REF NO: GPW22/07</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Computer literacy with good knowledge of MS Office (Outlook and Excel). Numerical proficiency. Good communication skills. Problem-solving skills. Good interpersonal relations. Attention to detail.
<b><u>DUTIES</u></b>	:	Receiving stock by means of correlating copy of Purchase Order, signed Delivery Note; captured as well as recorded the receipted stock into the system. Issuing stock; creates and register picking slip as well as transfer order shipment. Stock control; conduct weekly and monthly stock count. Ensure that the system and counted stock figures do balance, and investigate in the event of discrepancies. Replenishment and record keeping. Ensure there's 100% stock availability at all times. Ensure that the stock is packed properly and safe in the warehouse in terms of the FIFO principle. Customer Care. Effective and efficient communication with stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms L Bhandu Tel No: (012) 748-6224

<b><u>POST 05/50</u></b>	:	<b><u>STORE ASSISTANT REF NO: GPW22/08</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Numerical proficiency, Good communication and interpersonal skills. Valid forklift driver's license. Grade 12 will be an added advantage.
<b><u>DUTIES</u></b>	:	Off-load supplier's trucks. Forklift driving. Receiving of inventory. Packing received stock in the allocated space. Picking stock for allocation. Deliver allocated stock to dispatch area timeously. Keep working environment clean. Adhere to Occupational Health and Safety requirements. Need to work additional hours when necessary and when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Bhandu Tel No: (012) 748-6224



## DEPARTMENT OF HEALTH

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be forwarded to recruitment@health.gov.za quoting the reference number.
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 28 February 2022, Time: 12H00 MIDDAY
- NOTE** : All short-listed 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 battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 05/51** : **CHIEF DIRECTOR: HUMAN RESOURCES FOR HEALTH REF NO: NDOH 7/2022**  
Please note this is a re-advert and applicants who previously applied need to re-apply
- SALARY** : R1 251 183 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : National Department of Health, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognised by SAQA in Human Resources or Public Administration or relevant qualification. A post-graduate qualification in any of the above will be an advantage. At least five (5) years' experience at a Senior Management level in Human Resources Management or related field. Experience should include the development, implementation and monitoring of HRH workforce policies, planning, education, and training programmes. SMS pre-entry Certificate is required for appointment finalisation. Knowledge of global trends and best practices in HRH policy and planning. Knowledge of local HRH Information Systems (e.g. PERSAL and Internship and Community Service Programme (ICSP) Online). Performance, procurement and financial management. Good communication (verbal and written), microsoft office package, planning, organisational and management skills. Ability to work independently ability and under pressure as well as work long and irregular hours. A valid driver's license.

**DUTIES**

: Provide strategic leadership and facilitate the development and implementation and monitoring of HRH policies. Provide strategic direction of HRH Planning, Management and Development. Ensure the maintenance of a well-developed HRH Information Systems. Strengthen stakeholder relations. Provide strategic leadership and overall management to the Directorate within the Cluster.

**ENQUIRIES**

: Ms VM Rennie on email: [valerie.rennie@health.gov.za](mailto:valerie.rennie@health.gov.za)

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(MNAMBITHI TVET COLLEGE)**

<b><u>APPLICATIONS</u></b>	:	Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.
<b><u>FOR ATTENTION</u></b>	:	Recruitment and Selection
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>NOTE</u></b>	:	Applications be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, driver's licence, and identification document. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant.
<b>OTHER POST</b>		
<b><u>POST 05/52</u></b>	:	<b><u>COLLEGE COUNCIL SECRETARY REF NO: MTVET 2022/01</u></b> (12 Months Contract) Re-Advertisement: People who previously applied need not to re- apply.
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Mnambithi TVET College- Central Administration Office
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience. Degree in Public Management or Office Management or equivalent qualification; Minimum of 3 years' experience in secretarial function or similar role. A valid driver's license is a requirement. Basic Financial Management qualification/ experience will be an added advantage. Competencies: Good listening and writing skills; good interpersonal relations and customer orientation; organizing and planning skills, Attention to detail; knowledge of the Higher Education and Training communication protocols. Attributes: Professional, discreet, maintaining high levels of confidentiality; assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Managing logistics for College Council meetings and its sub-committees; Managing the interface between the Council and College management and also between stakeholders and the Council; Providing secretarial functions for the Council and its sub-committees; Providing advice and guidance on relevant policy gaps; Assisting with research and drafting of Charters, Terms of Reference, Policy documents on governance and legal matters. Ensuring that corporate governance best practices are adopted by the College.
<b><u>ENQUIRIES</u></b>	:	<u>Ntokozo.Ngema@kzntvet.edu.za</u>

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) Street, Cnr Thabo Sehume (Andries) Street, Pretoria, 0001.
- CLOSING DATE** : 25 February 2022
- NOTE** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

## OTHER POSTS

- POST 05/53** : **DEPUTY DIRECTOR: SERVICE BENEFITS & ADMINISTRATION REF NO: HRMC 6/22/01**  
Branch: Human Resource Management and Development  
Directorate: People Benefits
- SALARY** : R744 255 - R876 705 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year tertiary qualification in Human Resource Management or related qualification at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience at Assistant Director/ Junior Management/ Specialist level is required. Extensive experience in Service Benefits and Conditions of Service or HRM generalist environment is required. Knowledge of the Public Service Act and Regulations, Basic Conditions of Employment Legislation, Human Resource

Regulatory Framework and an understanding of Departmental Legislation and Prescripts. Knowledge of the Public Finance Management Act, Employment practices and contracts, as well as an understanding of all relevant Public Management Framework, Directives, policies etc. Capability and leadership, people management and empowerment. Expenditure management, accountability, business continuity and strong time management. Project and programme management. Attendance and absenteeism management and administration. Problem solving and analysis. Business report writing, presentation and facilitation skills. Computer literacy, communication and interviewing skills. Strong client orientation and customer focus. A valid drivers' license, willingness to travel, and extended working hours may be required.

## **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate Service Benefits and Conditions of Service operations in the Department. Develop and implement service benefits policies, plans and strategies. Coordinate the provisioning of service benefits and conditions of service in the Department such as salary, allowances, compensation of occupational injuries and diseases (COIDA) and guarantees, termination of services (all categories), amongst others. Coordinate relevant employee compensation processes and procedures. Coordinate the basic conditions of service of employees in the Department (e.g. leave, pension, long service recognition, etc). Coordinate and implement attendance and absenteeism monitoring and mitigation processes in the Department. Ensure effective quality, control, development and implementation of norms and standards on service benefits and basic conditions of service. Attend to queries regarded as problematic, including elements of public accountability. Ensure business transformation and partnership with various Stakeholders. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Liaise with internal and external Stakeholders regarding various service offering in relation to Service Benefits and Conditions service such as Branch / Provincial Management, Health Risk Manager, DPSA, GEPI, Auditor General, etc. Benchmark with various institutions for best practice. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Coordinate and implement successful system and process enhancements, updates and amendments within the Department. Monitor and participate in the implementation of efficiency improvement projects. Facilitate best practices to contribute towards improved organizational performance. Ensure innovation and service delivery within the Unit. Participate in the review of human resources strategy, ensure alignment of plans, policy and processes, and determine the strategic impact on the overall departmental strategy. Coordinate, render and implement technical expertise within the Unit and keep abreast with best practice, legislative and technical developments. Create and build partnerships with various internal and external Stakeholders. Coordinate, develop, review and implement toolkits to maximize the impact and value. Provide guidance on the development of practical, responsive solutions to Service Benefits and Conditions of service matters. Coordinate, develop, review and implement strategies on optimization of service delivery and client satisfaction index. Coordinate central information repositories relevant to service benefits and conditions of service. Ensure effective governance, risk management, and compliance within the Unit. Identify policy gaps, determine policy goals, develop and implement policy, guidelines, directive, circulars as needed. Research on matters in relation to benefits and conditions of service and benefits. Ensure compliance with service standards and turn-around times. Ensure understanding and enforce compliance with relevant National Legislation and Human Resource (HR) Regulatory Frameworks. Develop, review and implement Business Processes and Standard Operating Procedures for service benefits and conditions of service, including guidelines, directives and circulars. Ensure compliance with legislation, regulations, DHA policies and all audit requirements. Represent the Unit at management and other government forums. Establish systems and strategies for effective monitoring and management of risks, audit queries and matters of business continuity. Coordinate the analysis of organizational trends relevant to service benefits and conditions of service. Ensure the coordination of quality and risk management frameworks, standards and practices. Ensure compliance with Service Level Agreements (SLAs) of the Unit with internal and external

Stakeholders. Build partnerships and relationships with other state Departments on matters relevant to service benefits and conditions of service matters. Draft and submit annual, quarterly and monthly reports and reports required or delegated by the Director and / or any member of management in the Department. Manage human, financial and physical resources. Report on the performance of the Unit against targets. Develop and implement Work Plan for the Unit and ensure effective prioritisation and resource planning. Ensure staffing needs are addressed and staff are optimally utilised. Manage expenditure of the Directorate's budget linked to projects and programmes. Provide information relative to the identification and development of objectives, goals and strategies relative to the individual functional area. Implement effective talent management processes within the Unit (attraction, retention, development). Ensure that employees are equipped with the required skills and resources to perform optimally. Manage asset management projects of the Unit according to PFMA and Supply Chain Management and Procurement Framework. Ensure compliance with the organisational Performance Framework and alignment of individual performance management tools. Agree on and facilitate the training and development needs of the Unit.

**ENQUIRIES**

: Ms S Patel Tel No: (012) 406 7062

**POST 05/54**

: **ASSISTANT DIRECTOR: CORPORATE SERVICES AUDIT REF NO: HRMC 6/22/02**

Branch: Institutional Planning and Support  
Sub Directorate: Corporate Services Audit

**SALARY**

: R382 245 - R450 255 per annum (Level 09), (A basic salary). In addition, a range of competitive benefits are offered.

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: A three year tertiary qualification in Commerce, or Internal Audit at NQF level 6 as recognized by SAQA. 2 years' experience in an auditing environment. Knowledge of the South African Constitution, Public Service Regulatory Framework and Public Finance Management Act. Knowledge of International Internal Audit standards. Knowledge of all departmental legislation and prescripts. Knowledge of King II report and governance principles. Knowledge of the National Treasury Regulations. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of Finance and Accounting systems and practices. Service delivery innovation, Client orientation and customer focus. Ability to motivate, honesty and integrity. Communication, Decision Making and ability to persuade. Influencing and networking. Planning and organizing. Presentation, strong analytical skills. Computer literacy especially Microsoft Excel. Risk management and fraud prevention. A valid drivers' license, willingness to travel, and extended working hours may be required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Review and monitor the control environment of operations. Provide input in the development of the internal audit three year strategic plan. Provide input for the development of the project plan and scheduling assignments. Review audit projects. Draft audit findings. Prepare regular progress reports on assigned audit areas. Prepare final audit reports. Provide input to the audit methodology maintenance and development. Distribute audit questionnaire papers for identified risks pertaining the various audit. Provide input to the enhancement of audit methodology and techniques. Formulate an audit program based on the outcome of the preliminary survey. Liaise with the Auditees and keep them abreast on an ongoing basis. Make recommendations regarding improving operations. Manage physical and human resources. Monitor and report on the utilization of equipments. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure risk and compliance management. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and

**ENQUIRIES**

liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit.  
: Ms E Molelle Tel No: (012) 406 4294

**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.*

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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). 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 therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a> . 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

**MANAGEMENT ECHELON**

<b><u>POST 05/55</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: Q9/2022/05</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14)
<b><u>CENTRE</u></b>	:	Pretoria (National office)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate degree (NQF Level 7 as recognized by SAQA) in Financial Management or Financial Administration / Management Accounting or relevant financial qualification. A post graduate degree (NQF Level 8 as recognized by SAQA) in Financial Management and/or Financial Administration will be an added advantage. Five (5) years 'experience at senior management level. A valid driver's license and the ability to drive. Knowledge requirements. Knowledge of the PFMA and Treasury related legislation. Accounting principles and practices, tax, and the analysis and reporting of financial data. Track record of business plans and budgeting. Knowledge of risk management frameworks. Skills and competencies: Computer literacy, Communication (verbal & written) skills, presentation skills, Project management skills, Advanced financial management and analytical skills, Planning and organizing skills, Analytical and Decision making skills, Problem solving skills.
<b><u>DUTIES</u></b>	:	Supporting the Accounting Officer in the execution the financial functions in compliance with the PFMA and the Treasury Regulations. Establish and maintain appropriate financial systems and policies to ensure effective and efficient financial



		management. Provide financial and management accounting services and reporting. Develop and implement a Regulatory Framework on Financial Reporting. Provide effective and efficient Supply Chain Management services. Management of Resources. Conduct Risk Assessment.
<b><u>ENQUIRIES</u></b>	:	Ms E Lethole Tel No: 012 399 0040
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Mr S Baloyi Tel No: (012) 399 0202
<b><u>POST 05/56</u></b>	:	<b><u>DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: Q9/2022/06</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Pretoria (National office)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate degree (on NQF Level 7, as recognized by SAQA) IN Computer science or Information Technology. Five (5) years 'experience in middle management or senior management level. A driver's license and the ability to drive. Knowledge requirements: The constitution of the Republic of South Africa. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public service Regulations. Government systems and structure. Public Finance Management Act. Public Service Transformation goals. State Information Technology (SITA) Act. Skills and competencies: Strategic Capability and leadership, programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People management and Empowerment, Communication (verbal and written skills), computer literacy, Presentation Skills, Planning and organizing, Decision making skills, influencing skills. Job related knowledge: Knowledge and or qualification in a recognized framework for ICT, Knowledge of Microsoft windows .Knowledge of ICT systems, knowledge of current technologies and product used in the industry, sound understanding of computer systems (hardware, software) networks etc, experience in controlling information technology budget, knowledge of government prescripts. Government information technology council processes. Ability to develop and implement outcome based performance management system to support the achievement of the departmental goals and objective.
<b><u>DUTIES</u></b>	:	Provide strategic direction to department to the department with regard to information communication and technology environment. Manage information communication and technology advice and support systems. Provide the delivery of ICT programmes and projects. Manage and monitor services to systems and networks. Management of Resources.
<b><u>ENQUIRIES</u></b>	:	Ms E Lethole Tel No: 012 399 0040)
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Mr S Baloyi Tel No: (012) 399 0202

#### **OTHER POSTS**

<b><u>POST 05/57</u></b>	:	<b><u>ASSISTANT DIRECTOR :GENDER FOCAL POINT REF NO: Q9/2022/08</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), plus 37% lieu benefits
<b><u>CENTRE</u></b>	:	National Office
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 7 Degree as recognized by SAQA in social human sciences.3 years relevant experience.knowledge requirements: financial and project management experience,Managerial ,organisational and communication skills.networking abilities,research skills. Policy analysis and implementation, sound knowledge of the relavant public service legislation, reporting skills,extensive knowledge and sight into current debates on the relevant focus areas.Competencies and skills required:Job knowledge,communication

**DUTIES**

,interpersonal relations,flexibility,team work,computer skills,planning and organization skills, language skills ,good verbal and written communication skills.

: To develop and to review Gender Women and Youth policies and programme of action within the department in line with the applicable prescripts.Render assistance to management in mainstreaming and promoting special national projects /programmes with regards to gender women and youth in the respective line functions.Develop and monitor strategies ,operational plans, policies and procedures for the implementation of gender women and youth programmes.Implement internal gender mainstreaming policy.strategy and procedures.To facilliate participation in national events,outreach programmes and projects.participate in cross cutting working teams within the department on programmes aimed at improving the life and status gender women and youth.Coordination of all Administration aspects for gender mainstreaming.

**ENQUIRIES  
APPLICATIONS**

: Ms E Lethole Tel No: (012) 399 0040  
: Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.

**FOR ATTENTION**

: Mr S Baloyi Tel No: (012) 399 0202

**POST 05/58**

: **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: Q9/2022/07**

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Pretoria (National Office)

: An undergraduate degree or a post graduate diploma on NQF level 7 as recognized by SAQA in business Administration / information technology. 2-3 years' experience as a business /system analysis or related field. Knowledge requirement: In-depth knowledge and experience of the following ICT disciplines: project management, enterprise architecture, business analysis and the system development life cycle. In-depth knowledge and experience of utilizing the unified modelling language (UML)/business process model and notation (BPMN) and integrated definition language (IDEFO) standards. Knowledge, capabilities and practices associated with computer architectures and computer/ based information systems related to business operations and mission support, Knowledge of computer and other hardware programming languages, commercial operating systems, web or database systems, network hardware and software, IT security and other technologies that pertain to the acquisition, computation, storage, distribution, reporting, and management of information. Knowledge and ability to use computers and technology efficiently. Work knowledge that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, Implementation, maintenance, and enhancement of security programmes, policies, procedures, and tools. Work knowledge that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development,, implementation, maintenance, enhancement of security programmes, policies, procedures, and tools. Competencies: business IT system. Computer literacy. Security management. Skills required Client service orientation. Commitment to learning. Concern for quality and order. Effective communication, emotional intelligence, information sharing, integrity/honesty, problem solving and analysis, systems thinking and team participation.

**DUTIES**

: Review business architecture: define and review the current business architecture baseline and target for IPID. Analyze the business architectural gaps for modifications within the IPID and define solution. Define and review the current application architecture baseline and target for IPID. Analyse the application architectural gaps for modifications within the IPID and define solution. Identified Applications and business opportunities and solutions. Define requirements: gather, analyze and develop user requirements specifications. Develop functional specifications. Analyse and identify solutions: prepare business case for identified projects in conjunction with stake holders. Review the implementation and align to business case. Enable operation and use: implement the targeted application architecture baseline within business. Define and execute quality/test assurance plans for modification in business. Provide user training on new developed solutions.

<b><u>ENQUIRIES</u></b>	:	Ms E Lethole Tel No: (012) 399 0040
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Mr S Baloyi Tel No: (012) 399 0202
<b><u>POST 05/59</u></b>	:	<b><u>LABOUR RELATIONS PRACTITIONER REF NO: Q9/2022/02</u></b>
<b><u>SALARY</u></b>	:	R321 245 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant Bachelor's degree or equivalent qualification in HRM or Labour Relations. 3-5 years' experience in Labour Relations environment, valid driver's license. Knowledge requirements: Labour Law Prescripts, Public Service Act, Public Service Regulations, PSCBC & GPSSBC Resolutions and Case Law. Skills and competencies: Communication (verbal and written) skills, problem solving, planning skills, Creativity, Good interpersonal skills, Computer literate, Ability to work under pressure, Analytical skills and negotiation skills.
<b><u>DUTIES</u></b>	:	Handle grievances and misconduct, Represent the department in dispute resolutions forums, Ensure labour peace and discipline in the department. Provide Labour Relations training, Assist in the development and implementation of Labour Relations policies. Coordinate the departmental bargaining Chamber meetings. Advice employees and management on Labour related issues. Provide administrative duties to the component.
<b><u>ENQUIRIES</u></b>	:	Mr E Makeke Tel No: (012) 399 0000
<b><u>APPLICATIONS</u></b>	:	Independent Police Investigative Directorate, Private Bag X 941 Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole Tel No: (012) 399 0040
<b><u>POST 05/60</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: Q9/2022/03</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bethlehem
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function).Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. type letters and /or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	Ms L Maamogwa Tel No: (018)397 2511
<b><u>APPLICATIONS</u></b>	:	Post to Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng 2745, or hand deliver to No.1 Station Road, Molopo Shopping Centre, 1 <sup>st</sup> floor, Mafikeng, 2745.
<b><u>FOR ATTENTION</u></b>	:	Ms M Molefhe Tel No: (018)397 2503

## JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

*The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.*

**APPLICATIONS**

: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

**CLOSING DATE**  
**NOTE**

: 04 March 2022

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license where required, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Judicial Inspectorate for Correctional Services (JICS) being processed by the JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013.

**ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 29 2021 dated 20 August 2021: Messenger/Cleaner: Bloemfontein Ref No: JI 89/2021, Messenger/Cleaner: Centurion Ref No: JI 90/2021, Messenger Cleaner: Cape Town Ref No: JI 91/2021, Messenger/Cleaner: Durban Ref No: JI 92/2021, Messenger/Cleaner: East London Ref No: JI 93/2021, and Public Service Vacancy Circular 33 of 2021 dated 17 September 2021: Deputy Director: Communications Ref No: JI 94/2021, Secretary Ref No: JI 97/2021, Administration Clerk: Supply Chain Management x 2 Ref No: JI 98/2021, Administration Clerk: Finance x 2 Ref No: JI 99/2021, HR Personnel Clerk Ref No: JI 100/2021, Administration Clerk: Auxiliary Services: Cape Town Ref No: JI 101/2021, Administration Clerk: Inspections & Ref No: JI 102/2021, Kindly note that the posts has been withdrawn.

## OTHER POSTS

<b><u>POST 05/61</u></b>	:	<b><u>LAW CLERK REF NO: JI 01/2022</u></b> Office of the Inspecting Judge (12 month contract appointment)
<b><u>SALARY</u></b>	:	R382 245 per annum + 37% in lieu of benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2022-2023. The Inspecting Judge of JICS is assisted by a Law Clerk whose primary function is to carry out legal research and assist the Inspecting Judge with lectures, speeches, public presentations and publications. The JICS seeks to ensure these appointments, generally, broadly represent the South African population in terms of race, gender and background. Applicants should be in possession of an LLB degree (or an equivalent or post-graduate degree) or in the final year of study for that degree and should display an interest in subjects relating to criminal law, criminology, penology and human rights. Academic excellence and research experience is recommended. Successful applicants will be subjected to a vetting process. Further details about the position can be obtained from the Office of the Inspecting Judge. An example of written work between 6 – 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant; and letters of recommendation from two referees, together with their names and contact details (including but not limited to their email addresses).
<b><u>DUTIES</u></b>	:	Research for the Inspecting Judge, Report writing, Ad hoc tasks allocated by the Inspecting Judge. Consolidate and analyse monthly statistical reports for the Inspecting Judge. Preference will be given to all women and people with disabilities.
<b><u>ENQUIRIES</u></b>	:	Mr M Sello Tel No: (012) 321 0303
<b><u>POST 05/62</u></b>	:	<b><u>REGIONAL INSPECTOR REF NO: JI 02/2022</u></b> Directorate Legal Services
<b><u>SALARY</u></b>	:	R321 54 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12/Senior certificate. 3 year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. At least 3 years relevant working experience (interviewing, taking of statements, collecting evidence and report writing). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Administrative skills. Ability to work effectively without supervision but also in a team. An unendorsed driver's license is essential as well as a willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for inspections and investigations at correctional centres in the JICS regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the Management Regions. Training of Independent Correctional Centre Visitors on basic inspection and investigation principles.
<b><u>ENQUIRIES</u></b>	:	Mr L De Souza Tel No: (012) 321 0303
<b><u>POST 05/63</u></b>	:	<b><u>SECRETARY REF NO: JI 03/2022</u></b> Office of the Chief Executive Officer
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to serve as the secretary/administrator to the Directors. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.
<b><u>ENQUIRIES</u></b>	:	Mr. M Sello Tel No: (012) 321-0303
<b><u>POST 05/64</u></b>	:	<b><u>ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 04/2022</u></b> Directorate Regional Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum Centurion Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Offices (draft correspondence, manages calendars of senior team members and arrange trips etc.)
<b><u>ENQUIRIES</u></b>	:	Mr M Mentoor / Ms G Nkuna Tel No: (012) 663 7521
<b><u>POST 05/65</u></b>	:	<b><u>INDEPENDENT CORRECTIONAL CENTRE VISITORS</u></b> Thirty Six Months (36) months contract for all ICCV positions.
<b><u>SALARY CENTRE</u></b>	:	R66 117 (3/8th) per annum (Level 05 on part time notch) + 37% in lieu of Benefits. <b>KwaZulu-Natal Region</b> Bergville Correctional Centre Ref No: JI 05/2022 Durban Juvenile Correctional Centre Ref No: JI 06/2022 Eshowe Correctional Centre Ref No: JI 07/2022 <b>Eastern Cape Management Region:</b> Barkly East Correctional Centre Ref No: JI 08/2022 Burgersdorp Correctional Centre Ref No: JI 09/2022 Jansenville Correctional Centre Ref No: JI 10/2022 Kirkwood Correctional Centre Ref No: JI 11/2022 Lusikisiki Correctional Centre Ref No: JI 12/2022 Mount Frere Correctional Centre Ref No: JI 13/2022 Ngqeleni Correctional Centre Ref No: JI 14/2022 Patensie Correctional Centre Ref No: JI 15/2022 Sada Correctional Centre Ref No: JI 16/2022 St Albans Medium B Correctional Centre Ref No: JI 17/2022 (X2 Posts) <b>Western Cape Management Region</b> Pollsmoor Female & Medium C Correctional Centre Ref No: JI 18/2022 <b>Central Management Region</b> Bizzah Makate Medium A Correctional Centre Ref No: JI 19/2022 Fauresmith Correctional Centre Ref No: JI 20/2022 Kuruman Correctional Centre Ref No: JI 21/2022 Zastron Correctional Centre Ref No: JI 22/2022 Mr. M Prusent/Ms Y Mdlalose; Tel No: (051) 430 1954 <b>Northern Management Region</b> Carolina Correctional Centre Ref No: JI 23/2022 Leeuwkop (Medium B) Correctional Centre Ref No: JI 24/2022
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and computer literacy knowledge. A recommendation of nomination as an ICCV by a community organization. Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Driver's license and own transport will be an added advantage.

**DUTIES**

: The successful candidates will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**ENQUIRIES**

KwaZulu-Natal Region Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900

Eastern Cape Management Region: Ms J Gericke/Mr S Sani Tel No: (043) 722 2729

Western Cape Management Region: Ms J Gericke/Mr G Wicomb Tel No: (021) 421 1012

Northern Management Region: Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 28 February 2022

**NOTE** : Interested applicants must submit their applications for employment to the address specified to each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will

## OTHER POSTS

**POST 05/66** : **FAMILY ADVOCATE REF NO: 26/2022/FA/WC**

**SALARY** : R774 660 – R1 285 149 per annum (LP 7/8), (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Office of the Family Advocate, Cape Town

**REQUIREMENTS** : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Good communication skills, (both verbal and writing); Research; Investigation; Monitoring and evaluation; Report writing skills; Diversity Management, Dispute and Conflict resolutions skills.

**DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.

**ENQUIRIES** : Advocate N Britz Tel No: (021) 426 1216

**APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, Cape Town.

**FOR ATTENTION** : Mr. M Koopman

**POST 05/67** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 19/2022/WC**  
Directorate: Court Operations

**SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office, Cape Town

**REQUIREMENTS** : Three-year Degree/ National Diploma in Public Administration or equivalent qualification; 3 years' experience in an Administrative environment at supervisory



		level; Knowledge of Public, procurement processes, financial administration processes; Public Finance Management Act (PFMA); A valid driver's license. Skills and Competencies: Computer literacy skills; Numerical skills; Problem solving and conflict management skills; Report writing skills; Communication skills (verbal and written); Basic project management skills; Decision making skills; Interpersonal relations and leadership skills; Ability to work independently and as part of a team; Work on own initiative/ innovative; Ability to work under pressure etc.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Draw, analyse and compile monthly reports on performance information; Providing training to all courts in the Region; Perform monitoring and evaluation Function; Assess and analyses the risk report and provide necessary guidance.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Bekwa Tel No: (021) 469 4000
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5 <sup>th</sup> Floor, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. W. Nguyuzza
<b><u>POST 05/68</u></b>	:	<b><u>ASSISTANT DIRECTOR: STAKEHOLDER AND INFORMATION REF NO: 22/10/CD</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree/National Diploma in Public Administration/Project Management/Communication; A minimum of 3 years' experience at supervisory level; Knowledge of Government prescripts; Understanding of Public Service Regulations, Public Finance Management Act and TRC processes. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Problem solving and decision making; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage stakeholder database; Repackage and disseminate information to various stakeholders; Strengthen and maintain internal and external stakeholder relationships; Conduct research on relevant topics; Facilitate victim support services.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Mokoena Tel No: (012) 357 8650
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 05/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY PLANNING REF NO: 22/15/CS</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Public Administration/Project Management or equivalent qualification; A minimum of 3 years' experience at supervisory level; Knowledge of Government prescripts; Understanding of Policy Development processes, Public Service regulation and Public Finance Management Act. Skills and competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Problem solving and decision making; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the development of policies, guidelines and procedures; Facilitate the implementation and monitoring of policies; Provide

		administrative support to the establishment of Commissions of inquiry and projects; Manage stakeholders relationship and engagement.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. R Sema Tel No: (012) 357 8650
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 05/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER SPRINGBOK CLUSTER REF NO: 04/22/NC/RO</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Servicing Springbok Cluster Courts: Calvinia, Frasersburg, Garies, Pofadder, Port Nolloth, Springbok, Sutherland, Williston. Headquarters: Springbok
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment of which at least two years' experience should be in a supervisory capacity; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Training facilitation, people and motivational skills, a valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager, and the Regional Director Finance; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds, petty cash management, payroll certification, BAS procurement and payment processes, creditor management, and cash deposits and receipts management; Monitor audit recommendations and implementation of the audit action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on supply chain, asset and fleet management processes within the cluster; Assist and support with the implementation of financial systems; Perform investigations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ronel de Klerk Tel No: (053) 802 1346
	:	Quote the relevant reference number and direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
<b><u>POST 05/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER DE AAR CLUSTER: REF NO: 50/21/NC/RO</u></b>
	:	Re-advertisement, all applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Servicing De Aar Cluster Courts: De Aar, Britstown, Carnarvon, Colesberg, Douglas, Griekwastad, Hanover, Hopetown, Noupoot, Philipstown, Prieska, Richmond Headquarters: De Aar Victoria West.
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment of which at least two years' experience should be in a supervisory capacity; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and

		budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Training facilitation, people and motivational skills; A valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager, and the Regional Director Finance; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds, petty cash management, payroll certification, BAS procurement and payment processes, creditor management, and cash deposits and receipts management; Monitor audit recommendations and implementation of the audit action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on supply chain, asset and fleet management processes within the cluster; Assist and support with the implementation of financial systems; Perform investigations.
<b><u>ENQUIRIES</u></b>	:	Ronel de Klerk Tel No: (053) 802 1346
<b><u>APPLICATIONS</u></b>	:	Quote the relevant reference number and direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300, or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
<b><u>POST 05/72</u></b>	:	<b><u>LABOUR RELATIONS OFFICER REF NO: 2022/15/ MP</u></b> Re-advertisement, candidates who had previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations work; In depth knowledge and understanding of all relevant Human Resource Legislation and policies; A valid driver's license. Skills and Competencies Ability to work under pressure. Computer Literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; ability to maintain good interpersonal relations. Problem solving skills and analytic thinking.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Deal with grievances in the Public Service; Represent the Department at Disciplinary Hearings or Chair Disciplinary hearings when so appointed; Investigate allegation of misconducts; Represent the Department at Dispute level; Assist in management of strike; Compile memorandum submissions, for consideration by Management; Advise Management on Labour Relations matters; Compile statistics and Monthly reports; Assist in Training on Labour Relations Matters.
<b><u>ENQUIRIES</u></b>	:	Ms KN Zwane Tel No: (013) 753 9000 Ext 249
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag, X11249, Nelspruit, 1200.
<b><u>POST 05/73</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 2022/11/MP</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mkhondo Piet Retief: Magistrate Office
<b><u>REQUIREMENTS</u></b>	:	A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver's license will be an added advantage. Skills and Competencies: Planning,

	organizing, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Teamwork; Communications skills; Computer skills; Customer focus and responsiveness.
<b><u>DUTIES</u></b>	: Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office. Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. KN Zwane Tel No: (013) 753 9300/249 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag 11249, Nelspruit, 1200, or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.
<b><u>POST 05/74</u></b>	: <b><u>ADMINISTRATIVE OFFICER REF NO: RE-59/21/NC/CAR</u></b> Re-advertisement, all applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Magistrate Office Carnavon : Three-year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills And Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<b><u>DUTIES</u></b>	: Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms S Segopa Tel No: (053) 8021300 : The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300, Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered
<b><u>POST 05/75</u></b>	: <b><u>COURT INTERMEDIARY REF NO: 01/22/NC/KBY</u></b>
<b><u>SALARY</u></b>	: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Magistrate Office Kimberley : Three-year Bachelor's degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and

Youth Development, Pediatrics, Psychiatry, Clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization. A valid driver's Code EB license; Minimum of three (3) years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). Skills and Competencies Communication Skills and empathic, listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills, Interpersonal Relations; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word; PowerPoint, Outlook, Excel); Problem solving and decision-making skills. Language Requirements: A Combination of The Following Will Be Considered. Fluency in! Xun, Khwe Afrikaans and English.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide Intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services Maintain the Intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administrative support service in court; Assist children to testify with the aid of anatomically detailed dolls.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M Phiri Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300, or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 <sup>th</sup> Floor, Kimberley, 8301. Email or faxed applications will not be considered.
<b><u>POST 05/76</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY REF NO: 22/24/SA</u></b>
<b><u>SALARY</u></b>	:	R305 973 – R859 752 per annum (LP3-LP4), (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Mafikeng
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license; Conveyance experience. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Strategic and conceptual orientation; Creative and analytical skills; Supervisory and mentoring skills Problem solving and conflict management; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.
<b><u>ENQUIRIE APPLICATIONS</u></b>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001, Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

<b><u>POST 05/77</u></b>	:	<b><u>SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 456 – R303 093 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of the Family Advocate, Cape Town Ref No: 23/2022/FA/WC Mitchells Plain Ref No: 22/2022/FA/WC Worcester, Ref No: 21/2022/FA/WC
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; 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); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing; Conflict resolution; Evaluation and report writing skills; Diversity management; Conflict management; Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
<b><u>ENQUIRIES</u></b>	:	Advocate N Britz at Tel No: (021) 426 1216
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 <sup>th</sup> Floor Norton Rose House, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Mr. M Koopman
<b><u>NOTE</u></b>	:	Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 28 February 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) . "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

## OTHER POSTS

- POST 05/78** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DPSA 07/2022**
- SALARY** : R882 042 per annum (Level 12), (an all-inclusive remuneration package Annual progression up to a maximum salary of R1 038 999 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year qualification in Social and or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research at NQF level 7. Minimum of 2 years' relevant experience at 1<sup>st</sup> level /middle management (ASD level experience). Minimum 3-5 years demonstrated knowledge of and experience in applying monitoring and evaluation principal. Knowledge of Constitution of the Republic of South Africa, Public Service (PSA, PSR) and public administration (PAMA) legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Knowledge of ethics and integrity management standards and good practices. Managerial Skills: project management, decision making, problem solving, written and verbal communication, stakeholder management and coordination, analytical skills, interpersonal relations, teamwork and research. Generic Skills: Diligent, open to new ideas and innovative. Technical Skills: Ethics, integrity and discipline management, monitoring and evaluation, data base design and management,

	knowledge and information. Generic Skills: diversity management, facilitation, negotiation, presentation, report writing and computer literacy.
<b><u>DUTIES</u></b>	: To develop and maintain credible data collection and management systems including forms and registers related to ethics, integrity and discipline such as disclosure of financial interest, disciplinary cases and protected disclosures. To participate in the process of collecting data and develop implementation monitoring reports such as the implementation of the guide on lifestyle audits. To conduct monitoring and evaluation with all relevant institutions on the implementation and compliance to the prescripts, norms and standards for the management of ethics, integrity and disciplinary matters relating to misconduct in the public administration. To conduct monitoring and evaluation studies in order to enhance performance of the Public Administration Ethics, Integrity and Disciplinary Technical Assistant Unit.
<b><u>ENQUIRIES</u></b>	: Mr. Isaac Kabini Tel No: (012) 336 1237
<b><u>POST 05/79</u></b>	: <b><u>ASSISTANT DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 08/2022</u></b>
<b><u>SALARY</u></b>	: R382 245 per annum (Level 09). Annual progression up to a maximum salary of R 450 255 per annum is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: A National Diploma in Human Resources Management/ Public Management/Social Sciences or equivalent qualification at NQF level 6 within the field mentioned above. Minimum of 3 years' technical experience in Human Resource Management practices and policy development. Minimum of 2 years' supervisory experience in Human Resource Management practices and policy development. Generic skills: Good Interpersonal Skills; Good communication (written and verbal); Team oriented; Critical thinker and good analytical skills; Good Planning skills Good Problem solving, Stakeholder management and coordination, Confidentiality, Research skills, Technical Skills: Critically analyse data; advanced understanding of policy implementation dynamics; Management of areas of projects. Knowledge of theories, governmental policies and approaches pertaining to Human Resource practices; Knowledge of the laws, regulations and practices applicable to human resources in the Public Service; Good knowledge of the principles, techniques and processes involved in project management and work organization. Willing to work long hours. Ability to work under pressure and within stringent time constraints.
<b><u>DUTIES</u></b>	: To provide advisory services to department, management and the Minister on Human Resource Policies and Employment practices. Undertake research into best practices and trends pertaining to HR Policies specifically in the functional area of Employment. Assess effectiveness of the existing prescripts and provide support for policy development and maintenance. Compile reports and submissions to management and the Minister in terms of the practice of Employment. Oversee the advertisement of Public Service Vacancy Circular which is a publication issued every week for the placement of advertisements in the Public Service.
<b><u>ENQUIRIES</u></b>	: Ms. R Singh Dastaghir Tel No: (012) 336 1241



## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

: May be forwarded to the correct Regional Office/Centre: Applications for may be forwarded to:

**Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.

**Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

**Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. Nj Khotso

**CLOSING DATE**

: 04 March 2022 at 16H00

**NOTE**

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

verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

#### OTHER POSTS

<b><u>POST 05/80</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT BUILD ENVIRONMENT GOVERNANCE &amp; SPECIALIST REF NO: 2022/21</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A post degree qualification in Auditing and Accounting/ Real Estate/Construction Project Management. Chartered Accountant/Post graduate SAICA qualifications/Certified Internal Auditor/ Real Estate and Construction sector (Built environment) and a practicing auditor with 5 years minimum experience. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of SAICA/IIA/Relevant Built environment. Driver's license will be an added advantage. Prepared to be subjected to security clearance.
<b><u>DUTIES</u></b>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities with emphasis on Governance, Risk Management and Control matters relating to Real Estate and Construction sector (Built environment); Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.
<b><u>ENQUIRIES</u></b>	:	Mr. Luphumezo Gayiya Tel No: (012) 406 1402
<b><u>POST 05/81</u></b>	:	<b><u>PROVISIONING ADMIN CLERK: PROVISIONING (PAYMENTS) REF NO: 2022/22 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/ Grade 12 or equivalent qualifications. Appropriate experience in Provisioning Administration/ Supply Chain Management environment. Knowledge of electronic administration of procurement systems. Multi-skilled in operational understanding of financial systems (LOGIS, BAS and other related systems). Record keeping skills, Computer Skills, Communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
<b><u>DUTIES</u></b>	:	Receive original invoices services providers for unplanned/planned maintenance and emergency services. Check invoices, job cards, proof of purchase and SCM forms for correctness. Draw CSD reports and validate information and interpret correctly. Liaise with Works managers to obtain PA forms and sign off invoices. Liaise with SCM for documents sent to Bid Adjudication Committee. Update the Archibus system, invoice tracking system, Liaise with service providers regarding payments, provide feedback reports on outstanding invoices. Perform transit duties and other related tasks as per supervisor's instructions.
<b><u>ENQUIRIES</u></b>	:	Ms. E Venter Tel No: (051) 408 7457

<b><u>POST 05/82</u></b>	:	<b><u>DATA CAPTURER: EPWP REF NO: 2022/23</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12 or equivalent qualification. A certificate/diploma or degree in Information Technology/Administration and A certificate in Statistical Information Science will serve as an added advantage. Sufficient relevant experience in Data Capturing and Office Administration. Computer literacy (MS Office Suite). Knowledge: Basic gathering of information; accurate capturing of data with a neat methodical approach; good communication and interpersonal skills; self-motivated and commitment to meeting quality standards; ability to work under pressure.
<b><u>DUTIES</u></b>	:	Capture information from hard copies as submitted by different EPWP Public Bodies to electronic system. Ensure that information captured is accurate and in good standards. Transcript data from source documents into the EPWP Reporting System. Execute related administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms P. Muvhali Tel No: 012 492 3007
<b><u>POST 05/83</u></b>	:	<b><u>MESSENGER REF NO: 2022/24</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent with appropriate experience. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations. Valid drives license.
<b><u>DUTIES</u></b>	:	Render auxiliary administrative support as required - supports the security profile of the office; support registry related activities; support operator related activities. Perform general messenger and delivery services - collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; fax documents; collect office consumables. Shredding of waste documents. Perform transit duties and other related tasks as per supervisor's instructions.
<b><u>ENQUIRIES</u></b>	:	Ms Elsa Venter Tel No: 051 408 7457

**DEPARTMENT OF SCIENCE AND INNOVATION**

*The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.*

**CLOSING DATE**

: 25 February 2022

**NOTE**

: Applications must be accompanied by a fully completed and signed Z83 form (even if CV is attached) and up-to-date curriculum vitae (including three contactable referees) as well as the applicant's qualifications and identity document. Required documents need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for 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 Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG, and must submit proof of this with their applications.

**MANAGEMENT ECHELON****POST 05/84**: **CHIEF DIRECTOR: SCIENCE MISSIONS REF NO: 22/01****SALARY**

: R1 251 183 per annum, (all-inclusive remuneration package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An NQF level 7 qualification in natural science, physical science and/or social sciences. A postgraduate degree will be an added advantage. A minimum of five years' experience in a research or related environment at senior management level. Good knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Good knowledge and understanding of policy analysis and implementation. Understanding of the Public Finance Management Act and the Public Service Act. Knowledge and management of relevant legislation. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development and interpretation, communication (writing, presentation and verbal), computer skills, research and analytical, negotiation, and stakeholder management. Attributes: Customer and service orientation. Ability to liaise with diverse stakeholders, to work under pressure, to work independently and as part of a team. Ability to conduct relations building and multi-stakeholder management. Innovative, creative and diplomatic.

**DUTIES**

: Oversee policy advocacy, legislation implementation and development for Indigenous Knowledge Systems (IKS). Ensure strategic knowledge management by means of registration of IKS (national recordable system), recognition of prior learning in IKS fields, and commercialisation. Ensure strategic management and

		coordination of Earth systems sciences. Provide strategic management of palaeosciences, marine and Antarctic research. Ensure stakeholder management and transformation. Provide strategic programme management, empowerment, and financial management of the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Ms Duduzile Magampa Tel No: 012 843 6704
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:cd.sm@dst.gov.za">cd.sm@dst.gov.za</a>
<b><u>POST 05/85</u></b>	:	<b><u>DIRECTOR: STRATEGIC PARTNERSHIPS REF NO: 22/02</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification in international relations, business and management, science and/or engineering. A postgraduate qualification will be an advantage. A minimum of five years' experience in an international cooperation or science, technology and innovation-related environment at middle or senior management level. Knowledge and understanding of South Africa's national system of innovation and science, technology and innovation priorities, of policy analysis and implementation, of relevant legislation and policy frameworks, and of the international cooperation environment. Knowledge of the international research environment, specifically research funding opportunities. Knowledge of the Public Finance Management Act and the Public Service Act and Regulations. Skills: Strategic thinking and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development, communication (writing, presentation and verbal), stakeholder liaison, relationship building and management of multiple stakeholders, computer literacy, events management and negotiations. Attributes: Customer and service orientation, diplomacy, ability to work under pressure, ability to work independently and as part of a team, innovative and creative.
<b><u>DUTIES</u></b>	:	Manage the South Africa-European Union (EU) science, technology and innovation (STI) cooperation partnership. Coordinate South African participation in competitive international research funding programmes, including those of the EU. Coordinate the implementation of strategic programmes agreed to under the SA-EU STI partnership across multiple priority areas. Develop financial instruments to support South African participation in SA-EU STI cooperation. Analyse the impact of international programmes, including the SA-EU STI partnership, on the South African research landscape. Facilitate access to international knowledge, capacities and resources, such as human capital development. Oversee and implement strategic mechanisms to engage with South African STI institutions to facilitate participation in competitive EU research programmes. Facilitate intergovernmental and intradepartmental coordination to strengthen the SA-EU STI portfolio, including synergies with potential national funding for international initiatives. Improve the innovation support dimension of the SA-EU STI cooperation portfolio. Provide strategic management, including people management and empowerment and financial management of the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Jansen van Rensburg Tel No: 012 843 6701
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:d.sp@dst.gov.za">d.sp@dst.gov.za</a>
<b><u>POST 05/86</u></b>	:	<b><u>DIRECTOR: AFRICA MULTILATERAL COOPERATION REF NO: 22/03</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification in international relations and/or natural, social or economic sciences. A postgraduate qualification will be an advantage. A minimum of five years' experience in an international relations or science policy environment at middle or senior management level. Good knowledge and understanding of the science, technology and innovation (STI) system in South Africa and the continent, the government policy environment, the African STI cooperation environment, relevant national, continental and international legislation and policies, international relations, including South Africa's relations with African and other multilateral organisations, and South Africa's science and technology priorities, including the interface with foreign policy priorities. Knowledge of the Public Finance

		Management Act and Public Service Act and Regulations. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Problem solving, policy development, communication (writing, presentation and verbal), computer literacy, research and analysis, events management, managerial, negotiation and stakeholder management. Attributes: Customer and service orientation, diplomacy, critical thinking, time management, ability to take the initiative, professionalism, loyalty and business ethics. Team worker, client-focused and committed to excellence.
<b><u>DUTIES</u></b>	:	Expand, transform and enhance the responsiveness of South Africa's national system of innovation through pan-African cooperation. Leverage human capital for economic development, increased knowledge generation for innovation, and knowledge utilisation for economic development through pan-African cooperation. Manage African partnership initiatives, expanding the use of scientific knowledge as evidence in support of innovation for societal benefit and public good. Strategic management of the directorate, including people management and empowerment, and financial management of the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Jansen van Rensburg Tel No: 012 843 6701
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:d.amc@dst.gov.za">d.amc@dst.gov.za</a>
<b><u>POST 05/87</u></b>	:	<b><u>DIRECTOR: GLOBAL PROJECTS REF NO: 22/04</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification in international relations, business and management, science and/or engineering. A postgraduate qualification will be an advantage. A minimum of five years' experience at middle or senior management level in investment promotion within a business and/or international engagement (public and private sector) environment. Knowledge and understanding of the science, technology and innovation (STI) system in South Africa, as well as international innovation systems, international business, development bank financing systems, international STI financing instruments, the government policy environment, government business incentive schemes, investment promotion, relevant STI legislation and policies, the nexus and convergence of STI, international relations, trade investments, scientific research, research, technological development and the commercialisation of innovations, international STI financing instruments and their functionalities, and South Africa's science and technology priorities and STI-related sectoral masterplans. Knowledge of the Public Finance Management Act and Public Service Act and Regulations. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development, communication (writing, presentation and verbal), computer literacy, events management, managerial, negotiation, people and stakeholder management. Attributes: Customer and service orientation, conflict management, strategic thinking, diplomacy and business acumen.
<b><u>DUTIES</u></b>	:	Coordinate the international investment portfolio of strategic relationships with foreign multinational corporations that do business in and with South Africa in support of STI. Access STI opportunities through international chambers of commerce and trade missions based in South Africa. Mobilise and catalyse venture capital financing, crowd funding, angel investment and other international financing instruments to support entrepreneurship in the South African STI system. Facilitate intergovernmental and intradepartmental coordination to support STI investment. Strategic management, including people management and empowerment, and financial management of the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Jansen van Rensburg Tel No: 012 843 6701
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:d.gp@dst.gov.za">d.gp@dst.gov.za</a>
<b><u>POST 05/88</u></b>	:	<b><u>SENIOR SPECIALIST: SCIENCE, TECHNOLOGY AND INNOVATION MEASUREMENTS AND INSTRUMENTS REF NO: 22/05</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (all-inclusive remuneration package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An NQF level 7 qualification in economics or science and innovation policy. A minimum of five years' experience at middle or senior management level in a public policy and/or research environment. Knowledge and understanding of the national system of innovation, the use of qualitative information in government policy-making, science, technology and innovation (STI) statistical and research methodology, and STI and economic indicators. Skills: Strong analytical, writing, communication and public policy skills, computer literacy, and project management, resource management, networking and liaison skills.
<b><u>DUTIES</u></b>	:	Initiate the development and evaluation of STI-related indicators. Promote indicator-based policy analysis and evaluation. Manage and evaluate commissioned projects. Network nationally and internationally. Serve as representative on relevant international bodies. Strategic management, including people management and empowerment, and financial management of the allocated budget.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Johan van Rensburg Tel No: 012 843 6701
	:	Applications must be emailed to <a href="mailto:sp.sti@dst.gov.za">sp.sti@dst.gov.za</a>

#### **OTHER POSTS**

**POST 05/89** : **DEPUTY DIRECTOR: EMERGING RESEARCHERS PROGRAMMES REF NO: 2022/06**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive remuneration package)  
: Pretoria  
: An NQF level 6 qualification in natural, applied or physical sciences and/or social sciences and humanities. An honours degree will be an added advantage. A minimum of three years' experience in academic/research support areas in higher education or research. Understanding of the national system of innovation, the South African higher education and research landscape, the White Paper on Science, Technology and Innovation, and government policies on human resources development. Skills: Research, project management, financial management, policy development and analysis, communication (writing and verbal), report writing and presentation. Attributes: Ability to work well with diverse people, ability to communicate with key stakeholders in a professional manner, attention to detail.

**DUTIES** : Formulate and develop emerging researchers' programmes aimed at building representative high-level human capital in areas of strategic priority for the country. Develop and coordinate policies and guidelines aimed at increasing the efficiency of the system with regard to emerging researchers' programmes. Monitor and evaluate emerging researchers' programmes. Provide policy, strategic and legislative oversight support to the South African Council for Natural Scientific Professions. Coordinate the South African Women in Science Awards. Provide strategic and operational support to activities of the Directorate: Research Development or the Chief Directorate: Human Capital and Science Promotion that feed into the broader activities of the Department and Ministry.

**ENQUIRIES APPLICATIONS** : Ms Dolly Masuku Tel No: 012 843 6692  
: Applications must be emailed to [dd.erp@dst.gov.za](mailto:dd.erp@dst.gov.za)

**POST 05/90** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 2022/07**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive remuneration package)  
: Pretoria  
: An NQF level 6 qualification in human resource (HR) management, HR development, industrial psychology, public management, administration, operations management, labour relations and/or social sciences. A minimum of three years' experience in performance management. Clear knowledge and understanding of policies that inform the performance management system. Good understanding of the balanced scorecard approach and its implementation. Good understanding of performance management systems, the formulation and implementation of HR policies, the Public Service Act and Regulations, and project management. Sound experience in the implementation of performance

		management systems. Skills: Good interpersonal, negotiation and communication skills. Advanced computer skills. Attributes: Ability to take the initiative, and to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Support line managers in the effective management of individual performance. Manage the implementation of performance enhancement plans. Manage probation effectively. Manage the performance management database effectively. Conduct awareness sessions on the Performance Management and Development System. Resource management.
<b><u>ENQUIRIES</u></b>	:	Ms Dolly Masuku Tel No: 012 843 6692
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:dd.pm@dst.gov.za">dd.pm@dst.gov.za</a>
<b><u>POST 05/91</u></b>	:	<b><u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: 2022/08</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in information management or records management, plus a relevant training certificate in records management and a relevant training certificate in information management. A minimum of three years' experience in manual and electronic records management. Supervisory experience will be an advantage. Knowledge of the functions of a records management office. Knowledge of the government environment and statutory framework for information management. Specialist knowledge of records management practices and electronic document management systems. Knowledge of relevant standards and the statutory and regulatory framework within which the office functions. Knowledge of the Promotion of Access to Information Act and related information access and protection legislative frameworks. Skills: Project management, change management, research and analytical, interpersonal. Organising and planning, report writing, relevant computer operations and IT. Attributes: Ability to work under pressure and with a variety of people and teams. Attention to detail.
<b><u>DUTIES</u></b>	:	Develop and implement records classification systems for the Department and Ministry file plans. Ensure the implementation of the records disposal programme. Conduct awareness sessions on records management. Identify vital records and ensure offsite backup storage for such records. Conduct records audits. Develop relevant policy and strategy. Implement the Promotion of Access to Information Act. Manage the unit's financial and human resources.
<b><u>ENQUIRIES</u></b>	:	Ms Dolly Masuku Tel No: 012 843 6692
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:dd.rm@dst.gov.za">dd.rm@dst.gov.za</a>
<b><u>POST 05/92</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION (OFFICE OF THE DEPUTY DIRECTOR-GENERAL) REF NO: 2022/09</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in administration or related field. A minimum of three to five years' relevant work experience. An extensive knowledge of finances (Public Finance Management Act), human resource procedures and administration. Knowledge of the government policy environment and Public Service Act and Regulations. Skills: Excellent interpersonal and computer skills. Good communication (verbal and written), administrative, thinking and negotiation skills. Attributes: Ability to work independently and in a team, and to liaise with stakeholders on different levels.
<b><u>DUTIES</u></b>	:	Financial management and coordination: Monitor expenditure patterns for transfers and goods and services spending, provide overview and comprehensive support on decision making on financial issues within the Programme, interact with Finance on a regular basis to manage financial administration effectively, provide good coordination and budget consolidation, and coordinate financial planning process. Human resources coordination: Ensure the Programme complies with HR processes and policies, coordinate and maintain the HR establishment for the Programme, interact with Human Resources on a regular basis to manage HR administration effectively, support the chief directorates and units on all HR issues. Strategic and business planning and coordination: Coordinate strategic planning processes (Medium Term Expenditure Framework, business plans, etc.) within the



Programme, coordinate and support strategic reports and inputs from the chief directorates and units in the Programme. Office administration and coordination: Quality assure and edit submissions, Cabinet memos, memos, letters, reports and other documents, serve as secretariat for Programme meetings, compile and coordinate documentation for meetings as required. Distribute Minister, Director-General and Cabinet memos. Ensure Exco and Ministerial Management Meeting (MMM) documents are submitted in time. Update the action list for Exco and MMM, and manage and maintain the documents register. Monitoring and evaluation: Coordinate and consolidate quarterly and annual reports and verify performance verification documentation.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Lerato Maduna Tel No: 012 843 6709.  
: Applications must be emailed to [dd.admin@dst.gov.za](mailto:dd.admin@dst.gov.za)

**POST 05/93**

: **DEPUTY DIRECTOR: INFORMATION MANAGEMENT, EVALUATION AND DATA ANALYSIS REF NO: 2022/10**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255 per annum, (all-inclusive remuneration package)  
: Pretoria  
: An NQF level 6 qualification in natural sciences, engineering or information communication and technology. A minimum of three years' experience in an industrial scientific and/or technological research and development environment. Knowledge of the Public Finance Management Act, Public Service Act and Regulations, and Promotion of Administrative Justice Act. Knowledge and understanding of research and development (R&D) industry practices. Knowledge of the science and technology policy environment. Understanding of section 11D of the Income Tax Act and relevant intellectual property matters, e.g. patent, copyright and design laws, etc. Understanding of government support for business in terms of R&D and the associated international environment. Skills: Planning and organising, financial management, change management, people management and empowerment. Problem solving, policy development, and communication (writing, presentation and verbal). Computer literacy, research and analytical, negotiation and stakeholder management. Attributes: Customer and service orientation, self-motivated, detail-orientated and organised. Ability to work under pressure, independently and as part of a team. Sound work ethics, creativity, attention to detail, and maintenance of standards of conduct.

**DUTIES**

: Evaluate applications for the R&D tax incentive. Perform various functions to support the R&D tax incentive adjudication process. Manage awareness and stakeholder engagements on the R&D tax incentive. Be responsible for information management of the R&D tax incentive application process, and for human resource management and development. Implement and maintain processes to ensure proper control of the work. Compile and submit required administrative reports.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Lerato Maduna Tel No: 012 843 6709  
: Applications must be emailed to [dd.imeda@dst.gov.za](mailto:dd.imeda@dst.gov.za)

**POST 05/94**

: **SPECIALIST: POLICY INVESTIGATION REF NO: 2022/11**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255 per annum, (all-inclusive remuneration package)  
: Pretoria  
: An NQF level 6 qualification in economics, science and/or technology, including engineering, business or any related field. A postgraduate degree and experience in government processes and procedures will be an advantage. A minimum of three years' experience in a science, technology and innovation (STI) policy and/or research environment. Publication of one or more academic papers in any area will be an advantage. Good understanding of the national system of innovation. Advanced knowledge and experience in statistical and research methodology. Knowledge of government policy-making in regard to STI. Skills: Strong analytical, writing, communication and public policy skills. Good networking and liaison skills. Advanced skills in project management and computer literacy. Attributes: Ability to work independently and as part of a team. Energetic, assertive and proactive.

**DUTIES**

: Scoping out new studies. Continuous consultation and networking with stakeholders. Coordinate, facilitate and support projects. Facilitate the outsourcing of commissioned research. Ensure the facilitation of policy development.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
	:	Applications must be emailed to <a href="mailto:s.pi@dst.gov.za">s.pi@dst.gov.za</a>
<b><u>POST 05/95</u></b>	:	<b><u>DEPUTY DIRECTOR: BILATERAL COOPERATION (EUROPE AND MIDDLE EAST) REF NO: 2022/12</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	An NQF level 6 qualification in international relations or diplomatic studies. A minimum of three years' experience in international partnership relations or a science-related field with an international cooperation element. Knowledge and understanding of the national system of innovation and international relations. Knowledge and understanding of international science systems and policies and the government policy environment. Skills: Good written and spoken communication and computer skills. Interpersonal, conflict management, negotiation and problem-solving skills. Administrative, planning and project management, general management, and analytical and innovation skills. Attributes: Ability to meet tight deadlines, to work under pressure, and to work independently and as part of a team. Diplomatic and tactful.
<b><u>DUTIES</u></b>	:	Secure foreign funds for STI from international partners. Increase international exposure to regional, continental and global knowledge and STI networks. Increase participation by South Africans in international human capital development opportunities. Promote science diplomacy through engagements with bilateral partners (including events led by the Department of International Relations and Cooperation and the Presidency). Manage human resources and administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
	:	Applications must be emailed to <a href="mailto:dd.bc@dst.gov.za">dd.bc@dst.gov.za</a>
<b><u>POST 05/96</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 2022/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	An NQF level 6 qualification in economics, science, social sciences and/or developmental studies. A minimum of three years' experience in project or programme management, monitoring and evaluation. Good knowledge and understanding of the national system of innovation. Knowledge and understanding of the development, implementation and monitoring of performance management systems, including impact assessment. Knowledge and understanding of the Public Service Regulations, the Public Finance Management Act, departmental (government) strategic planning processes, and monitoring and evaluation principles, tools and methods. Skills: Excellent research and analytical skills. Good planning and organising skills. Policy development and negotiation skills. Financial, people and project management skills. Interpersonal, communication and computer literacy skills. Attributes: Ability to liaise with different stakeholders at different levels, to work independently and under pressure, to influence and network, and to make decisions and initiate action.
<b><u>DUTIES</u></b>	:	Coordinate the Department's transversal monitoring and evaluation (M&E) outcome reports. Facilitate and coordinate the Department's implementation of transversal M&E recommendations. Implement the Department's quarterly operational efficiency reporting. Conduct and manage project reviews. Facilitate capacity development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
	:	Applications must be emailed to <a href="mailto:dd.me@dst.gov.za">dd.me@dst.gov.za</a>
<b><u>POST 05/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: MARINE SCIENCES COORDINATOR REF NO: 2022/14</u></b> (One-Year Contract)
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum
	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	An NQF Level 6 qualification in natural sciences, public administration, business administration or related. A minimum of two years' experience in project administration coordination in an international science, technology and innovation-oriented environment. A valid driver's licence. Knowledge and understanding of international relations. Good knowledge of the national system of innovation. Knowledge of the National Research and Development Strategy and the broad All-Atlantic research landscape. Understanding of government legislation such as the Public Service Regulations and the Public Finance Management Act. Understanding of the White Paper on Science, Technology and Innovation. Skills: Interpersonal, communication (written and verbal), computer, administration, research and analytical, negotiation, diplomacy, project management, financial management, organising and planning, and time management. Attributes: Energetic and creative, able to initiate work, prepared to travel extensively. Ability to work individually and as part of a team, and to work under pressure. Ability to communicate with key stakeholders in a professional manner. Proactive, flexible and assertive, and able to work with people of diverse cultures.
<b><u>DUTIES</u></b>	:	Support the development of policies, framework strategies and plans. Support human capital development activities. Implement and monitor projects. Engage stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms Dolly Masuku Tel No: 012 843 6692
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:asd.msc@dst.gov.za">asd.msc@dst.gov.za</a>
<b><u>POST 05/98</u></b>	:	<b><u>ASSISTANT DIRECTOR: AFRICA BILATERAL COOPERATION REF NO: 2022/15</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in international relations. A minimum of two years' experience in international relations. Knowledge and understanding of the national system of innovation (NSI), departmental policies and frameworks. Knowledge and understanding of international relations and international science systems. Good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Skills: Planning and organising, project management, change management, stakeholder management, and problem solving. Policy development, computer literacy, negotiation, research and analysis, and events management. Communication (writing, presentation and verbal), stakeholder liaison, relationship building and maintenance, and diplomacy. Attributes: Ability to work under pressure, and to work independently and as part of a team. Flexible and assertive, innovative and creative.
<b><u>DUTIES</u></b>	:	Expand, transform and enhance the responsiveness of the NSI. Facilitate the development of human capabilities and skills for economic development. Facilitate knowledge utilisation for economic development. Expand the use of scientific knowledge as evidence in support of innovation for societal benefit and the public good. Increase the use of innovation as an enabler in the delivery of efficient services and access to government programmes. Provide administrative support and implement internal controls.
<b><u>ENQUIRIES</u></b>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:asd.abc@dst.gov.za">asd.abc@dst.gov.za</a>
<b><u>POST 05/99</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 2022/16</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in media studies, communication, journalism or business communication. A minimum of two years' experience in media liaison and media monitoring. Knowledge and understanding of government communications. Understanding of project management in terms of planning and meeting deadlines. Good command of English and at least one other official South African language. Knowledge of the Public Finance Management Act, Public Service Regulations and Promotion of Access to Information Act. Skills: Good communication, planning and organising skills. Interpersonal, administrative, project planning and management,

		negotiation and computer skills. Attributes: Team player, diplomatic, able to understand and conform to protocols.
<b><u>DUTIES</u></b>	:	Customise media liaison services to journalists to suit each medium. Monitor media coverage pertaining to the Department and the national system of innovation. Facilitate internal and external publication and communication, and effective use of social media platforms. Provide media liaison, marketing and events assistance with special projects.
<b><u>ENQUIRIES</u></b>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:asd.ml@dst.gov.za">asd.ml@dst.gov.za</a>
<b><u>POST 05/100</u></b>	:	<b><u>IT SUPPORT TECHNICIANS REF NO: 2022/17 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in information technology or computer science. A certificate in A+ N+ will be an advantage. A minimum of one year's experience in an information technology (IT) end-user support environment. Sound knowledge and understanding of desktop support. Knowledge and understanding of telecommunication technologies, and the configuration of telecommunication systems and computer applications, printers, etc. Understanding of the Public Service Act and Regulations. Knowledge of various computer technologies and how they impact business, and of good customer service practices. Sound knowledge of how IT impacts organisational functions. Familiarity with the latest IT, and understanding of user network connectivity. Skills: Technical computer skills, customer service, interpersonal, problem-solving, communication. Able to lift, assemble, install, operate and maintain IT equipment. Attributes: Willingness to learn and demonstrate new and different technologies. Ability to take the initiative, manage time well, and work as part of a team. Professional, loyal, ethical, client focused.
<b><u>DUTIES</u></b>	:	Attend to users' requests and respond to incidents. Provide desktop support and configuration management. Provide support and maintenance for the Department's telecommunications and audio-visual equipment and systems. Keep a record of user computer applications (loans, returns, removals, etc.).
<b><u>ENQUIRIES</u></b>	:	Ms Tshiamo Letswalo Tel No: 012 843 6675
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:it.t@dst.gov.za">it.t@dst.gov.za</a>

## STATISTICS SOUTH AFRICA

*Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.*

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted online on the following link: <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>NOTE</u></b>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications, ID and driver's licence (where applicable) must be uploaded on the system. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day the interview following communication from HR. General Information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/smspre-entry-programme/">https://www.thensg.gov.za/training-course/smspre-entry-programme/</a> . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

## MANAGEMENT ECHELON

<b><u>POST 05/101</u></b>	:	<b><u>DIRECTOR: FACILITIES MANAGEMENT REF NO: 1/02/22HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Build Environment, Supply Chain Management, Business Management or Logistics Management. At least six years proven experience in Facilities Management. Training in project management, Risk Management and Supply Chain Management. Staff Management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the procurement and maintenance of property and facility management services. Ensure the provision and maintenance of cleaning services and the provision of a receptionist service. Manage the effectiveness of a centralised registry and record management service. Manage the public private partnership in terms of service level agreements. Telecommunication services. Ensure the development of operational plans, policies and procedures within the directorate. Manage staff, budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms S Twala Tel No: (012) 310 8326. <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>

<b><u>POST 05/102</u></b>	:	<b><u>CHIEF METHODOLOGY AND COORDINATION REF NO: 2/02/22HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF 7 degree in Statistics. Advanced training in SAS. Project Management experience. At least 6 years relevant experience of which 5 years must be at middle management level. Experience in quantitative research and working with large datasets. Knowledge of statistical methods and analysis. Research skills as well as analysis and interpretation of data. Knowledge of statistical processes. Knowledge of MS Office Suite. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide specialist advice to the DDG on methodological and statistical infrastructure processes. Provide technical advice in an endeavour to establish, maintain and continually improve relationships with internal and external stakeholders to facilitate the attainment of business goals and ensure that the needs of stakeholders are met. Conduct research to enhance the work of the branch. Scan the international and national statistical environment in order to contribute in determining the strategy and future operations of the branch. Provide technical advice and support to encourage synergy within the branch and with other branches on matters of methodology, frames, quality, statistical standards and monitoring and evaluation. Provide branch strategic management support.
<b><u>ENQUIRIES</u></b>	:	Ms S Twala Tel No: (012) 310 8326. <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 05/103</u></b>	:	<b><u>DIRECTOR: STATISTICAL SUPPORT AND COORDINATION REF NO: 3/02/22NW</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	North West, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data analysis, map reading and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license.
<b><u>DUTIES</u></b>	:	Assess, monitor, and meet statistical information needs of users. Undertake and oversee advocacy for Stats SA and the use of statistics in the province. Facilitate, address and implement the SANSS activities in the province. Provide information technology technical support. Coordination of district offices relating to administration. Manage and oversee programme office requirements and reporting.
<b><u>ENQUIRIES</u></b>	:	Ms S Twala Tel No: (012) 310 8326. <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 05/104</u></b>	:	<b><u>CHIEF METHODOLOGIST REF NO: 4/02/22HO</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Honour's degree in Statistics/ Economics/ Econometrics/ Mathematics or related field of study. Advanced training in SAS. Project Management experience. At least 6 years relevant experience of which 5 years must be at middle management level. Research skills as well as skills to implement operational theoretical solutions to problems researched. Knowledge of statistical processes. Knowledge of MS Office Suite.
<b><u>DUTIES</u></b>	:	Design, develop and maintain suitable sampling frames and select samples for surveys. Conceptualise and design computer programmes, develop methodologies for weighting and estimation, and conduct weighting and estimation for survey areas. Provide specialist advice and evaluate the quality of surveys and censuses. Conceptualise, develop and maintain sources and methods documentation. Render technical guidance in the development of specifications, guidelines and procedures for the development of programmes and systems. Provide specialist advice to stakeholders and the methodology team. Provide on-the-job training to team members.
<b><u>ENQUIRIES</u></b>	:	Ms S Twala Tel No: (012) 310 8326. <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>

**DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za)
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications and ID document (these copies need not be certified). Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services 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. Furthermore, these posts are being re-advertised and candidates who applied previously must re-apply if they're still interested in the posts.

**MANAGEMENT ECHELON**

- POST 05/105** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DOT/HRM/2022/08**  
Branch: Office of the Director-General
- SALARY** : R1 251 183 per annum, (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 Equivalent qualification in Public Administration/ Management. A relevant postgraduate qualification will be an added advantage. 6-10 years relevant experience of which 5 years must be on Senior Management Level in the Public Service. Proven track record in strategic management. Knowledge and experience of Parliamentary & Cabinet legislative processes as well as political awareness and familiarity with broad lines of government policy. Note: The following will serve as recommendation: Excellent communication skills Verbal & Written communication (English above average), Excellent Computer literacy and Governance related to information. Good financial management,

**DUTIES**

strategic capability and leadership, people management and empowerment, programme and project management, client orientation and customer focus and change management.

: The successful candidate will: Render strategic support to the Director-General. Act as Director-General's principle point of contact with the Department and stakeholders. Plan, in consultation with the Director-General's PA, the Director-General's daily, weekly and monthly plans. Brief the Director-General on policy/admin matters. Coordinate Minister and DG's speeches as required. Request input and co-ordinate, consolidate information on relevant issues, compile handover reports, progress reports and speaking notes for Director-General, attend meetings as instructed, compile action lists, write reports and brief Director-General on implementation of resolutions. Draft high-level communication on internal and external, national and international issues for the Director-General's signature. Manage external and internal liaisons. Ensure close working relations with Committee Chairs, Clusters, Forums and stakeholders through the provision of information, research assistance and regular briefings on policy & legislation. Ensure the maintenance of efficient internal & external information flows between the Minister, Director General, Department and stakeholders. Enhance NDoT's image within the transport sector and the public arena by building positive public relations. Ensure the establishment and maintenance of contact with government officials, community leaders and community organizations. Liaise with CEO's of Agencies and public enterprises on behalf of Director-General. Liaise with other departments on all matters relating to intergovernmental relations protocols. Manage the department's input to the parliamentary process. Circulate cabinet memorandums and ensure effective input is provided. Monitor timely responses on cabinet memorandums and ensure placement on cabinet agenda. Provide strategic direction to staff of the department on the compilation of cabinet memoranda, Cabinet Lekgotla documents and responses to parliamentary questions. Monitor the provision of accurate and timely responses to all Parliamentary questions. Oversee cluster participation and performance of the Department. Ensure the Department participate in cluster meetings. Provide strategic support to the Office of the Director – General with reference to FOSAD Cluster matters. Ensure inputs and reports for all FOSAD (Forum of South Africa Directors-General) Clusters are prepared effectively. Manage GDYC in the component. Responsible for leading and coordinating the fulfilment of South Africa's mandate to realise gender equality and the empowerment of women and girls and their full and equal enjoyment of all human rights and fundamental freedoms. In the Department. Manage the focussed research, monitoring, evaluation, reporting and support in respect of the development and implementation of policies, systems and practices for the GDYC Programmes of the Department. Manage the Office of the DG. Ensure that the DG has an effective support service for all activities. Ensure the maintenance of efficient internal & external information flows between the Ministry, Head Office and Cape Town officials and stakeholders. Prepare the Budget for the Office of the Director-General.

**ENQUIRIES**

: Mr M Madiya i Tel No: 012 309 3172

**NOTE**

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Office of the Director-General"

**POST 05/106**

: **CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2022/09**  
Branch: Rail Transport

**SALARY**

: R1 251 183 per annum, (all Inclusive salary package) of which 30% can be structured according to individual needs.

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An appropriate NQF level 7 in Transport Economics, Transport Management Engineering, Political Science, Policy Studies and LLB recognized by SAQA and SMS pre -entry certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognized NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Compilation of management reports. Sound knowledge of Public Finance Management Act (PFMA). computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme



	Management, Client Orientation, Customer Focus and Change Management. Knowledge of government legislative and Policy development processes. Excellent communication skills (verbal and writing).
<b><u>DUTIES</u></b>	: Lead the development of policy and strategy for the rail industry in South Africa. Development of a regulatory framework for rail sector including the legislation. Manage the stakeholder engagement on policy issues to provide strategic direction and develop trends for the sector. Development of rail economic regulation framework by providing advice in the development and implementation of economic regulation framework. Manage the development of rail transport safety and security through development of regulatory tools. Analyze and advise on reports/investigations pertaining to rail safety. Provide regulatory oversight to PRASA and RSR to ensure alignment and implementation of policy directives by rail entities. Manage and control the chief directorate by establishing and maintaining governance and administrative systems continuity within the work of the branch. Ensure the compilation of the annual report and strategic plan of the chief directorate.
<b><u>ENQUIRIES</u></b>	: Mr N Makaepa Tel No: 012 309 3541
<b><u>NOTE</u></b>	: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Rail Regulation"

#### **OTHER POSTS**

<b><u>POST 05/107</u></b>	: <b><u>DEPUTY DIRECTOR: EMPLOYEE ENGAGEMENT REF NO: DOT/HRM/2022/14</u></b> Branch: Administration (Office of the Chief Operations Officer) Chief Directorate: Communication Directorate: Internal Communication Sub-directorate: Employee Engagement
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<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: A Recognised Degree (NQF level 7) in Communication / Journalism / Media Studies / Marketing Management / Public Relations or equivalent relevant tertiary qualification as recognised by SAQA plus five (5) years working experience of which three (3) years must be at Assistant Director Level. The following will serve as a recommendation: communication skills (verbal and written), financial management, strategic capability and leadership, people management and empowerment, project/programme. Computer literacy. Ability to work under pressure and meet deadlines. A valid driver's license and willingness to travel.

<b><u>DUTIES</u></b>	: The successful candidate will: Manage internal communication and events services. Support DOT events and projects initiatives with planning, organisational and communication strategies. Develop Internal Communication Strategy. Monitor implementation of communication strategy within the department. Integrate the Internal communication strategy with that of the broader government communication strategy. Disseminate internal Department communication information and liaison with all staff. Keep staff updated with news reports and other information. Liaise and coordinate with branches regarding the consolidation of content for the website, annual report and strategic document. Assist with the publication of the annual report and strategic document. Disseminate information from other government department to staff. Advice staff on departmental projects and programmes. Keep employees abreast of developments about government's programme of action. Manage Communication Channels. Traffic control of messages to the relevant channel. Approve content for internet publication/broadcast. Conduct ongoing survey on efficacy of communication channels. Provide mechanisms of feedback from staff. Manage internal events for the Department. Liaise with appropriate branches regarding departmental events. Planning, coordination and implementation of department's calendar of events. Monitor the implementation of departmental events. Provide support and co-ordinate staff meeting. Manage the sub directorate. Provide input into the Budget of the Directorate. Manage the assets of the Sub-directorate. Provide guidance to staff. Manage the work quality and performance of staff, Provide input into the strategic and annual reports of the Directorate.
<b><u>ENQUIRIES</u></b>	: Mr C Msibi Tel No: 012 309 3406

<b><u>NOTE</u></b>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Employee Engagement"
<b><u>POST 05/108</u></b>	:	<b><u>ASSISTANT DIRECTOR: LAN AND DESKTOP SUPPORT REF NO: DOT/HRM/2022/15</u></b> Branch: Transport Information Systems Chief Directorate: ICT Architecture and Operations Directorate: ICT Infrastructure Sub-directorate: LAN and Desktop Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09), (all-inclusive salary package) Pretoria An appropriate Bachelor's Degree in Information Technology and at least 3 years relevant experience in Information technology / 3 years National Diploma in Information Technology Related Studies and at least 4 years relevant experience in Information technology. The following key competencies and attributed are essential: Knowledge of Cisco routers and HP switching technology. Knowledge of Microsoft and Novell/SUSE server administration, data backup and recovery process. ITIL foundation certification will be an added advantage. HEAT call logging system knowledge. Planning and organizing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; Willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Manage the network and render a support services to users in the Department. Maintain High availability of systems (Networks & WAN). Use management software to identify and locate faults and problem areas. Perform Microsoft and Novell/SUSE server administration. Perform network monitoring and desktop support. Management of remote home systems (after hours standby service). Manage switching cabinets. Provide support for video conferencing equipment, mobile communication devices. Management of HEAT helpdesk system. Assist with service level management with internal users and suppliers. Provision of calls reporting to management. Zenworks management on computing equipment patching and imaging release. Maintain computer network disaster recovery (DR) procedures. Ensure backups are replicated to DR and tapes are properly stored on daily basis. Advice on new technology. Provide client relationship management. Supervise Senior IT Technologists. Train and develop subordinates.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr E Manyaka Tel No: 012 309 3704 Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: LAN and Desktop Support"

**PROVINCIAL ADMINISTRATION: FREE STATE  
OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: [joann.kleynhans@fspremier.gov.za](mailto:joann.kleynhans@fspremier.gov.za)
- CLOSING DATE** : 25 February 2022 at 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**MANAGEMENT ECHELON**

- POST 05/109** : **HEAD OF DEPARTMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT HOD: PR&T**  
(5 year employment contract position)
- SALARY** : R1 978 533 per annum, all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein (Dept. of Police, Roads and Transport)
- REQUIREMENTS** : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organisational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of

responsibility of the particular department and/or management will be a recommendation.

**DUTIES**

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act, the Treasury Regulations, and any other law. This successful candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan of the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**ENQUIRIES**

: Mr. AJ Venter, Deputy Director General: Corporate Administration and Coordination: Cell: 0825538178

**NOTE**

: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

**DEPARTMENT OF TREASURY**

**APPLICATIONS**

: Applications, quoting the relevant reference, should be forwarded as follows: The Manager: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to [recruitment.fstresury@gmail.com](mailto:recruitment.fstresury@gmail.com) or [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za).

**FOR ATTENTION  
CLOSING DATE  
NOTE**

: W van Zyl, Fidel Castro Building, Tel No: (051) 405 5069

: 25 February 2022

: Applications must be submitted on new Z.83 form (effective 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no

notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

#### **OTHER POSTS**

<b><u>POST 05/110</u></b>	:	<b><u>STATE LAW ADVISOR GRADE 1 REF NO: 05/2022</u></b>
<b><u>SALARY</u></b>	:	R774 660 per annum (LP-7), an all-inclusive salary package, (OSD)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	LLB degree. Minimum of 5 years appropriate post qualification litigation/advisory experience. Knowledge of legislation and case law relating to administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector. Research and legal writing skills. Innovative problem solving skills. Analytical, presentation and computer literacy skills.
<b><u>DUTIES</u></b>	:	It will be expected of the successful candidate to perform the following duties: Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues, including: Analyse procedural and substantive legal issues Advise client department on the legal matters; Guide relevant stakeholders on the legal matters; Draft advice and/or guidance report/s on the legal matters. Negotiate, draft and edit contracts, including: Consult client departments on contracts; consider content of the contracts against relevant legislation; Edit contracts to be aligned to relevant legislation; Draft contracts according to relevant legislation and needs of the client department; and Consult with relevant stakeholders of the contract. Provide legal advice and legal opinions to MECs, Heads of Department and other departmental officials on procedural and substantive legal issues, including: Determine the legal issues that need to be assisted with; Consider the relevant legislation and case law of the legal matter; Consult with relevant client department on the legal matter; and Draft legal opinion or advice on the legal matter. Draft legal correspondence and replies, including: Consult the client department on the legal matters; Consider the relevant legislation and case law on the legal matters; and Draft correspondence and replies on the legal matters. Manage all aspects of litigation on behalf of client departments. Dv. KJC Ditira, Cell: 0764020050
<b><u>ENQUIRIES</u></b>		
<b><u>POST 05/111</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PROVINCIAL ACCOUNTING &amp; REPORTING REF NO: FSPT 001/22</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (NQF level 6 or higher) with a minimum of two (2) years' experience in accounting of which some should be in financial statements. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Standard Chart of Accounts (SCOA) and financial systems (BAS, LOGIS & PERSAL). Must be computer literate and have the following skills: communication, problem solving, organizational, report writing and analytical.
<b><u>DUTIES</u></b>	:	Assess departmental/entity and trading account policies, procedures, guidelines and practices in line with the National Framework and report thereon. Promote accurate compilation and timely submission of Annual Financial Statements (AFS) including Interim Financial Statements and draft AFS through evaluations and by providing assistance and advice to departments/entities in this regard. Coordinate and/or provide training on financial management matters such the compilation of Annual Financial Statements, Interim Financial Statements and interpretation of accounting standards. Evaluate and comment on specimen guides and templates for preparation of financial statements from National Treasury as well as new exposure drafts and guides released by the Accounting Standards Board. Checking of Key Control Matrix reports to promote accurate and credible accounting

		information including visits to the departments/entities. Execute tasks contributing to the preparation and submission of consolidated financial statements. Evaluate audit outcomes and initiate corrective measures. Assess the progress made by departments/entities on the resolutions emanating from PROPAC.
<b><u>ENQUIRIES</u></b>	:	Ms. J Bisschoff Tel No: 051 403 3103
<b><u>POST 05/112</u></b>	:	<b><u>LOGISTICS PRACTITIONER (PAYMENT) REF NO: FSPT 002/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (NQF level 6 or higher) with a minimum of four (4) years' experience in a supply chain management environment. Knowledge of supply chain management policies and other relevant supply chain management prescripts. Computer literate. Numeracy, communication, problem solving, literacy, analytical, presentation and report writing skills.
<b><u>DUTIES</u></b>	:	Monitor the processing of invoices to ensure payment within 30 days. Liaise with suppliers and end-users regarding incorrect invoices, banking details, item codes or inactive bank accounts. Prepare monthly reports for the Payment office. Management of the human resources in the unit and the asset room list.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam Tel No: 051 405 5757
<b><u>POST 05/113</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: PAYMENT REF NO: FSPT 003/22</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (Grade 12 or higher) with relevant experience in a supply chain management environment. Knowledge of supply chain management policies and other relevant supply chain management prescripts. Logis/BAS certificate. Computer literate. Numeracy, communication, problem solving, literacy, analytical and presentation skills.
<b><u>DUTIES</u></b>	:	Implement and maintain supply chain management concerning payments in the department to contribute to the rendering of a professional supply chain management services. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices. Process invoices to ensure compliance to 30 days' payments and prepare reports on invoices paid/payments matters and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam Tel No: 051 405 5757
<b><u>POST 05/114</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: TRANSIT REF NO: FSPT 004/22</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (Grade 12 or higher) with relevant experience in a Supply Chain Management environment. The applicant must be computer literate and have communication and secretarial skills.
<b><u>DUTIES</u></b>	:	Implement and administer supply chain management practices concerning transit in and out processes in the Department. Address supply chain management enquiries and follow up 0 to 9 files. Provide weekly reports on transit activities. Handling of returned (send-back) documents. Maintain good working relations.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam Tel No: 051 405 5757

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**MANAGEMENT ECHELON**

- POST 05/115** : **DIRECTOR: TECHNICAL SPECIALIST REF NO: REFS/013136**  
Directorate: Information Communication Technology
- SALARY** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a NQF Level 7 Tertiary qualification in IT or Business-related qualification. Recognised project management qualification would be an advantage. 6-7 years in telecoms/networking and project management background. 5 years' experience at middle management level.
- DUTIES** : Technical design, solution testing, and solution rollout. Work closely with the external service providers to develop a detailed network design for the programme. Ensure that the programme is functional and operate efficiently. Manage the technical stream of the programme. Ensure programme technical outcomes are achieved. Ensure programme impact is achieved. Manage all the technical external service providers. Facilitate all project technical sign-offs: milestone sign-off; acceptance sign-off; change control sign-off and project completion sign-off.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 05/116** : **DIRECTOR: RISK MANAGEMENT REF NO: REFS/013140**  
Directorate: Risk Management
- SALARY** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : B.com or NQF level 7 qualification in Business Management. A professional qualification e.g. (CIA/CCSA/CFE/CA (SA) will be an added advantage. At least 5 years' experience at middle management level in Risk Management.
- DUTIES** : To assist the1 department to embed Risk Management and leverage its benefits to enhance performance, this is inclusive of ICT risks, fraud prevention and business continuity management. Ensure that risk management in the department is implemented in line with the GPG Risk Management Framework. Ensure that the

		Business Continuity Management programme is implemented within the Department. Ensure implementation of internal and external audit recommendations. Ensure the department has a fraud Prevention Plan. Table risk reports to management and oversight committees.
<b><u>ENQUIRIES</u></b>	:	Mr. Oscar Baloyi Tel No: (011) 689 4648
<b><u>POST 05/117</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: REFS/013141</u></b> Branch: Corporate Management
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification in legal. At least 5 years in middle management in law environment. Commercial Law will be an added advantage.
<b><u>DUTIES</u></b>	:	To render an effective legal advice service in the Department. Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies. Draft and provide general and specific legal advice and opinions. Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues. Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received. Ensuring that the administrative and contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. Drafting of commercial contracts including contract templates and guidelines. Resolving legal disputes. Plan, gather evidence and prepare for representing the E-GOV at arbitration and mediation hearings and in a court of law. Remaining up to date with legal developments in the realm of contract law.
<b><u>ENQUIRIES</u></b>	:	Ms. Duckett Mawila Tel No: (011) 689 4799
<b><u>POST 05/118</u></b>	:	<b><u>DIRECTOR: EMPLOYEE EXITS REF NO: REFS/013142</u></b> Chief Director: Human Resource Services
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification in Human Resources Management or related. 5 years' experience in middle management role relating to human resources management. Prior experience in Human Resources Management is a necessary. HR experience in public sector will be advantageous.
<b><u>DUTIES</u></b>	:	Administer all human resource conditions of service for the GPG. Render a responsive and affective recruitment processing service to the GPG. Administer employee termination of service in the GPG. Provide Strategic direction and operational leadership to the service unit. Maintain and ensure compliance with SLAs by the service unit. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Develop, service and maintain good working/ effective relations with client/ line departments. Establish, manage and maintain good working/ effective relations with clients/ line departments. Assist your team in resolving sensitive and complex operational (service delivery) matters. Ensure unit performance reporting on SLAs as per set standards. Ensure continuous improvement of services rendered by the service unit. Ensure continuous improvement of terminations systems and processes
<b><u>ENQUIRIES</u></b>	:	Ms. Duckett Mawila Tel No: (011) 689 4799

#### OTHER POSTS

<b><u>POST 05/119</u></b>	:	<b><u>DEPUTY DIRECTOR: ERP FINANCE REF NO: REFS/013143</u></b> Branch: Information Communication Technology
<b><u>SALARY</u></b>	:	R882 042 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a National Diploma/Degree in IT, Finance or Commerce. SAP FI/CO Certification or related ERP qualification. Relevant experience: 3-5 or more years ERP experience with at least 2 years in Management. Three or more full project implementation. ICT technical knowledge.



**DUTIES**

: Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discuss and resolve system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seek information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explain and defend the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.

**ENQUIRIES**

: Ms. Sithembile Buthelezi Tel No: (011) 689 6527

**POST 05/120**

: **DEPUTY DIRECTOR: ERP HCM & CRM REF NO: REFS/013144**  
Branch: Information Communication Technology

**SALARY  
CENTRE  
REQUIREMENTS**

: R882 042 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Matric plus a B. Degree/Diploma in IT/Commerce highly desirable. Relevant ERP Finance qualification. Relevant experience: 5 or more years ERP experience. Three or more full project implementations. ICT technical knowledge.

**DUTIES**

: Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discuss and resolve system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seek information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explain and defend the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/ processes. Assist in

the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.

**ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

**POST 05/121** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: REFS/013156**  
Branch: ICT

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus a recognised Bachelor Degree in Quality Management or Total Quality management with 2 to 3 years' experience directly related to the duties and responsibilities specified. At least 3 to 5 years' experience in a key role leading the Quality Management environment.

**DUTIES** : Identify, adapt and implement most appropriate business process improvement and quality assurance frameworks and methodologies. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the HOD to improve the use of performance metrics and their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit in departmental QA to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

**ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

**POST 05/122** : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/013160**  
Chief Directorate: Human Resources

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus 3-year National Diploma or Degree in Financial Accounting / Financial Management or Legal. 3-5 years collection or legal experience.

**DUTIES** : Supervise the Debt Collection team, ensure that debts are collected and administered within the SLA. Provide management of accurately and timeous collection of all debts and amount owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify

		continuous improvement opportunities. Submit monthly transaction report with the SLA.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527
<b><u>POST 05/123</u></b>	:	<b><u>TEAM LEADER: DOCUMENT MANAGEMENT CENTRE REF NO: REFS/013164</u></b> Branch: Corporate Management
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF level 6 in Business management or related with 2-3 years 'experience in Document Management. MS Office (Excel, Words) is essential. 2-3 Years relevant experience.
<b><u>DUTIES</u></b>	:	Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with particular emphasis on workflow, audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO9000 standards are adhere to. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily and monthly production reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners. Provide progress reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527
<b><u>POST 05/124</u></b>	:	<b><u>PRACTITIONER: DEBT MANAGEMENT REF NO: REFS/013165 (X2 POSTS)</u></b> Chief Directorate: Human Resources
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus 3-year National Diploma or Degree in Financial Accounting / Financial Management or Legal 1-2 years collection experience or legal collection experience.
<b><u>DUTIES</u></b>	:	Accurately process all the transactions within the SLA. Ensuring that collection process is followed. Process all ledger books accurately on BAS/ SAP/ PERSAL system. Collect debts and administer within the SLA. Ensure that none payment debtors are referred to the office of State Attorney for legal action. Ensure that all queries are resolved and debtors book is reduced.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527

#### **DEPARTMENT OF HEALTH**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.***

**ERRATUM: Dr. George Mukhari Academic Hospital:** Kindly note that the following post Chief Admin Clerk: Cleaning Services with Ref No: REFS/013016 (X3 Posts) was advertised in Public Service Vacancy Circular 04 dated 04 February 2022, The Requirements have been amended as follows: A minimum of Grade 12 or equivalent. A minimum of 3-5 years' experience as a supervisor in cleaning environment. A relevant qualification will be an added advantage. Proof of experience must be attached. Computer literacy with practical knowledge of Microsoft programs (MS Word, Excel, Power Point and Outlook). Be prepared to work shifts including weekends and public holidays. Skills: ability to plan, organize, supervise, inspect and evaluate work of subordinates. Good verbal and written communication skills. Knowledge of working procedures in terms of the working environment. Knowledge and understanding of relevant legislative framework governing the Public Service. With Ref No: Refs/013016. The closing date has been extended to 25 February 2022. Kindly note that post of Nursing Operational Manager Specialty: Operating Theatre (**For Steve Biko Academic Hospital**) with

Ref No: SBAH 011/2022 advertised in Public Service Vacancy Circular 03 dated 28 January 2022 with a closing date of 11 February 2022, the correct Requirements are as follows: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre Nursing Science .A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate\ recognizable experience after obtaining the one year post basic qualification in Operating Theatre Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. .Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid driver's license. People whom applied should take note that their application will be considered, the closing date has been extended to 25 February 2022.

#### OTHER POSTS

<b><u>POST 05/125</u></b>	:	<b><u>MEDICAL SPECIALIST: PAEDIATRICS GRADE 1-3 REF NO: FERH/MED-03/2022 (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R1 122 630 - R1 191 510 per annum, (all inclusive package) R1 283 592 - R1 362 363 per annum, (all inclusive package) R1 489 665 - R1 862 412 per annum, (all inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital Senior certificate (Grade 12/Matric), MBCHB degree or equivalent and FC. Peads (SA). Annual registration receipt and registration certificate with HPCSA as an independent medical specialist paediatrician. Good leadership skills, excellent communication skills (verbal & written) and good interpersonal skills. Work independently and under pressure. Work well within the paediatric department and the hospital as a team member.
<b><u>DUTIES</u></b>	:	Play a supervisory role and train junior doctors in the management of patients in all paediatric and child health areas at the institution. Provide relevant training to nurses and other relevant stakeholders in the department. Implement continued medical education through academic meetings, mortality & morbidity meetings and interdepartmental meetings. Identify and adopt or formulate clinical protocols to be implemented in the department to improve overall health and outcomes of the paediatric population served by the hospital. Oversee administrative duties in the department and attend HOD meetings as required and make contributions towards improving service delivery. Manage and report adverse clinical outcomes to the clinical manager. Manage resources judiciously.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr N Jwara Tel No: 011 812 8308 Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with

disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/126</u></b>	:	<b><u>MEDICAL SPECIALIST REFS: REFS/013169</u></b> Directorate: Paediatrics and Child Health; Neurology
<b><u>SALARY</u></b>	:	R1 122 630 per annum, (all inclusive package) R1 283 592 per annum, (all inclusive package) R1 489 665 per annum, (all inclusive package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in Paediatrics and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Specialist in Paediatrics neurology interest. The following will be an added advantage: Experience in undergraduate teaching. <b>Grade 2:</b> Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Paediatric specialty or Sub specialty in Paediatrics neurology, and experience in undergraduate teaching will be an added advantage. <b>Grade 3:</b> Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in in Paediatric specialty or Sub specialty in Paediatrics neurology, and experience in undergraduate teaching will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will provide clinical services at the Paediatric neurology. The candidate will also support critical care services. The candidate will be responsible for teaching and training of under and post graduate students, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities. Overtime will be done in Paediatrics/Neonatal ICU.
<b><u>ENQUIRIES</u></b>	:	Prof. M Mulaudzi Tel No: 011 488 4246
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Please use the reference as subject.
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and females, White Males and females, African Males and females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	25 February 2022

<b><u>POST 05/127</u></b>	:	<b><u>MEDICAL SPECIALIST: ENT GRADE 1, 2 OR 3 REF NO: MSENT- 03/2022 (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R1 122 630 - R1 191 510 per annum, (all inclusive package) R1 283 592 - R1 362 363 per annum, (all inclusive package) R1 489 665 - R1 862 412 per annum, (all inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thelle Mogoerane Regional Hospital (TMRH) Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCORL (SA) specialist registration with the HPCSA. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the ENT team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the "footprint" of the ENT service across the TMRH hospital cluster. Surgical skillset to manage emergency ENT and elective ENT patients. Proof of current HPCSA registration. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multidisciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy A valid driver's license. Experience in the public sector would be an advantage.
<b><u>DUTIES</u></b>	:	Supervising the management of ENT patients in emergency unit, ICU, high dependency unit, ward performing, and supervising appropriate surgical operations. Managing emergency theatre booking lists traditional on-call model currently, transitioning to shift-based onsite call model achieving and training of interns, medical officers, registrars undergraduate teaching ward rounds. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Administrative duties within the Department of Intensive Care Unit. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment and all other Human Resources related matters.
<b><u>ENQUIRIES</u></b>	:	Dr BJ Kandamo or Mr Mfesane Mahlanyana Tel No: 011891 7304 or Tel No: 011891 7240
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to Deputy Director: Human Resource, Thelle Mogoerane Regional Hospital between 8am and 3pm at First Floor, Main Admin Building.
<b><u>NOTE</u></b>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications

Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

<b><u>CLOSING DATE</u></b>	:	28 February 2022
<b><u>POST 05/128</u></b>	:	<b><u>MEDICAL SPECIALIST: ANAESTHESIA GRADE 1-3 REF NO: FERH/MED-04/2022 (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R1 122 630 - R1 191 510 per annum, (all inclusive package) R1 283 592 - R1 362 363 per annum, (all inclusive package) R1 489 665 - R1 862 412 per annum, (all inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital Senior certificate (Grade 12/Matric), MBCHB degree or equivalent and FC. Anaesthesia (SA). Annual registration receipt and registration certificate with HPCSA as an independent medical specialist. Post community service. Teaching experience. BLS, ATLS. Basic communication and interpersonal skills. Full comprehension of Batho Pele principles. Able to do overtime. High level of integrity, passion and commitment to the profession.
<b><u>DUTIES</u></b>	:	Pre-operative duties with patient assessment and readiness for anaesthesia. Theatre preparation and provision of anaesthetic services. Post-operative and pain management. Teaching of doctors, interns and nursing staff. Assisting in the management duties of the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr D Monika Tel No: 011 812 8308 Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/129</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 (GIT/HPB FELLOW) REF NO: REFS/013158 (X1 POST)</u></b> Directorate: Surgery
<b><u>SALARY</u></b>	:	R1 122 630 per annum, (all inclusive)

**CENTRE  
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)  
:  
Full registration with the HPCSA as a Specialist Surgeon (General Surgery) II. Desire to train in the Subspecialty of Surgical Gastroenterology (declaration of interest in Surgical GIT in general, Upper GIT or Hepatobiliary Surgery is crucial). Proof of current HPCSA registration for April 2021/March 2022. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage. The following would be an advantage: Ability to perform diagnostic and therapeutic upper and lower endoscopy Ability in Minimal Access Surgery Duration: The post is tenable for a maximum of two years. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.

**DUTIES**

: To fulfil the requirements of training in the sub-specialty of Surgical Gastroenterology as stipulated by the HPCSA. To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical Duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of general surgery. Communicate effectively with colleagues and attend theatre meetings. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registers. Formal teaching to post and under-graduate staff. Teaching surgical skills in a dedicated Surgical Skills Unit and participation in the activities of the Academic Department. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department to improve knowledge and clinical outcomes. Active participation in the development of new interests and research is crucial. Ability and willingness to perform after hours duties as per rota provisions

**ENQUIRIES  
APPLICATIONS**

: Dr Omoshoro Jones and Ms Ethel Moledi Tel No: 011 933 9267/8804  
:  
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks,



credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	01 March 2022
<b><u>POST 05/130</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013159 (X2 POSTS)</u></b> Directorate: Paediatrics (Division of Neonatology)
<b><u>SALARY</u></b>	:	R1 122 630 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH Hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital.
<b><u>DUTIES</u></b>	:	Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients and outpatients services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and post graduates. To conduct clinical research/ audits and/or participate in the research program in the Division/ Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Prof Velaphi Tel No: (011) 933 8400/ 8416
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered. Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of

the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

:

01 March 2022

**POST 05/131**

:

**DEPUTY MANAGER NURSING LEVEL 1 & 2 (ESDR) REF NO: EHD2022/02/06**

Directorate: Primary Health Care

**SALARY**

:

R856 272 - R963 723 per annum, (inclusive remunerative package)

**CENTRE**

:

Ekurhuleni Health District

**REQUIREMENTS**

:

Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at Management level. Computer literacy and Driver's license is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

**DUTIES**

:

Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures regarding complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status by

	ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic objectives. Manage and control material resources and assets.
<b><u>ENQUIRIES</u></b>	: Ms E. Mashego Tel No: (011) 876 - 1815
<b><u>APPLICATIONS</u></b>	: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/132</u></b>	: <b><u>MEDICAL REGISTRAR REF NO: SBAH 019/2022</u></b> Directorate: Ophthalmology
<b><u>SALARY</u></b>	: R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	: Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	: MBChB or equivalent degree. Valid registration with Health Professions Council (HPCSA) as an Independent Practitioner. Evidence of passed FCS (Ophth) Primaries and a Normal test for Depth Perception.
<b><u>DUTIES</u></b>	: As required by the Department of Ophthalmology, Steve Biko Academic Hospital and the University of Pretoria.
<b><u>ENQUIRIES</u></b>	: Prof. PS Makunyane Tel No: 012 354 1619
<b><u>APPLICATIONS</u></b>	: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	: Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/133</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 REF NO: SBAH 020/2022 (X4 POSTS)</u></b> Directorate: Anaesthesiology
<b><u>SALARY</u></b>	: R833 523 per annum, plus benefits
<b><u>CENTRE</u></b>	: Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	: MBChB and registration with the Health Professions Council of South Africa as an Independent Practice.
<b><u>DUTIES</u></b>	: The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates might be expected to rotate through all the University of Pretoria's training hospitals.

<b><u>ENQUIRIES</u></b>	:	Prof. S Spijkerman Tel No: 012 354 1510
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/134</u></b>	:	<b><u>MEDICAL REGISTRAR REF NO: REFS/013161 (X1 POST)</u></b> Directorate: Paediatric Surgery
<b><u>SALARY</u></b>	:	R833 523 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner and must be post Community Service. Must have completed Primaries, Intermediates, ATLS and BSS in relevant department. Must be a South African citizens or permanent residents. Proof of current HPCSA registration for April 2021/March 2022 .Training opportunities are inter alia available in the following disciplines: Paediatric Surgery.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. 120 Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
<b><u>ENQUIRIES</u></b>	:	Prof JA Loveland or Mrs A Welthagen Tel No: 011 933 8138
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY).

Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	01 March 2022
<b><u>POST 05/135</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 REF NO: REFS/013162 (X1 POST)</u></b> Directorate: Internal Medicine (Cardiology)
<b><u>SALARY</u></b>	:	Grade 1: R833 523 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner. No experience required. Proof of current HPCSA registration for April 2021/March 2022.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<b><u>ENQUIRIES</u></b>	:	Prof MR Nethononda Tel No: (011) 933 8197
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered. Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview.

Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 01 March 2022

**POST 05/136**

: **ASSISTANT MANAGER NURSING PNA OPD REF NO: REF/S013150**

**SALARY**  
**CENTRE**

: R624 216 – R702 549 per annum, (plus benefits)  
: Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in Nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a Professional Nurse. Current proof of registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Administration/ Management registered with South African Nursing Council. A minimum of eight (8) years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with SANC. (Less one year for candidates appointed from outside the public service) At least 3 years of the above period referred to must be appropriate/recognizable experience at Management level (Operational Manager). Signed service record to be submitted. Knowledge and understanding of Priority Health Programmes. Experience in HIV &AIDS and TB Management will be an added advantage. Sound managerial skills, computer literacy and knowledge of financial Management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Willingness to work under pressure and beyond a call of duty.

**DUTIES**

: Monitor and evaluate service delivery. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. Inter-professional, inter-sectoral and multidisciplinary team work). 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. Ensure implementation of Batho-Pele Principles in the area of supervision. Promote the image of Nursing. Demonstrate a basic understanding of the legislative framework governing the public service. Be willing to work after hours, weekend and holidays when the need arise.

**ENQUIRIES**

: Mrs. FF Mafisa Tel No: (012) 529 3873

<b><u>APPLICATIONS</u></b>	:	The specific reference must be quoted. 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.
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached, the applicants need not certify the copies, and only shortlisted candidates will be required to submit the certified documents on or before the interview date. 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. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/137</u></b>	:	<b><u>LECTURER GRADE 1 REF NO: REFS/013196</u></b> Directorate: Nursing Division: Clinical Education and Teaching (Re-advertisement)
<b><u>SALARY</u></b>	:	R624 216 per annum, (PN-D1)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post basic qualification in Nursing Education registered with the SANC. The following will be an added advantage: 1 year post basic qualification registered with SANC, registration with SANC as moderator and assessor and computer literacy.
<b><u>DUTIES</u></b>	:	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 competences. 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. Able to manage own work and time. Ensure effective and efficient budget control and assets control for the department.
<b><u>ENQUIRIES</u></b>	:	Ms A Tshitereke Tel No: 011 488 3787
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Responsehandling.Cmjah@gauteng.gov.za">Responsehandling.Cmjah@gauteng.gov.za</a> Only online application will be considered. Please use the reference as subject.
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing

date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

25 February 2022

**POST 05/138**

**OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/013062**

Directorate: Nursing Department – Cardiac Catheterization Laboratory

**SALARY**

R571 242.per annum, (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Operating Theatre nursing after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.

**DUTIES**

To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis and relieve assistant manager when required.

**ENQUIRIES**

Ms R.C Moime Tel No: 011 488 3155

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.Cmjah@gauteng.gov.za) Only online application will be considered. Please use the reference as the subject.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and



females, Indian Males and Females and White Males and females are encouraged to apply.

25 February 2022

**CLOSING DATE**

**POST 05/139**

: **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/013063**

Directorate: Nursing Department – Peritoneal Dialysis

**SALARY**

: R571 242 per annum, (plus benefits)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Nephrology nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Nephrology nursing after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.

**DUTIES**

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis and relieve assistant manager when required.

**ENQUIRIES**

Ms R.C Moime Tel No: 011 488 3155

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.Cmjah@gauteng.gov.za) Only online application will be considered. Please use the reference as the subject.

**NOTE**

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

<b><u>CLOSING DATE</u></b>	25 February 2022
<b><u>POST 05/140</u></b>	: <b><u>OPERATIONAL MANAGER – SPECIALTY (NEONATAL HIGH CARE) REF NO: FERH/NURSE-05/2022 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	: R571 242 - R642 933 per annum, plus benefits
<b><u>CENTRE</u></b>	: Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	: Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in Child nursing or advanced midwifery and neonatal nursing science registered with SANC. A minimum of Nine (9) years appropriate recognisable nursing – at least Five (5) years of the Nine (9) referred above should be relevant experience after obtaining post basic qualification. Demonstrate basic understanding of HR and financial policies and practises. Basic computer skills. Sound knowledge of public service policies, code of conduct and team building. Leadership, decision making and problem solving skills.
<b><u>DUTIES</u></b>	: The incumbent will be responsible for the supervision and management of neonatal high care department in the hospital. Manage human resources and non-human resources. Supervision of the provision of quality nursing care in the above mentioned areas within the legal framework. The implementation of quality assurance programme and other mandatory priorities. Will be part of the management teams.
<b><u>ENQUIRIES</u></b>	: Mrs. M.K Nkuna Tel No: 011 812 8317
<b><u>APPLICATIONS</u></b>	: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/141</u></b>	: <b><u>CASE MANAGER REF NO: CASMAN – 02/2022 (X1 POST)</u></b> Directorate: Finance
<b><u>SALARY</u></b>	: R450 939 – R507 531 per annum, plus benefits
<b><u>CENTRE</u></b>	: Thelle Mogoerane Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Degree/ Diploma in Nursing with a minimum of 5 years' experience in clinical Nursing practice post registration with SANC as a Professional nurse. Current registration with SANC. Computer literacy, good communication skills 'organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act., COIDA Act., Patient's Right

	Charter, Batho Pele Principles, UPFS, ICD 10 Coding and NHI, data management policy.
<b><u>DUTIES</u></b>	: Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and also auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patients registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. coordination of work with finance department and clinical and nursing department.
<b><u>ENQUIRIES</u></b>	: Ms R Hlongwane Tel No: (011) 891 7001 or Mr M Mahlanyana Tel No: 011 891 7240
<b><u>APPLICATIONS</u></b>	: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 <sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<b><u>NOTE</u></b>	: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<b><u>CLOSING DATE</u></b>	: 28 February 2022
<b><u>POST 05/142</u></b>	: <b><u>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/05/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 3-4: R398 034 - R468 870 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Lebone College of Emergency Care
<b><u>REQUIREMENTS</u></b>	: Grade 12 certificate or equivalent qualification. Candidate must be in position of B-Tech Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of two (2) years. Current HPCSA registration. Post graduate studies and training experience will be advantageous. Excellent communication and

	interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.
<b><u>DUTIES</u></b>	: Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation, and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative & summative assessments processes. Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and teaching method including online platform. Be able to manage formative, summative and continuous assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Must be willing and able to participate in research at the College. Management of all College staff involved on the course and responsible for performance management of students.
<b><u>ENQUIRIES</u></b>	: Ms B Ramatsetse Tel No: 012 356 8000
<b><u>APPLICATIONS</u></b>	: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031
<b><u>NOTE</u></b>	: The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<b><u>CLOSING DATE</u></b>	: 25 February 2022 at 13h00
<b><u>POST 05/143</u></b>	: <b><u>PROFESSIONAL NURSE SPECIALTY STREAM REF NO: REFS/013064</u></b> Directorate: Nursing Department: Mental Health
<b><u>SALARY</u></b>	: R388 974 per annum
<b><u>CENTRE</u></b>	: Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	: Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration. Knowledge of nursing care processes and procedures, nursing statutes and any other relevant legal framework such as Nursing Act, Health Act, etc.
<b><u>DUTIES</u></b>	: Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, effective and equitable manner. Act as shift leader in Unit (where necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Will be expected to work as part of the multidisciplinary team to ensure cost effective quality nursing care. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shifts, weekends and public holidays.
<b><u>ENQUIRIES</u></b>	: Ms RC Moime Tel No: 011 488 3155

<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Responsehandling.Cmjah@gauteng.gov.za">Responsehandling.Cmjah@gauteng.gov.za</a> Only online application will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/144</u></b>	:	<b><u>PROFESSIONAL NURSE – SPECIALTY (NEONATAL HIGH CARE) GRADE 1-2</u></b> <b><u>REF NO: FERH/NURSE-06/2022 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R388 974- R450 939 per annum, (plus benefits) R478 404- R588 390 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift.
<b><u>DUTIES</u></b>	:	Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be a shift leader relieving the operational manager.
<b><u>ENQUIRIES</u></b>	:	Mrs. M.K Nkuna Tel No: 011 812 8317
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview

will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/145</u></b>	:	<b><u>PROFESSIONAL NURSES SPECIALITY: ORTHOPAEDIC, MATERNITY, CRITICAL CARE, CHILD NURSING, ONCOLOGY AND OPERATING THEATRE</u></b> <b><u>REF NO: SBAH 021/2022</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R388 974- R478 404 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	PN-B1 Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate \recognizable experience as Professional Nurse after registration with the SANC in General Nursing Strong leadership, good communication and sound interpersonal skills are necessary. Verified proof of experience.PN-B2 Grade 12, Basic qualification accredited with the SANC 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 plus a post-basic nursing qualification, with duration of at least one year accredited with the SANC in terms of Government Notice No R 212 in the relevant Specialty. 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 period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant Specialty. Service certificates compulsory. South African Nursing Council annual practicing certificate.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. AM Mowayo Tel No: 012 354 1300
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/146</u></b>	:	<b><u>PROFESSIONAL NURSES SPECIALTY REF NO: CHBAH: 539 (X2 POSTS)</u></b> Directorate: OPD and Hast
<b><u>SALARY</u></b>	:	R388 974 per annum
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	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 proof of current registration. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). A post basic qualification in clinical Nursing Science, Health assessment, treatment and care (PHC) at least one year, accredited with the SANC. Certificate in Nurse Initiated and Management of ART (NIMART), and knowledge of hast programmes will be an added advantage.
<b><u>DUTIES</u></b>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a

constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. 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.

**ENQUIRIES  
APPLICATIONS**

: Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 01 March 2022

**POST 05/147**

: **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 – GRADE 2 REF NO: EHD2022/02/07**  
Directorate: Primary Health Care

**SALARY**

: Grade 1: R388 974 – R450 939 per annum, (plus benefits)  
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

**CENTRE  
REQUIREMENTS**

: Ekurhuleni Health District (ESDR)  
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Driver's license is essential. Computer literacy is recommended.

**DUTIES**

: Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters

	concerning patient care. Promote quality of nursing care as directed by the core standards.
<b><u>ENQUIRIES</u></b>	: Ms J.F Joubert Tel No: (011) 737 - 9746
<b><u>APPLICATIONS</u></b>	: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need <b>not</b> be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/148</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 – GRADE 2 (OPHTHALMIC NURSING SCIENCE) REF NO: EHD2022/02/08</u></b> Directorate: Primary Health Care Re-Advertisement, applicants who applied previously are encouraged to re-apply
<b><u>SALARY</u></b>	: Grade 1: R388 974 – R450 939 per annum, (plus benefits) Grade 2: R478 404 – R588 390 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Ekurhuleni Health District (Jabulane Dumane CHC)
<b><u>REQUIREMENTS</u></b>	: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Ophthalmic Nursing Science). Post graduate diploma in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage. A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Driver's license is essential. Computer literacy is recommended.
<b><u>DUTIES</u></b>	: Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Routine eye screening of patients in various facilities in the Southern Sub-District. Performing fundoscopy for all diabetes mellitus and hypertensive patients in the facility and surrounding clinics. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<b><u>ENQUIRIES</u></b>	: Mr S.S Matsaba Tel No: (010) 345 - 1091
<b><u>APPLICATIONS</u></b>	: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need



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

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/149</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY REF NO: EHD2022/02/09</u></b> Directorate: Facility Management Unit
<b><u>SALARY</u></b>	:	Grade 1: R382 245 - R450 255 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with minimum of five years in security management, or three years security related management experience with relevant tertiary qualification. Registration with Private Security Industry Authority in accordance with PSIRA Act 56 of 2001 will serve as an added advantage. Must be cleared from any criminal offence, good interpersonal skills, security assessment skills. Computer literacy is essential. The valid code EB driver's license is essential. The candidate should be willing to work irregular hours.
<b><u>DUTIES</u></b>	:	Conduct security assessment and report security breaches to South African Police Services and Gauteng Department of Health. Manage and monitor compliance by security companies employed by the Gauteng Department of Health, Ekurhuleni Health District (Clinics, CHC's and Community Development Centres etc.). Develop security report and share with relevant stakeholders. Conduct site inspections and generate report. Coordinate and manage security meetings. Manage security contracts within Ekurhuleni Health District.
<b><u>ENQUIRIES</u></b>	:	Dr N. Zwane Tel No: (011) 876 1754
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to Administration.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/150</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: CHBAH 540 (X1 POST)</u></b> Directorate: patient affairs
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with three years National Diploma/Degree in Public Management / Administration or relevant three years Management qualification. Five to Ten (10/5) years Patient Affairs experience of which Five (5) years should be of supervisory

at level 7. Valid driver's licence will be added as an advantage. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and afterhours as need arises. Knowledge and application of the hospital core standards. Experience in hospital Patient Affairs will be added as an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

: Management of Patient Affairs units servicing outpatient clinics. Ensure coverage to all clinics with clerical staff. Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of the staff in mortuary and ensure full coverage of the shifts. Management of collection of the corpses from the wards and service points within an hour. Compiling of daily, weekly and monthly statistics from clinics and mortuary as required. Ensure that the paupers in the hospital are buried with the complying department process. Records management of the patients' files and application of innovative disposal, safekeeping of the records. Adherence to PAIA requests on mortuary records requests and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meeting with the staff. Apply disciplinary measures as and when required. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES  
APPLICATIONS**

: Mr. M.A. Ledwaba Tel No: (011) 933 9278  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 01 March 2022

<b><u>POST 05/151</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: CHBAH 541 (X1 POST)</u></b> Directorate: Patient Affairs
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with three years National Diploma/Degree in Public Management / Administration or relevant three years Management qualification. Five to ten years Patient Affairs experience of which five years should be of supervisory at level 7. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and after hours as need arises. Knowledge and application of the hospital core standards. A Valid driver's licence and experience in hospital Patient Affairs will be added as an advantage. Applicant should be prepared to undergo medical surveillance as an inherent job.
<b><u>DUTIES</u></b>	:	Management of Patient Affairs units: Accident & Emergency on 24 hours coverage, X-Ray Unit, St John Eye Unit, Medico–Legal Unit (MVA Office). Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of Linen Depots in ensuring smooth linen supply to the wards. Conduct annual linen stock count for needs analysis. Safeguarding of patients belonging in Kit room with protocols. Compiling of daily, weekly and monthly statistics from units as required. Records management of the patients' files and application of innovative disposal of records in PNS (Central Storage) Unit and overall safekeeping of the records. Adherence to PAIA requests within 30 days on RAF requests, medical reports completion and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meetings with the staff. Apply disciplinary measures as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr. M.A. Ledwaba Tel No: (011) 933 9278
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was

advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	01 March 2022
<b><u>POST 05/152</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: SBAH 022/2022</u></b> Directorate: Occupational Therapy
<b><u>SALARY</u></b>	:	R322 746 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Relevant Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational therapist. Candidate should have sound knowledge of general Occupational Therapy principles including rehabilitation, assessment and analysis in all fields of Occupational Therapy. Good Verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to under pressure in an acute and changing environment. Must be driven, customer focused individual with excellent planning, organizing, good inter-personal relations and presentation skills.
<b><u>DUTIES</u></b>	:	Render and manage Occupational therapy services that comply with standards and norms. Implement individual and group programmes in keeping with a recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in Quality Assurance Audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students and medical students as required and contribute to research activities. Exercise care with all consumables and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr. T Ncwane Tel No: (012) 354 1665
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/153</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2022/02/10</u></b> Directorate: Mental Health Services
<b><u>SALARY</u></b>	:	Grade 1: R322 746 - R367 299 per annum, (plus benefits) Grade 2: R378 402 – R432 684 per annum, (plus benefits) Grade 3: R445 752 – R540 954 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. <b>Grade 1:</b> No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential. Experience in setting up treatment programmes. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of PMFA and public service act and regulations. Good communication, interpersonal, IT, human resource and financial management skills. Ability to work independently and in a multi-disciplinary context. Analytic thinking, independent decision making and problem-solving skills.

<b><u>DUTIES</u></b>	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of OT programmes in the community .Follow the policy within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district.
<b><u>ENQUIRIES</u></b>	:	Ms B. Moleofane Tel No: (011) 876 - 1717
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/154</u></b>	:	<b><u>AUDIOLOGIST/ SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2022/02/11</u></b> Directorate: Therapeutic Services
<b><u>SALARY</u></b>	:	Grade 1: R322 746 - R367 299 per annum, (plus benefits) Grade 2: R378 402 – R432 684 per annum, (plus benefits) Grade 3: R445 752 – R540 954 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Audiologist/ Speech Therapist and Audiologist. <b>Grade 1:</b> No experience required after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid registration with HPCSA. Ability to be able to work within a multidisciplinary team approach. Problem solving skills. Report writing skills. Driver's license will be an advantage.
<b><u>DUTIES</u></b>	:	Suitable candidate will be expected to render effective patient centered Audiology/ Speech Therapist and Audiology Services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and

	regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms A Tshivhase Tel No: (011) 876- 1776
	: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005 Germiston, 1400.
<b><u>FOR ATTENTION NOTE</u></b>	: Human Resource Manager
	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/155</u></b>	: <b><u>OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: REFS/013163 (X1 POST)</u></b> Directorate: Occupational Therapy
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R322 746 per annum, (plus benefits)
	: Chris Hani Baragwanath Academic Hospital
	: Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.
<b><u>DUTIES</u></b>	: Assess and treat all adult patients with psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult psychiatric field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms L Soulsby Tel No: (011) 933 8187
	: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	: Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including

a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	01 March 2022
<b><u>POST 05/156</u></b>	:	<b><u>INTERNAL CONTROL OFFICER REF NO: ICO/CCRC/01/02/2022</u></b> Directorate: Admin and Support
<b><u>SALARY</u></b>	:	R261 312 per annum, (including benefits)
<b><u>CENTRE</u></b>	:	Cullinan Care & Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and Risk management qualification, at least 3 years Knowledge of and experience of Risk register and internal audit. Security management will be an added advantage. Ability and skill to Communicate (verbal and written).
<b><u>DUTIES</u></b>	:	Draft Risk Management Implementation plans/Fraud Prevention Plan for approval by the Executive. Plan and conduct strategic and operational risk assessments. Development of Risk Registers and monitor regular updating thereof. Assist in the development and rolling out of risk management / Fraud and Corruption awareness programme throughout the institution. Ensure establishment of an effective institutional Risk Management Committee. Offer outmost support to inter-linked departments such as Quality Assurance, OHS and Clinical areas. Implementation of physical security measures to safeguard government property: Implementation of the: Departmental security directive: access control. Services. Manage and maintain all installed electronic security systems. Implementation of identification card/ biometric system to identify all employees and visitors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Participate in the emergency /OHS committee meetings of the Department. Liaison with local emergency services Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Manage the CCTV.
<b><u>ENQUIRIES</u></b>	:	C Ramolumisi Tel No: 012 7347047
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to the following address: Cullinan Care Private Bag x 1005, Cullinan, 1000.

<b><u>NOTE</u></b>	:	The applications must be submitted on new Z83 with CV. copy of ID and qualifications to be attached. Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. NB: People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	25 February 2022 at 12 o'clock
<b><u>POST 05/157</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: EHD2022/02/12</u></b> Directorate: Primary Health Care
<b><u>SALARY</u></b>	:	R261 372 - R307 890 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (Esangweni CHC)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in administration with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills and computer skills certificate will be an added advantage. Driver's license is essential.
<b><u>DUTIES</u></b>	:	Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	:	Ms T.T Zamisa Tel No: (011) 565-5160
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/158</u></b>	:	<b><u>STAFF NURSE GRADE 1 REF NO: EHD2022/02/13</u></b> Directorate: Primary Health Care
<b><u>SALARY</u></b>	:	Grade 1: R173 952 – R195 771 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (ESDR)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge M-HEALTH and WBPHCOT services will be an added advantage. Basic knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. <b>Grade 1:</b> Less than ten



	(10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANCA. Valid Driver's License essential.
<b><u>DUTIES</u></b>	: Measure, interpret and record vital signs. Give Health education to clients. Monitor and supervise community health workers. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	: Ms R. Sapie Tel No: (011) 876 – 1815
<b><u>APPLICATIONS</u></b>	: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	: 25 February 2022
<b><u>POST 05/159</u></b>	: <b><u>CLIENT INFORMATION CLERK REF NO: REFS/013170</u></b> Directorate: ICT Switchboard
<b><u>SALARY</u></b>	: R176 310 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	: Grade 10 or equivalent or a Grade 12 or equivalent and Computer certificate. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: National Higher Certificate / Call Centre qualification at NQF 5 as recognised by SAQA in ICT. Experience as a switchboard operator or call centre agent will be added advantage. Knowledge of Batho Pele and Six Ministerial priorities.
<b><u>DUTIES</u></b>	: Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System.

**ENQUIRIES  
APPLICATIONS**

: Mr. M. Thwala Tel No: 011 488 3300  
: Applications should be submitted on a (PDF Format only) to the following email-  
address [Supporthr.Cmjah@gauteng.gov.za](mailto:Supporthr.Cmjah@gauteng.gov.za) Only online application will be  
considered. Please use the reference as the subject.

**NOTE**

: The Department of Health is committed to the achievement and Maintenance of  
diversity and equity employment, especially of race, gender, and disability.  
Applications must be submitted on a new Z83 form (obtainable from any Public  
Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications  
must include three (3) contactable references, Copies of I.D, Qualifications to be  
attached. Therefore, only the shortlisted candidates for the post will be required to  
submit certified documents on or before the day of the interview. Suitable candidate  
will be subjected to personnel suitability checks (criminal record check, citizenship  
verification, qualification/study verification and previous employment verification)  
Suitable candidates will also be subjected to security clearance processes. Suitable  
candidates will undergo a medical screening test. Suitable candidates will have to  
disclose his / her financial interest. The Department of Health reserves the right to  
fill or not to fill the position. Due to high volumes of anticipated applications,  
communication will be limited to the shortlisted candidates only. Should you not  
hear from us within 3 months after the closing date, please consider your  
application unsuccessful. Coloured Males and females, Indian Males and Females  
and White Males and females are encouraged to apply.

**CLOSING DATE**

: 25 February 2022

**POST 05/160**

: **CLIENT INFORMATION CLERK REF NO: REFS/013170**  
Directorate: ICT Switchboard

**SALARY  
CENTRE  
REQUIREMENTS**

: R176 310 per annum, (plus benefits)  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 10 or equivalent or a Grade 12 or equivalent and Computer certificate.  
Knowledge of a limited range of work procedures and elementary clerical duties  
such as; Information Communication Technology procedures relating to call centre  
working environment including norms and standards. Skills: Planning and or  
organising, reporting procedures, Customer care skills, Telephone skills, Ability to  
handle difficult customers, be able to work under pressure, and how to do basic  
research/ gather information. Procurement directives and procedures. Knowledge  
of statistics. Mathematical skills, Organising. Ability to perform routine task. Be  
prepared to rotate and work shifts, weekends and public holidays. Ability to operate  
computer (Microsoft Package) and Typing skills. Basic interpersonal relationship.  
Problem solving. Maintaining discipline. Formulation and editing. The following will  
be an added advantage: National Higher Certificate / Call Centre qualification at  
NQF 5 as recognised by SAQA in ICT. Experience as a switchboard operator or  
call centre agent will be added advantage. Knowledge of Batho Pele and Six  
Ministerial priorities.

**DUTIES**

: Answer and transfer incoming calls in a timely manner using an updated telephone  
list. Monitor calls and give feedback to clients. Maintain a well up to date extension  
numbers, records of doctors and nurses call list. Continuously update the telephone  
directory. Ensure that emergency and high priority calls are attended to timely and  
directed to relevant business units by use of SMS, paging and emails. Assist in  
troubleshooting Telephones and PABX issues. Provide relevant information to  
clients using reference files, assist with general administration and provide disaster  
management service. Comply with the Performance Management and  
Development System.

**ENQUIRIES  
APPLICATIONS**

: Mr. M. Thwala Tel No: 011 488 3300  
: Applications should be submitted on a (PDF Format only) to the following email-  
address [Supporthr.Cmjah@gauteng.gov.za](mailto:Supporthr.Cmjah@gauteng.gov.za) Only online application will be  
considered. Please use the reference as the subject.

**NOTE**

: The Department of Health is committed to the achievement and Maintenance of  
diversity and equity employment, especially of race, gender, and disability.  
Applications must be submitted on a new Z83 form (obtainable from any Public  
Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications  
must include three (3) contactable references, Copies of I.D, Qualifications to be  
attached. Therefore, only the shortlisted candidates for the post will be required to

submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/161</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 REF NO: EHD2022/02/14</u></b> Directorate: PHC
<b><u>SALARY</u></b>	:	R134 514 – R151 401 per annum
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (Nokuthela Ngwenya CHC)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Qualifications that allow registration with SANC as Enrolled Nursing assistant. Current registration with SANC. Knowledge of nursing care processes, procedures, and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles, Patients' Rights Charter, Infection Prevention and Control and waste management guidelines. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practice.
<b><u>ENQUIRIES</u></b>	:	Ms N.C Skosana Tel No: (011) 737 – 9768
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/162</u></b>	:	<b><u>ENROLLED NURSE REF NO: NO: CCRC/EN/2021/12/02 (X1 POST)</u></b> Directorate: Admin and Support Directorate: Nursing
<b><u>SALARY</u></b>	:	R134 514 per annum, (including benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Cullinan Care & Rehabilitation Centre
	:	Professional qualification that allows registration with the SANC as enrolled Nurse. Experience None. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-pele principles, National Core Standards, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. T. L. Moloi Tel No: (012) 734-7215
	:	Should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X 1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.
<b><u>NOTE</u></b>	:	Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Internal Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document.). Applicants must indicate the post reference number on their applications. N.B. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<b><u>CLOSING DATE</u></b>	:	25 February 2022 at 12h00
<b><u>POST 05/163</u></b>	:	<b><u>CLEANER REF NO: JUB 08/2022 (X3 POSTS)</u></b> Directorate: Admin and Logistics Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 per annum
	:	Jubilee District Hospital
	:	Grade 10 / Std 08. 1 year experience will serve as added advantage. Good communication skills. Ability to use cleaning machine and materials. Possess physical strength. Be prepared to work shifts including weekends and holidays. Be prepared to rotate to different areas that require cleaning.
<b><u>DUTIES</u></b>	:	Clean wards, showers, offices, toilets, passages, etc. Dust, wash walls, and windows, scrubbing and polish floor. Prepare board rooms, operate heavy duty/industrial cleaning machines. Keep equipment's clean. Remove medical and general waste. Safe keeping and control of cleaning equipment's and materials. Adhere to occupational health and safety and infection and prevention control policies. Perform any other duties delegated by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Kgomo D.N Tel No: (012) 717 9300 (Ext 9347)
	:	Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
<b><u>NOTE</u></b>	:	Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 25 February 2022, Time: 16:00

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE** : 04 March 2022

**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

**MANAGEMENT ECHELON**

**POST 05/164** : **DIRECTOR: SERVICE DELIVERY REF NO: REFS/013154**

**SALARY** : R1 057 326 per annum, (all-inclusive package)

**CENTRE** : Westrand Region

**REQUIREMENTS** : Grade 12 plus NQF Level 7/Degree in Public Administration. A minimum of 5 years relevant experience at a middle/senior management level in a Housing delivery environment; Housing Subsidy Administration and Customer Relations Management. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Possession of a valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.

**DUTIES** : Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration daily; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications, Ensure strategic direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.

**ENQUIRIES** : Ms N Kunene Tel No: 072 315 9992

**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 05/165** : **DIRECTOR: SERVICE DELIVERY REF NO: REFS/013155**

**SALARY** : R1 057 326 per annum, (all-inclusive package)

**CENTRE** : Ekurhuleni Region

**REQUIREMENTS** : Grade 12 plus NQF Level 7/Degree in Public Administration. A minimum of 5 years relevant experience at a middle/senior management level in a Housing delivery environment; Housing Subsidy Administration and Customer Relations Management. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Possession of a valid driver's licence. Competencies: Sound Management and leadership skills; Strategic

	Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.
<b><u>DUTIES</u></b>	: Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration daily; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications, Ensure strategic direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
<b><u>ENQUIRIES</u></b>	: Ms N Kunene Tel No: 072 315 9992
<b><u>APPLICATIONS</u></b>	: Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>

#### **OTHER POSTS**

<b><u>POST 05/166</u></b>	: <b><u>CHIEF TOWN AND REGIONAL PLANNER (GRADE A) REF NO: REFS/013174</u></b>
<b><u>SALARY</u></b>	: R912 048 - R1 042 830 per annum, (Salary will be in line with the OSD Framework)
<b><u>CENTRE</u></b>	: Johannesburg
<b><u>REQUIREMENTS</u></b>	: Matric plus B Degree in Urban/Town and Regional Planning or relevant qualification, 6 years post qualification professional experience required, possession of a valid drivers license, Compulsory registration with SACPLAN. Skills/ Competencies: Strategic management and direction, Problem solving and analysis, Decision making, team leadership, creativity, self-management, financial Management, customer focus and responsiveness, communication and listening skills, computer skills, delegation, and development of others, planning and organising and execution, ability to manage conflict, language proficiency, knowledge management, negotiation skills, change management. Technical Competencies: Programme and project management, T&R legal and Operational compliance, T&R systems and principles, T&R planning and processes and procedures, research and development, computer aided applications, creating a high-performance culture, technical consulting, professional judgement, accountability.
<b><u>DUTIES</u></b>	: Estimate the future needs of the housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct projections for future needs in traffic and transportation to inform appropriate town and regional planning. Provide technical assistance to professional teams on all aspects regarding town and regional projects. Ensure adherence to legal issues and requirements involving community development and change housing and building codes. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Manage site clearance standards as agreed with Project Managers. Planning and design of sustainable human settlement. Compilation of spatial development framework (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Ensure that availability and management of funds to meet the MTEF objectives within the architectural environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposal to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to

		organizational needs and requirements. Manage subordinate's key performance areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Kunene Tel No: 072 315 9992
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 05/167</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/013171</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg Region
<b><u>REQUIREMENTS</u></b>	:	Matric plus B Admin degree/NQF Level 6 qualification in Public Administration or equivalent. Minimum of 4-5 years' experience in the Housing delivery environment and Customer Relations Management.
<b><u>DUTIES</u></b>	:	To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing.
<b><u>ENQUIRIES</u></b>	:	Ms A Mogaswa Tel No: 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 05/168</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/013172</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Sedibeng Region
<b><u>REQUIREMENTS</u></b>	:	Matric plus B Admin degree/NQF Level 6 qualification in Public Administration or equivalent. Minimum of 4-5 years' experience in the Housing delivery environment and Customer Relations Management.
<b><u>DUTIES</u></b>	:	To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing.
<b><u>ENQUIRIES</u></b>	:	Ms M Tshabalala Tel No: 063 691 4046
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 05/169</u></b>	:	<b><u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/013175</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a National Diploma (NQF Level 6) in Public Administration/Business Management or equivalent qualification, coupled with 4 - 5 years' experience in office administration in the public – sector environment. An NQF Level 7 degree in Public Administration/Business Management will be an added advantage. Competencies: Knowledge of Government and Prescripts; Ability to work under pressure; production of quality minutes/reports; proven administrative, communication, technological, planning and organizational skills; Business letter writing, reports and presentation skills; good track record in managing/supervising of staff and problem-solving skill; record keeping principles/ procedure; ability to take decision and work independently; confidentiality; Driver's License will also serve as an advantage.
<b><u>DUTIES</u></b>	:	To provide secretarial services including acting as advisor to the HOD and relevant committee chairpersons in respect of and at any point in the conduct of committee administration. Compile the agenda of meetings chaired by both the Head of Department & MEC. Record minutes/decisions & communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Provide executive implementation and administrative support to the office of the HOD and the department. Ensuring compliance with regard to committee meeting documentation and procedure, all legal requirements

and changes in legislation and government protocol. Planning of executive meetings like the Senior Management Team, Executive Management Team, weekly programme management meetings, amongst others, as per the directive from the HOD. Attend to all committee meetings and provide advice on cooperate government issues. Ensure follow-ups on the implementation of decisions taken at SMT & EMT meetings and update action list. To ensure that the necessary information architecture is designed and applied to manage information in the secretarial function and ensure the highest level of information integrity. Ensure compliance with regard to committee documentation and procedure such as using Board Works and Microsoft Teams. Attend to ad hoc committees and provide advice on corporate governance issues. Strategic management including assisting in the translating policy into operational standards and procedures. To maintain an effective information reporting process amongst the Department Committee. To manage the relations between the Departments, Provincial and National Spheres of Government i.e., MINMEC, Premier and Co-ordinating Forums, Technical MMC/MEC meetings. Facilitate sound relations between the department and relevant stakeholders (i.e., Legislature, Agencies, SCOPA, Housing Portfolio committees and etc). To prepare documentation and reports for submission to all intergovernmental structures and committees. Monitor the implementation of resolutions emanating from Intergovernmental meetings. Provide reports on the implementation of the National and Provincial key performance indicators as outlined in the provincial growth and development strategy. Coordinate analysis and consolidate all reports from different branches in the Department. Management of general support services. Supervision of staff and coordination of performance agreements/assessments. Ensure the safekeeping of all documentation in the office. Management of the sub-business unit.

**ENQUIRIES  
APPLICATIONS**

: Ms. Khosi Kunene Tel No: 072 315 992  
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 05/170**

: **DEPUTY DIRECTOR: TENDERING AND SOURCING REF NO: REFS/013176**  
(12 Months Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

: R744 255 per annum  
: Johannesburg  
: Matric plus 3-year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance and Three (3) years Management experience. Four (4) years functional experience in Finance Management within the public service environment. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. In depth knowledge of Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, General management, Strategic management and PFMA. Skills: Leadership, Negotiating, Facilitation, computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook, Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES**

: Ensure that all approved tenders are advertised in line with the relevant compliance requirements. Coordinate the compilation of the terms of references in line with the PPPFA requirements. Compilation of the tender documents. Administer the briefing sessions and closing of tenders. Coordinate the process for the evaluation of tenders. Provide SCM advise where required. Prepare bid evaluation reports for Bid Adjudication Committee. Serve as the secretariat to the Bid Adjudication Committee. Compile the annual Procurement Plan. Prepare monthly management reports on tenders. Liaise with probity auditors throughout the entire tendering process. Keep records and reports of all the tenders. Ensure compliance to regulations on matters related to tenders. Attend to preliminary probity audit reviews during specifications, evaluations and adjudication stages. Publication of tender awards. Sourcing for contractors and professional resource teams.



		Managing the Request for Proposals (RFPs) from the panel of service providers. Coordinating of Bid Committee meetings. Preparation of reports for management.
<b><u>ENQUIRIES</u></b>	:	Ms. Miyelani Tshabalala Tel No: 063 691 4046
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 05/171</u></b>	:	<b><u>ASSISTANT DIRECTOR: TENDERING AND SOURCING REF NO: REFS/013177 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus 3-year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance. Three (3) years of relevant experience in Tender Management coupled with at least 2 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts related to supply chain i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook.
<b><u>DUTIES</u></b>	:	Support the process of drafting of the terms of references. Packaging and verification of the tender documents to ensure that all the necessary documents are included in the tender document. Preparation of the actual tender advertisements. Placing of adverts in the appropriate platforms (e.g e-tender portal, government bulletin, newspapers, etc). Keeping records of the briefing minutes and register for all tenders. Managing the process of recording of all bids received. Execution of the compliance of bids received. Play the role of the secretariat for various bid committees. Administering of closing of request for Proposals (RFPs). Execution of the evaluation of RFPs. Preparation of the RFP reports to Bid Adjudication Committees and other delegated authority. Provide administrative support to all bid committees. Safekeeping of information and documents for audit purposes. Issuing of correspondences to various bidders (e.g bidding notes) during the tendering process. Updating of the procurement plan with awards made.
<b><u>ENQUIRIES</u></b>	:	Ms. Miyelani Tshabalala Tel No: 063 691 4046
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 05/172</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE DELIVERY REF NO: REFS/013173</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Region
<b><u>REQUIREMENTS</u></b>	:	Matric plus National Diploma/NQF Level 6 in Public Administration or equivalent. Minimum of 2 - 4 years' experience in the housing Delivery environment. Ability to communicate. Report writing skills. Knowledge of Batho Pele Principles. Understanding of Service Standards Knowledge of applicable subsidy housing programmes. Understanding of project management cycle. Knowledge of Intergovernmental Relations principles. Ability to use applicable computer software Programmes. Knowledge of principles of Service delivery and innovation.
<b><u>DUTIES</u></b>	:	To manage and monitor registration of beneficiaries on National Housing Needs Register (NHNR). To ensure that all captured potential beneficiaries are registered and updated on NHNR. To generate potential beneficiary list from the NHNR. Provide the municipality with pre-screened list of potential beneficiaries. Liaise with PRT's and relevant stakeholders. To do quality checks on all registrations made. Respond to queries emanating from registration processes. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.
<b><u>ENQUIRIES</u></b>	:	Ms A Mogaswa Tel No: 072 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>

## PROVINCIAL TREASURY

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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](http://www.thensg.gov.za)
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), comprehensive CV, only shortlisted candidates will submit certified documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

## OTHER POSTS

- POST 05/173** : **OFFICE MANAGER REF NO: GPT/2022/02/16**  
Directorate: Office of the Head of Department (HOD)
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) in Public Administration or Office Management. 3 – 5 years' experience at a junior management level/supervision. 3 – 5 years' experience in the administrative/secretariat and/ or related field. Broad knowledge and understanding of the functional areas covered by the executing authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Good verbal and written communication, previous

		exposure to administrative and strategic management functions. Proven management competencies and computer literacy.
<b><u>DUTIES</u></b>	:	To ensure that Office of the HOD functions effectively and efficiently. Management and general operations in the HOD Office; Develop and implement a Record Management System; Quality Assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the HOD; Manage the budget of the Office of the HOD and facilitate Logistics and Procurement processes; Staff Management and development.
<b><u>ENQUIRIES</u></b>	:	Ms. B Mtshizana Tel No: 011 227 9000
<b><u>POST 05/174</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVER ADMINISTRATOR REF NO: GPT/2022/02/17</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Information Technology. Microsoft training certificate is preferable (A+ or N+, MCSE). 3 – 5 years' experience at junior management level (ASD) in Server Administration.
<b><u>DUTIES</u></b>	:	To design, configure, install, administer, and optimize servers and related components to achieve high performance of the various business applications supported; Ensure the availability of client/server applications, configuring all new implementations, and developing processes and procedures for ongoing management of the server environment; Assist in overseeing the physical and logical security, integrity and safety of the data centre/server farm; Design, install, configure, administer, and fine-tune Windows operating systems and components across the organization in timely and efficient manner.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe Tel No: 011 227 9000
<b><u>POST 05/175</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK AND ESCALATION REF NO: GPT/2022/02/18</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Finance/Economics/Accounting and Costing Analysis. 3 – 5 years' experience at a functional level in Financial Analysis, Ratio, Economic Analysis and Research Environment. Experience and understanding of the South African Marketplace. Managerial and Leadership skills. Understanding and exposure to Public Sector would be advantageous.
<b><u>DUTIES</u></b>	:	To provide the risk management service to the GPG regarding Financial Analysis and Economic Analysis. Obtain indices and calculate the price movement based on RFP 07. Produce a calculation report. Write a memo for calculations approval. Obtain indices and calculate the moving average projections for the term of the contract. Calculate the average projected price percentages. Produce a report of the projected price percentages. Perform ratio analysis. Perform trend analysis on annual percentage movements of turnover, profit/loss, total assets, long-term liabilities, equity, current assets and current liabilities. Provide a report profiling on the risk level based on the analysis conducted. Record all the tasks done monthly; Submit monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi Tel No: 011 227 9000
<b><u>POST 05/176</u></b>	:	<b><u>ASSISTANT DIRECTOR: OPEN TENDER REF NO: GPT/2022/02/19 (X6 POSTS)</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Commerce, SCM or Public Administration. 3 – 5 year's functional experience in Policy Development. Valid driver's licence.

<b><u>DUTIES</u></b>	:	To develop supply chain policy, norms and standards. Research and develop Provincial SCM Policy, Norms and Standards. Analyse and identify gaps in relation to instruction Notes. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Research, analyse, review and improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. Coordinate and conduct training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe Tel No: 011 227 9000
<b><u>POST 05/177</u></b>	:	<b><u>PERSONAL ASSISTANT GAUTENG AUDIT SERVICES REF NO: GPT/2022/02/20 (X3 POSTS)</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric with relevant experience and or any relevant qualification. 3 – 5 years' experience in office management or similar role in administration or financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	Render administrative support services which amongst other include; ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports, Management reports, etc. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Filing of documents for the manager and the unit where required. Manage network drive folder of Chief Director. Collect analysis and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the manager.
<b><u>ENQUIRIES</u></b>	:	Ms. Tshiamo Sokupha Tel No: 011 227 9000
<b><u>POST 05/178</u></b>	:	<b><u>PERSONAL ASSISTANT: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: GPT/2022/02/21</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric with relevant experience and or any relevant qualification. 3 – 5 years' experience in office management or similar role in administration or financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	Render administrative support services which amongst other include; ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports, Management reports, etc. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Filing of documents for the manager and the unit where required. Manage network drive folder of Chief Director. Collect analysis and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the manager.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe Tel No: 011 227 9000

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

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act.*

**OTHER POSTS**

<b><u>POST 05/179</u></b>	:	<b><u>MEDICAL SPECIALIST WITH INTEREST IN GENETICS REF NO: MEDSPECGENETICS01/2022 (X1 POST)</u></b> Department: Paediatrics
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime. Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital
	:	Current registration as a specialist in Paediatrics with the Health Professions Council of South Africa. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Paediatrics. <b>Grade 3:</b> Ten (10) years' experience after registration with the Health Professions Council of South Africa as a Specialist in Paediatrics. Knowledge, Skills Training and Competency Required: Proficiency in medical genetics. Human resource management – labour relations and staff development programmes. Management capability with good communication skills. Knowledge of clinical governance systems and programmes including QAP/QAP. Epidemiology and statistics Medical ethics. Research. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Responsibility for the development, management and ongoing provision of an efficient facility and community based Genetic Service in Inkosi Albert Luthuli Central Hospital, eThekweni District and the province of KwaZulu-Natal. Participate in the provision of an in- and outpatient consultative genetic service at specialist and multi-disciplinary clinics in Inkosi Albert Luthuli Central Hospital as well as tertiary and regional hospitals in its catchment area. Responsibility for the effective and efficient utilization of human, physical and financial resources within the Genetic Service. To relate with all clinical disciplines throughout the catchment area to ensure the efficient and effective coordination of Genetic Services. To ensure an appropriate scope of practice at the various levels of service and care commensurate to the designated hospitals and communities in the catchment area. To implement suitable quality assurance/improvement programmes as required to ensure an appropriate standard of care. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Perform outreach to different regional hospitals in KZN. Undertake appropriate clinical research. Ensure good clinical governance in the discipline. Manage staff allocated to the genetic sub unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof. P Jeena Tel No. 0312402046
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People

with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 05/180</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: PHC REF NO: EGUM 01/2022 (X1 POST)</u></b> (Re-advertisement), Applicants that applied before must re-apply for the post.
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, Plus 13th cheque/service bonus plus rural allowance 8%, plus Home owners allowances: Employee must meet prescribed requirements, plus Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	E G & Usher Memorial Hospital – Gateway Clinic
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Current registration with SANC as a General Nurse with Midwifery (2022 receipt). A Minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to Nursing care. Human Resource Management and Basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Unendorsed Driver's licence (code 8 or 10).
<b><u>DUTIES</u></b>	:	Monitor provision of quality and comprehensive primary health care package, ICSM in the Clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care including participating actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service delivery and improve client satisfaction in the clinic. Participate in the attainment of National Core Standards Status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis,

**ENQUIRIES  
APPLICATIONS**

**FOR ATTENTION  
NOTE**

**CLOSING DATE**

**POST 05/181**

**SALARY**

**CENTRE  
REQUIREMENTS**

provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic.

: Ms. NB Dladla Tel No: 039 - 797 8100

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

: Human Resource Department

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Due to the National Level 1 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2021.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

: 25 February 2022 at 16H00 afternoon

: **OPERATIONAL MANAGER NURSING NIGHT DUTY SERVICES REF NO: OTH  
CHC 01/2022 (X1 POST)**

: R450 939 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

: Othobothini Community Health Centre (Jozini)

: Senior Certificate (Grade 12) Matric / Grade 12. Diploma / Degree in General Nursing and Midwifery. Registration with SANC in General Nursing, Science and Midwifery. Proof of current registration with SANC as a Professional Nurse and Midwife Minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing and Midwife. Kindly attach certificate of Service/ Proof of work experience endorsed by HR. Recommendation: Degree /Diploma in Nursing Service Management / Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Bathos Pele principles.

**DUTIES**

Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.

: Provide effective management and professional leadership ensuring that wards and units are organized. Co-ordinate provision of quality pt. care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards and ideal clinic priorities. Implement EMPDS. Advocate for patients by facilitating proper treatment care, and adherence to Patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related care related reports.

**ENQUIRIES  
APPLICATIONS**

: Ms. N.I Mthethwa Tel No: 035 572 9002

: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za) .Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE**

: 25 February 2022

**DEPARTMENT OF TREASURY**

***The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

**APPLICATIONS**

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.

**FOR ATTENTION**

: Ms S Ngema

**CLOSING DATE**

: 25 February 2022

**NOTE**

: A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Application must be accompanied by a detailed CV, together with certified copies of your qualification certificates including Matric and ID. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. Required documents do not need to be certified when applying for the post/s. only shortlisted candidates will be required to submit certified documents and will be informed by HR when they are invited for recruitment processes. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the



name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Targeted: Females and people with disabilities who meet the requirements.

## **MANAGEMENT ECHELON**

<b><u>POST 05/182</u></b>	:	<b><u>RESEARCH AND SPEECH WRITER SPECIALIST (OFFICE OF THE MEC) REF NO: KZNPT 22/12</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Journalism / Public Relations. A minimum of 5 years' experience at a Middle Management level in research and speech writing, communications /any other professional writing related fields. Successful completion of the SMS Pre-Entry as endorsed by the National School of Governance, access the following link for more information <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Access to Information Act; Basic Conditions of Employment Act; Labour Relations Act; Ministerial Handbook. High level of professionalism; highly motivated; initiative and critical thinker who will be able to gather and analyze information skilfully; good interpersonal skill; Research and analytical skills; Advanced skills in writing, editing, proof reading and report writing; Sound understanding of South African politics; excellent organizational and planning skills; flexible with ability to work on multiple projects simultaneously; sense of urgency and ability to identify and resolve problems in a timely manner; ability to work independently and under pressure; project and program management knowledge and experience;. Knowledge management; good telephone etiquette; Public Service Regulatory Framework and Policy formulation process within Government; Change management; Time management; Policy development; Diplomacy; Client orientation and customer focus; Advanced Computer skills: Spreadsheets (MS Excel), Word processing (MS Office) as well as internet and intranet.
<b><u>DUTIES</u></b>	:	Drafting of consistently high-quality, well-written and thought provoking materials under pressure and according to tight deadlines. Research and preparation of speeches, remarks, toasts, op-eds, opinions and articles that articulate the national and international vision and ideas of the principal that are in turn aligned to the strategic objectives of the Office of the MEC. Research and formulation of responses to Parliamentary questions (written and oral). Consulting and advising the MEC and his/her team on the form and content of speeches and other materials in order to have the highest impact on target audiences, in line with the MEC's priorities and communications strategy. Contribute to strategic decision-making about the communications of the Office of the MEC, including public statements, speeches and written contributions through various media formats. Identify and develop newsworthy ideas/topics and identifying possible high-profile media engagement opportunities for the Office of the MEC. Manage the Content Support Unit in the Office of the MEC which includes supervision of staff and overseeing the content generation process. Editorial oversight with regards to factual accuracy, alignment with government policy, as well as style and grammatical correctness. Working with the MEC to ensure alignment and consistency of the said speeches, op-eds, opinions and articles with other substantive written material including but not limited to briefing notes, concept documents, talking points, key messages and media Q&A's. Undertake original research on a range of national and international topics as needed to substantively inform the speechwriting process. Research and write speeches and notes that articulate the Provincial vision and ideas of the MEC which are aligned to the strategic objectives of the MEC: KZN Finance; Engage and liaise with various departments and stakeholders on content-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. N Mbodla Tel No: (033) 897 6988

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

**CLOSING DATE** : 28 February 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 05/183** : **DEPUTY DIRECTOR: MACRO AND RESOURCE ECONOMICS REF NO: AGR 02/2022**

**SALARY** : R882 042 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year tertiary qualification (Honours or higher) with Economics and/or Agricultural Economics as major subjects. A minimum of 6 years' experience of which 3 years must be on management level; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilisation of economic models; Sound knowledge of econometrics; Working knowledge and experience in the following: Analyse large datasets and trends using various statistical software like Stata (or related); Ability to lead and conduct independent research; and good understanding of the agricultural sector and resource economics Competencies: Knowledge of Economic and financial analytical techniques. Skills needed: Advanced computer literacy; Analytical; Presentation; Excellent report writing; Management; Leadership Communication (Written and verbal). Ability to: Conduct research; Conceptualise policy.

**DUTIES** : Management of the following: The Division Macro and resource economics, and perform integrated governance and provide advice to management and top management; The analysis/identification of economic questions/challenges in the field of Macro and Resource Economics and International trade; The application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios; The provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within the field of Macro and Resource Economics and International trade. Provide agricultural economic intelligence for effective decision making in the agricultural and agri-business sector of the Western Cape Province.

**ENQUIRIES** : Ms B. Matoti at Tel No: (021) 808 5213  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 05/184** : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (MACRO AND RESOURCE ECONOMICS) REF NO: AGR 04/2022 (X2 POSTS)**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A

valid driving license (Code B or higher). Recommendation: A Master's degree in Economics and or Agricultural Economics; Post graduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics; Working knowledge in the following: Analyse large datasets and trends using Stata (or related) statistical software; Conduct independent research and good understanding of the agricultural sector and resource economics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

**DUTIES** : Continuous in-depth study/research of development/patterns/trends in resources, macro-economics, trade, investment and rural development; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database etc. Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Perform administrative and related functions.

**ENQUIRIES** : Ms B. Matoti at Tel No: (021) 808 5213  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 05/185** : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES (FINANCIAL RECORD KEEPING AND ANALYSIS) REF NO: AGR 05/2022**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Agricultural Management as major subjects; A minimum of 3 years relevant experience; A valid driving license (Code B or higher). Recommendation: Knowledge of economic and financial analytical techniques. Competencies: Knowledge of the clear articulation of the challenges faced by the agricultural sector in relation to production economics; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).

**DUTIES** : Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Perform agricultural economic studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to financial record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

**ENQUIRIES** : Dr M. Mjonono at Tel No: (021) 808 5200

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/186</u></b>	:	<b><u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RESEARCH AND TECHNOLOGY DEVELOPMENT REF NO: AGR 14/2020 R2 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R316 536 - R337 791 per annum, (OSD as prescribed) Grade B: R358 524 - R386 487 per annum, (OSD as prescribed) Grade C: R408 075 - R480 678 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Agriculture, Western Cape Government An appropriate National Diploma in Science or relevant qualification; Registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist; A minimum of 3 years post qualification technical (scientific) experience. Recommendation: A valid code EB (or higher) driving licence; Degree in Science (BSc/ Hons); Experience in the following: Scientific methodologies, policies, systems and procedures; Using LC-MS, HPLC and GC Food Science; Technical report writing. Competencies: Knowledge of the following: Data analysis; Programme and Project Management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial Management; Proven computer literacy; Skills needed: Planning and organising, problem solving and analysis, written and verbal communication, presentation and mentoring skills.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Mentor, train and develop candidate research technicians and technical support to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Seutloali at Tel No: (021) 808 7529 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/187</u></b>	:	<b><u>FARM AID: ANIMAL SCIENCES (ELSENBURG) REF NO: AGR 03/2022</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Agriculture, Western Cape Government Basic Literacy and Numeracy (ABET level 2/Grade 7 or equivalent qualification. Competencies: Knowledge and understanding of farm animals and dairy skills; Basic communication skills.
<b><u>DUTIES</u></b>	:	Proven working knowledge of working with farm animals (poultry, pigs small stock and large stock); Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving license; Able to work during weekends and public holidays when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MN Mnisi at Tel No: (021) 808 5404 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a>
<b><u>NOTE</u></b>	:	Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

## DEPARTMENT OF COMMUNITY SAFETY

### **CLOSING DATE** **NOTE**

- : 28 February 2022
- : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

## MANAGEMENT ECHELON

### **POST 05/188**

- : **DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 01/2022**

### **SALARY** **CENTRE** **REQUIREMENTS**

- : R1 057 326 per annum (Level 13), (all-inclusive salary package)
- : Department of Community Safety, Western Cape Government
- : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management level experience; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: Experience in Security Management environment; Proven strategic capability and leadership. Competencies: Extensive knowledge of applicable policies and regulations in the field Security Management; Knowledge of the following: Public Service reporting procedures and administrative skills; People Management; Labour Relations; Financial Management; Policy analysis and development; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Analytical thinking skills; Policy development skills; Strategic thinking skills; Facilitating skills; Sound budgeting skills; Conflict Management skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

### **DUTIES**

- : The provision of a security advisory service to the head of provincial services; The promotion of Occupational Health and Safety in the provincial government; The preliminary investigation in respect of security breaches and personnel vetting; Line Management; People Management and empowerment; Financial Management; Strategic Management.

### **ENQUIRIES**

- : Adv. Y Pillay at Tel No: (021) 483 9354

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **OTHER POSTS**

**POST 05/189** : **DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION REF NO: CS 06/2022**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: Understanding Business Process Improvement; Working knowledge of: Electronic access control; CCTV system environment; Contract Management. Competencies: Knowledge of the following: The control of access to public premises and vehicle act 53 of 1985; Criminal procedure act; Public service planning and reporting; Administrative processes; Financial processes. Skills needed: Problem solving; MS office package; Analytical; Communication (Written and verbal).

**DUTIES** : Facilitate the development and integration of security related ICT infrastructure; Manage the WCG Access Control System; Administer Access Control Framework Contracts; Manage the maintenance & overall implementation of the WCG Access Control & electronic (CCTV) systems; Budget Administration for the sub programme; Manage the human resources of the sub programme.

**ENQUIRIES** : Mr G. Lutz at Tel No: (021) 483 2954  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 28 February 2022

**POST 05/190** : **ASSISTANT DIRECTOR: POLICY AND RESEARCH (SAFETY INFORMATION MANAGEMENT) REF NO: CS 04/2022 (X2 POSTS)**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate Post-graduate Degree in Social Sciences, Law or related field of study; A minimum of 3 years relevant research work experience in community safety, policing, crime or a similar environment. A valid Code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Exposure to at least one statistical data analysis package; Experience and knowledge of: The civilian oversight environment; Project management; Research processes (Qualitative and Quantitative). Competencies: Knowledge of the following: Safety and security, policing, crime or criminal justice; Research process (qualitative and quantitative research); Data collection tools and techniques; Data analysis and interpretation; Report writing; Public service planning and reporting. Skills needed: Computer literacy (Ms Office package); Planning and organising; Problem solving and decision making; Presentation; Data collection, interpretation and analysis; Interviewing and probing; Communication (written and verbal). Ability to: Work under pressure and meet deadlines.

**DUTIES** : Conduct the following: Research in terms of violence prevention, policing and Departmental priorities; Evidence-based assessments of interventions/programmes rendered by the Department and other stakeholders;

	Statistical analysis of crime and other related datasets. Execute special research on policing and safety and dissemination of information.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms A. Dissel at Tel No: (021) 483 6548 or Amanda. Dissel@westerncape.gov.za
	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b><u>CLOSING DATE</u></b>	: 28 February 2022
<b><u>POST 05/191</u></b>	: <b><u>ASSISTANT DIRECTOR: ENABLING ENVIRONMENT (SAFETY PROMOTION AND PARTNERSHIPS) REF NO: CS 05/2022</u></b> (12 Month Contract Position)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R382 245 per annum (Level 09), plus 37% in lieu of benefits. : Department of Community Safety, Western Cape Government : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation, policies, regulations, financial manuals, internal arrangements and procedures; Administrative and Financial Management; Procurement and tender administration; People management; Change management. Skills needed: Computer literacy; Planning and organising; Problem solving and decision making; Project Management; Policy analysis; Research methodology; Communication (written and verbal); Ability to: Work under pressure and meet deadlines; Work independently and as part of a team; Deal with enquiries/complaints pertaining to a wide variety of functions/activities.
<b><u>DUTIES</u></b>	: Manage stakeholder facilitation and development; Facilitate and support area-based safety initiatives in line with the Western Cape Safety Plan; Provide administrative support to line manager; Monitoring and reporting of all Safety Plan related activities; People management; Co-ordinating and reporting on all internal activities related to the Safety Plan.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr R. Lagkar at Tel No: (021) 483 6249/9047
	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b><u>CLOSING DATE</u></b>	: 28 February 2022
<b><u>POST 05/192</u></b>	: <b><u>STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: CS 08/2022</u></b>
<b><u>SALARY CENTRE</u></b>	: R321 543 per annum (Level 08)
	: Department of Community Safety, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence; Relevant background experience in Auditing. Competencies: Knowledge in the following: Policy Development; Budgeting process ; Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Public Service Anti-Corruption Strategy and fraud prevention measures; Principles and practices of financial accounting; Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management frameworks; Government financial systems; Human Resource Management; Skills in the following: Budgeting; Communication (written and verbal); Computer literacy; Monitoring, evaluation and reporting' Presentation; Problem solving and research; Ability to analyse, conceptualise and implement policy.
<b><u>DUTIES</u></b>	:	Evaluate the effectiveness of financial prescripts through post auditing of Basic Accounting System (BAS), Logistical Information System (LOGIS) and Personnel and Salary Administration (PERSAL) payments; Development and review compliance monitoring tools; Financial statements high level review.
<b><u>ENQUIRIES</u></b>	:	Mr D Prinsloo Tel No: (021) 483 5587
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b><u>CLOSING DATE</u></b>	:	28 February 2022

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

<b><u>CLOSING DATE</u></b>	:	28 February 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

<b><u>POST 05/193</u></b>	:	<b><u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 01/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience working in a business regulatory reform environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: LLB qualification or similar; Proven experience in: Managing regulatory reform projects across a wide range of sectors; Analysing legislative instruments. Competencies: Knowledge of the following:



		Constitutional, legal and institutional arrangements governing the South Africa public sector and private; Modern systems of governance; Stakeholder relationship management. Understanding of the concept of red tape and its reduction. Advanced knowledge of: Regulatory Impact Assessments and similar tools; The business industry and sectors. Skills needed: Computer Literacy (MS office); Communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<b><u>ENQUIRIES</u></b>	:	Ms M Ellis at Tel No: 083 565 1867
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/194</u></b>	:	<b><u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 01/2021 R1</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in either a government or private sector environment which involved business process optimisation projects. Recommendation: Proven experience in leading business process optimisation projects across a wide range of role-players and stakeholders; Advanced knowledge of the business industry and sector. Competencies: Knowledge of the following: Stakeholder relations; Modern systems of governance; Project Management; Written and verbal communication skills; Problem-solving skills; Proven computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<b><u>ENQUIRIES</u></b>	:	Ms M Ellis at Tel No: 083 565 1867
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/195</u></b>	:	<b><u>ASSISTANT DIRECTOR: GREEN ECONOMY PROGRAMMES AND PROJECTS REF NO: DEDAT 02/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 5 years relevant experience in Administration and/or project management. Recommendation: Experience in the green economy related fields. Competencies: Knowledge of the following: Green economy/ environment/ sustainability/ climate change. / resource management / water / energy fields; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project management; Relationship management; Monitoring and evaluation methods, tools and techniques. Skills needed: Computer Literacy; Communication (written and verbal); Teamwork; Leadership; Organisation; Problem-solving; Applied Strategic thinking; Creative thinking; Decision-making.
<b><u>DUTIES</u></b>	:	Support the strategic processes and decision-making of the Chief Directorate including research and data management as required; Project Manage the Directorate's projects and programmes aligned to the overall strategy framework; Co-ordinate stakeholders as relevant to the development and implementation of projects and programmes within the and Directorate; Support the planning of the Chief Directorate's budget and manage income and expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently; Management of the human resources of the Directorate.

<b><u>ENQUIRIES</u></b>	:	Ms. H. Davies at: Helen.Davies@westerncape.gov.za OR Ms P. Mbeceni at: Paballo.Mbeceni@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/196</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Supply Chain Management or Financial Management.; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.
<b><u>DUTIES</u></b>	:	Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.
<b><u>ENQUIRIES</u></b>	:	Mr M. Hartman at Tel No: (021) 483 9148
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

<b><u>CLOSING DATE</u></b>	:	28 February 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

<b><u>POST 05/197</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER: REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT (REIM) REF NO: EADP 01/2022</u></b>
<b><u>SALARY</u></b>	:	Grade A: R502 647 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Management level experience. Competencies: Knowledge of the following: Pollution Management, specifically of NEMA s30 emergency incidents and contaminated land; Environmental management and legislation. Water (including groundwater) and/or soil management; Functions of statutes governing other organs of state. Skills needed: Scientific research; Report writing; Communication (Written and verbal); Human resource and financial management;

	Computer literacy in MS Office. Ability to analyse and interpret scientific and technical reports and scientific data.
<b><u>DUTIES</u></b>	: Manage and implement projects and policies related to remediation of contaminated land and NEMA Section 30 Emergency Incident Management; Monitor compliance and enforcement of the Department's statutory obligations, specifically with regards to contaminated land and NEMA s30 Emergency Incident Management; Manage and perform Financial and Human Resource Management, including general office management; Implement and develop policy instruments such as legislation, policies, guidelines, norms and standards; Represent the Department on relevant committees and forums.
<b><u>ENQUIRIES</u></b>	: Ms W. Kloppers at Tel No: (021) 483 4656 or 082 807 6191
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 05/198</u></b>	: <b><u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CRIMINAL INVESTIGATIONS REF NO: EADP 02/2022</u></b>
<b><u>SALARY</u></b>	: R408 075 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	: Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: An Honours degree (or higher qualification) in Environmental Management/Natural Sciences/Policing/Law or related qualification; A valid (Code B) driving license. Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, Environmental Management Inspectorate (EMI) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct. Skills needed: Communication (written and verbal); Client orientation and customer focus; Problem Solving and Analysis.
<b><u>DUTIES</u></b>	: Conduct Investigation into complaints of non-compliance with enforcement legislation; Draft enforcement documents, affidavits, investigation reports and any other documents with evidential value as well as recoding all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building programmes.
<b><u>ENQUIRIES</u></b>	: Mr A. Bassier at Tel No: (021) 483 3506
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

#### **DEPARTMENT OF HEALTH**

***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.***

<b><u>NOTE</u></b>	: 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.
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#### **OTHER POSTS**

<b><u>POST 05/199</u></b>	: <b><u>ASSISTANT MANAGER NURSING (SPECIALITY AREA: OUTPATIENTS)</u></b>
<b><u>SALARY</u></b>	: R624 216 (PN-B4) per annum
<b><u>CENTRE</u></b>	: Tygerberg Hospital, Parow Valley

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology or Medical and Surgical Nursing Science: Oncology or Orthopaedic nursing science. Registration with a professional council: Current 2022 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for management and co-ordination of clinical nursing care in the Outpatient Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development, and participation in research within the clinical environment. Support / deputise for the deputy manager nursing and support the Nursing department and the institution.
<b><u>ENQUIRIES</u></b>	:	Ms F Marthinus Tel No: (021) 938-4055
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	04 March 2022
<b><u>POST 05/200</u></b>	:	<b><u>ASSISTANT MANAGER NURSING AREA</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R571 242 per annum
<b><u>CENTRE</u></b>	:	George Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years if the period referred above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Quality patient care supported through professional, technical and management support. Leadership and guidance towards realization of strategic goals and objectives. Efficient human resources in all components. Resources utilized according to directives and legislation. Management of information systems to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms J Ehlers Tel No: (044) 802-4356/7
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	:	Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	04 March 2022
<b><u>POST 05/201</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum, (PN-B1) Grade 2: R478 404 per annum, (PN -B2)
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing
<b><u>REQUIREMENTS</u></b>	:	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. Proof of annual registration with the SANC. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 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 license. Willingness to travel to all campuses. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
<b><u>DUTIES</u></b>	:	Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of the clinic.
<b><u>ENQUIRIES</u></b>	:	Dr T Mabuda Tel No: (021) 831-5801
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payments of any kind are required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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 with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Occupational Health with the South African Nursing Council."
<b><u>CLOSING DATE</u></b>	:	04 March 2022
<b><u>POST 05/202</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Directorate: Engineering and Technical Support
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (On the premises of Karl Bremer Hospital, Bellville)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in financial management at NQF level 7. (e.g. IT, Mathematics, Accounting or other subject with numerical orientation). Experience: Appropriate supervisory experience. Appropriate experience in Finance (experience within the built environment finance would be advantageous). Appropriate infrastructure Procurement experience. Appropriate experience in procurement systems

		(experience in LOGIS would be advantageous). Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy skills. A proven ability to analyse data. An ability to implement measures to ensure compliance with legislature, regulations, prescripts, etc. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.
<b><u>DUTIES</u></b>	:	Provide an effective and efficient financial management service to the Directorate. Monitoring and reporting. Management of the Supply Chain Management Functions Management of audit queries. Ensure credibility of financial data. Monitoring and reporting of the Expanded Public Works Programme within the Directorate. Oversight and support to other maintenance sites within the Department.
<b><u>ENQUIRIES</u></b>	:	Mr E Brown Tel No: (021) 483-0867
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	04 March 2022
<b><u>POST 05/203</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (HR PLANNING AND EMPLOYMENT PRACTICES)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	West Coast District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree in a Human Resource related field. Experience: Appropriate relevant experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict and function under pressure. The ability to analyze, interpret and apply legislation, policies and prescripts.
<b><u>DUTIES</u></b>	:	Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective management and development of sub ordinates.
<b><u>ENQUIRIES</u></b>	:	Mr R van Staden Tel No: (022) 487-9208
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency testing.
<b><u>CLOSING DATE</u></b>	:	04 March 2022
<b><u>POST 05/204</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SYSTEMS (LOGIS)</u></b> (2 Year Contract) Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R321 543 per annum, plus 37% in lieu of service benefits
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An Appropriate 3-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Supply

Chain Management System (LOGIS). Inherent requirement of the job: A valid (Code B/EB) driver license. Willingness to travel. Competencies (knowledge/skills): Training on computerised systems. Advance Computer Literacy particularly in Word and Excel. Data analysis & reporting Organizing Skills. Knowledge of procurement systems in Public Sector. Conversant with the Department's procurement prescripts. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Teamwork and project management. Excellent human relations abilities and telephone skills. Logis Store implementation and Training accreditation. Extensive LOGIS system controller knowledge. Data analysis and interpretation. Training / knowledge transfer. Systems implementation. Informatics.

**DUTIES** : Responsible for compilation and maintenance of departmental manuals, policies, and procedures. Departmental LOGIS system controller duties ensuring Store maintenance of facilities. User access control. Departmental Item record maintenance and clean-up. Contract Header maintenance and loading of contracts on LOGIS system. Management outstanding transactions reports for all institutions. Distribute system notifications/circulars and emphasize issues that require action. Monitor effective utilisation of system on departmental Level. Liaison between departmental users and Provincial Treasury. Represent WCDOH in working groups related to any SCM systems integration. Human Resource Management.

**ENQUIRIES** : Mr J Coetzee Tel No: (021) 483-4302

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

**NOTE** : No payment of any kind is required when applying for this post. Practical test may form part of the recruitment process.

**CLOSING DATE** : 04 March 2022

**POST 05/205** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (CHANGE MANAGEMENT)**  
Directorate: People Strategy

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/degree preferably in Behavioural/Social Sciences or equivalent. Experience: Appropriate experience with organisational change management initiatives. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel and work extended hours. Competencies (knowledge/skills): Good organisational skills. Analytical skills. Good communication skills. Problem solving skills. Skilled in MS Word Applications.

**DUTIES** : Provide administrative support in the implementation of the Departmental Change Management Strategies and Program. Research, collate and prepare documentation relating to change management program. Manage all logistical arrangements within the Change Management component. Assist with procurement and financial functions. Provide administrative support.

**ENQUIRIES** : Ms J Manuel Tel No: 021 483-3096

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

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

**CLOSING DATE** : 04 March 2022

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 28 February 2022

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process

will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 05/206</u></b>	:	<b><u>DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 02/2022</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
<b><u>DUTIES</u></b>	:	Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning, monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial



departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management, human resources management and financial management for the Directorate.

**ENQUIRIES** : Ms N Zamxaka at Tel No: (021) 483 4449

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE**  
**NOTE**

: 28 February 2022  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 05/207** : **CHIEF NETWORK TECHNOLOGIST: ICT SCHOOLS SUPPORT AND HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 02/2022 (X4 POSTS)**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving license. Recommendation: Microsoft & Cisco skills. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements. Skills needed: Proven computer literacy; Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving.

**DUTIES** : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

**ENQUIRIES** : Mr L Lategan at Tel No: (021) 835 4000 Or Mr L. Benting Tel No: (021) 483 8941  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 05/208** : **CHIEF NETWORK TECHNOLOGIST: TRANSVERSAL ICT INFRASTRUCTURE OPERATIONS AND SERVICES REF NO: DOTP 03/2022 (X4 POSTS)**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 3 years' experience in network infrastructure management; A valid driving license (Code B or higher). Recommendation: Knowledge of the following: Network, voice, compute and storage infrastructure and operations, including Voice Over IP (VOIP) architecture and systems and corporate IP Telephony solutions; Cisco products as well as Microsoft and Linux environments. Competencies: Knowledge of the following: Local Area Networks; Wide Area Networks; Mobile Data Communications and Wireless Networks; Server

and storage systems; PC, notebooks and printer (MS Operating Systems and services); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team. Skills needed: Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution.

**DUTIES** : Plan, design, develop, implement, maintain and operate the following: Network infrastructure; Design advanced network solutions and with advanced technologies, Server and Storage infrastructure; Ensure that effective programme and projects documented, executed and the appropriate reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop, co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments and service providers; Manage a team of professionals and service providers directly or indirectly.

**ENQUIRIES** : Mr E Petersen at Tel No: (021) 826 5575, Email: eugene.petersen@westerncape.gov.za OR Mr JTA Manasse at Tel No: (021) 483 3676, Email: joel.manasse@westerncape.gov.za

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 05/209** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO: DOTP 05/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A Minimum of 3 years' experience in the IT environment; A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.

**DUTIES** : Plans, organizes and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.

**ENQUIRIES** : Mr A. Coleman at Tel No: (021) 483 4178

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 05/210** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (ACTIVE DIRECTORY) REF NO: DOTP 06/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.
<b><u>DUTIES</u></b>	:	Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.
<b><u>ENQUIRIES</u></b>	:	Mr A. Coleman at Tel No: (021) 483 4178
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

#### **PROVINCIAL TREASURY**

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	28 February 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

<b><u>POST 05/211</u></b>	:	<b><u>INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT (GROUP 2) REF NO: PT 01/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Treasury, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/ Economics/ Financial Management/ Law or Built Environment; A minimum of 3 years relevant experience in the assessment, implementation or monitoring of immovable assets inclusive of Infrastructure Projects; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public Financial Management Act, Municipal Finance Management Act (MFMA); Division of Revenue Act (DoRA); Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines. Skills needed: Analytical thinking; Excellent research; Report writing; Organising and planning; Proven computer literacy; Communication (written and verbal).
<b><u>DUTIES</u></b>	:	Assess the institutionalization of and compliance with the Infrastructure Delivery Management System in sector departments; Monitor infrastructure delivery and

spending performance on projects; Assess departments' infrastructure budgets against project readiness, implementation schedules and approved allocations; Assess departments Assets Management Plans for compliance with GIAMA; Review property lease and disposal submission and draft recommendations.

**ENQUIRIES**

: Ms C. Lucas at Tel No: (021) 483 6862

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**  
**NOTE**

: 28 February 2022  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 05/212**

: **QUANTITY SURVEYOR (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY-GENERAL REF NO: TPW 08/2022**

**SALARY**

: Grade A: R628 014 - R676 539 per annum  
Grade B: R718 062 - R766 278 per annum  
Grade C: R809 634 - R953 715 per annum  
(Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE**  
**REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
: An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided Quantity Surveying applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.

**DUTIES**

: Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; 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 building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines;

		Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr J. Botha at Tel No: (021) 483 5320
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/213</u></b>	:	<b><u>PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO: TPW 94/2020 R1</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years' experience in information technology project management; A valid code B (or higher) driving license. Recommendation: Applicable course/training in Project Management; PMBOK certified or similar e.g., PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely; MS Project or similar project management software experience. Competencies: Proven understanding of: Information and Communication Technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and Financial Management; Project Management skills; Communication skills (written and verbal); Strategic thinking and data analytics abilities; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; HR matters.
<b><u>DUTIES</u></b>	:	Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network infrastructure technologies and/or projects as well as customisation and/or implementation of outsourced information technology projects and/or in the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing.
<b><u>ENQUIRIES</u></b>	:	Mr J Neethling at Tel No: 073 952 9707
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/214</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 07/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge and understanding of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements, policies and standards; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical skills; Self-disciplined and dedicated; Planning and organising skills; Reliable; Problem solving approach; Proven computer literacy in MS Office.
<b><u>DUTIES</u></b>	:	Monitor revenue and expenditure; Assist with Monthly, quarterly and annual reporting – IYM, Conditional Grants, Earmarked funds, Annual Report, IRM; Assist in Adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending; Evaluate and make

		recommendations on submissions with financial implications to the relevant manager, senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury.
<b><u>ENQUIRIES</u></b>	:	Ms R van der Fort at Tel No: (078) 223 3874
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/215</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: TPW 12/2021 R2 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R316 536 - R337 791 per annum Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving license. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).
<b><u>DUTIES</u></b>	:	Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.
<b><u>ENQUIRIES</u></b>	:	Ms M. Van Wyngaardt at Tel No: (021) 959 7700
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/216</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (EDEN-GEORGE SATELLITE OFFICE) REF NO: TPW 10/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Public transport and related matters; Public Transport Regulation System (PTRS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Protection of Personal Information Act (POPIA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.
<b><u>DUTIES</u></b>	:	Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
<b><u>ENQUIRIES</u></b>	:	Ms E Searle at Tel No: (021) 483 0271
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/217</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: OPERATING LICENSE AND PERMITS (VANGATE/ATHLONE) REF NO: TPW 04/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Public transport and related matters; Public Transport Regulation System (PTRS); Public Finance Management Act; National Land Transport Act 5 of 2009 including regulations; Promotion of access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA); Protection of Personal Information Act (POPIA); Client/Customer care; Inter-government relations and stakeholder interventions; Electronic Information Management; Business Process Management System; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines; Conflict resolution; Problem solving and analytical skills; Administrative, listening and attention to detail; Ability to work independently as well as in a team.
<b><u>DUTIES</u></b>	:	Provide an effective and efficient client service when dealing with enquiries; Service delivery; Application maintenance on Business Process Management; Processing of application for adjudication; Attend committee meetings regarding operating licence applications.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Searle at Tel No: (021) 483 0271
	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/218</u></b>	:	<b><u>SYSTEMS ADMINISTRATOR: ICT MANAGEMENT SERVICES REF NO: TPW 05/2022 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification) with A+ Certification (or related); A minimum of 3 years relevant experience in IT/ICT environment. Recommendation: A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Information Systems Technology and Software; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Planning and organisational skills. Communication (written and verbal) skills; proven computer literacy.
<b><u>DUTIES</u></b>	:	Administer ICT Systems; Coordinate and facilitate the provision of user system and desktop support in liaison with Cel and other service providers; Develop and maintain documentation for both training and server purposes; Facilitate the assurance of Government Motor Transport (GMT) IT system security and governance in liaison with SITA & other service providers; Provide GMT Desktop Support Services; Provide ICT Infrastructure Management Support.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C. Kriegler at Tel No: (021) 467 4745
	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>
<b><u>POST 05/219</u></b>	:	<b><u>REGISTRY CLERK: DOCUMENT MANAGEMENT REF NO: TPW 01/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant administrative/registry experience. Competencies: A good understanding of the following: Registry and Document management procedures; Filing system electronic document management; File plan; Archive and regulatory prescripts; Written and Verbal communication and Interpersonal relations; Basic numeracy and literacy; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Distribution and handling of all in/ out-going; Communication and correspondence; Answer all internal/ external queries; Tracing of archive files; Effective utilisation of PTRS; Scanning, Indexing and uploading of Documentation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Searle at Tel No: (021) 483 0201
	:	Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a>

## **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

### **APPLICATIONS**

: Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

### **NOTE**

: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## **OTHER POSTS**

### **POST 05/220**

: **DEPUTY DIRECTOR: EXAMINATION REGISTRATION, CERTIFICATION, CLIENT SERVICES AND OFFICE SUPPORT SERVICES REF NO: 81**  
Directorate: Examinations Administration

### **SALARY CENTRE REQUIREMENTS**

: R744 255 per annum (Level 11)  
: Head Office, Cape Town  
: Appropriate B-degree or equivalent; a minimum of 3 years relevant management experience; Computer Literacy (MS Office, Excel and PowerPoint); Valid driver's licence. Knowledge of: Examination and assessment policies and regulations; Knowledge of Constitutional, legal, and institutional arrangements governing the South Africa public sector; Knowledge of inter-governmental and international relations; Policy Development; Project management Skills: Strategic Management Skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills; Scientific Writing Skills; Project Management  
Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to handle conflict; the ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive

### **DUTIES**

: Manage and coordinate the examination registration process for candidates. Manage and coordinate the establishment and audit of examination centres. Manage the process for the appointment of Invigilators and Examination Assistants (EAs). Manage the collection and processing of School-Based-Assessment (SBA) marks. Manage the implementation of assessment adaptations and accommodations. Monitor and support the conduct of the National Senior Certificate examinations. Manage the certification processes for first issue, combined and replacement certificates. Manage all processes related to the release of the NSC/SC results. Manage client enquiries at the Exam Walk-in Centre, Call-centre, and email. Manage the provision and supply chain management processes in respect of procurement of paper, stationery and equipment and payments. Manage budget allocation, expenditure, and cash flow. Manage the compilation of examination Circulars and Minutes. Preparation of submissions and reports to DBE and senior managers. Management of all Human Resources and HR processes for the sub-directorate.

### **ENQUIRIES CLOSING DATE**

: Lucia Bredenkamp Tel No: 021- 467 2945  
: 03 March 2022



<b><u>POST 05/221</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 75</u></b> District: West Coast Education District Office
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver's licence. Knowledge: Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Skills: Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills. Personal attributes: Responsible; Reliable; Orderly; Systematic; Self-motivated; Innovative; Good Human Relations; Remain calm under pressure; Focused; Disciplined.
<b><u>DUTIES</u></b>	:	Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practices. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.
<b><u>ENQUIRIES</u></b>	:	H Van Ster Tel No: 021- 860 1200
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/222</u></b>	:	<b><u>DEPUTY DIRECTOR: COLLECTIVE BARGAINING, TRAINING AND ADMINISTRATION REF NO: 71</u></b> Directorate: Employee Relations
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/diploma (or equivalent qualification) and a valid driver license. 4-5 years in a Middle Management position. Extensive experience and knowledge in Public Service Collective Bargaining processes. Knowledge: The South African Collective Bargaining regulatory framework for the Public Service and Education Sector Misconduct, Grievance and Dispute Resolution procedures applicable to employees employed under Public Service Act, 1994, The Employment of Educators Act, 1998, as well as employees specifically covered by the Senior Management Services (SMS) in the Public Service The conditions of service dispensation applicable to public service employees and educators, Constitution of the Republic of South Africa; and relating to the PMFA, LRA, EEA, PSA (and relevant regulations), BCEA, SDA, SASSA, PAM as well as the PAJA and PAIA Public Service People Management Practices policies and practices Financial management, and Administrative processes in relation to the compilation and management of budgets Staff Performance Management Systems. Skills: Agile Leadership, Innovation. Strategic and conflict management, Strong Negotiation skills, administration and financial management abilities, Excellent minute – taking, and ability to represent the Department in collective bargaining processes and forums. Supervisory and Management skills, good writing skills (compile complex and high-level documents) Advanced computer literacy and facilitation skills. Strong coordination and project management, good inter-personal. Ability to work under pressure and independently Liaison and Analytical, Advanced debating and communication

		skills. Personal attributes: Assertive an eye for detail, ability to relate to stakeholders on various levels and a collaboration centric approach. Key Performance Areas include Manage all Collective Bargaining processes, advice, compile reports for and obtain appropriate mandates from Principles. Monitoring, and reporting on the labour relations climate in education Initiate and Promote Labour Relations training interventions, Manage the budgetary compliance of the Directorate, Manage staff and Administration processes.
<b><u>DUTIES</u></b>	:	Management and processing of grievances, disputes and misconduct cases Manage and supervise the functions of the Assistant Directors; exercise financial control; investigate matters and represent the WCED when required to do so Preside at misconduct hearings (CS educators and Public Service) Train line functionaries/ provide advice to clients in labour relations matters, Keep abreast of change and developments in labour relations and build capacity in order to facilitate labour peace in the institutions managed by the WCED Personnel Manage all Collective Bargaining processes, advice, compile reports for and obtain appropriate mandates from Principles. Monitoring, and reporting on the labour relations climate in education. Initiate and Promote Labour Relations training interventions, Manage the budgetary compliance of the Directorate, manage staff and administration processes.
<b><u>ENQUIRIES</u></b>	:	Mr. CR Esau Tel No: 021- 467 2846
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/223</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 85</u></b> District: Metro North Education District Office
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Parow
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification or degree plus 3 years administrative experience. A valid driver's licence. Knowledge: of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative. Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills. Processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS).
<b><u>DUTIES</u></b>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: 021- 938 3133
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/224</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE &amp; SUPPLY CHAIN MANAGEMENT REF NO: 84</u></b> District: Eden & Central Karoo Education District Office
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	George
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions.

		Organizational. Planning. Liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills. Personal attributes: Responsible. Reliable. Orderly. Systematic. Self- motivated. Innovative. Good human relations. Remain calm under pressure. Focused. Disciplined. Focussed on achieving targets.
<b><u>DUTIES</u></b>	:	Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
<b><u>ENQUIRIES</u></b>	:	Mr J Jonkers Tel No: 044- 803 8300
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/225</u></b>	:	<b><u>ASSISTANT DIRECTOR: BASIC ACCOUNTING SYSTEM CONTROLLER REF NO: 83</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	A B. Degree or equivalent qualification in Financial Accounting, and at least three (3) years' relevant experience as per Key Performance Areas of the post. A valid driver's license (Code B/EB/C1). Competencies (knowledge/skills):Excellent Knowledge of financial systems, GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Good knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications with emphasis on Excel; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.
<b><u>ENQUIRIES</u></b>	:	Mr HC Burger Tel No: 021- 467 2188
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/226</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 82</u></b> Directorate: Physical Resource Planning & Property Management
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Diploma in Real Estate or related Property Management fields Valid Driver's Licence. Computer literate. Three years of experience post qualification.
<b><u>DUTIES</u></b>	:	Implement land affairs matters and update Immovable Asset Register: Make inputs to the acquisitions and disposals of immovable assets [land and buildings] for facilities in close consultation with Public Works. Implement actions to keep sites clean and prevent any illegal occupation of sites. Accommodation, Municipal

Accounts and Expenditure: Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities: Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by facilities. People management: Undertake human resources and other related administrative functions.

**ENQUIRIES**  
**CLOSING DATE**

: Mr G Coetzee Tel No: 021- 467 9261  
: 03 March 2022

**POST 05/227**

: **ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: 80**  
Directorate: Office of the Head of Department

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Head Office, Cape Town  
: 3-year post school qualification in public administration or related, with minimum of 3 years executive office experience.

**DUTIES**

: Manage Ministerial and other HOD enquiries: Prioritise and follow up on incoming issues and concerns address to the HOD, including those of sensitive or confidential nature and determine with the DD the appropriate action. Handle private and confidential matters as required. Co-ordination of Ministerial documents including Cabinet submission and briefings. Compile submission for Strategic Session for the Minister with Senior Management. Draft submissions for Strategic and Team Building Session. Co-ordinate the logistics and compile the relevant documentation. Conserve the HOD and DD's time by reading, researching and routing correspondence, drafting letters, documents. Analyse the relevant Public Service and Department prescripts/ policies and other documents and ensure that the applications thereof is understood properly. Collecting and analysing information. Co-ordinate comments and responses for correspondence and ensuring the efficient and timely dissemination of information across the organization for compliance. Ensure advise is accurate, credible and useful. Ensuring that relevant enquiries and emerging issues are brought under the attention of the DD. Review and direct external and internal correspondence/ emails/ invitations to the relevant stakeholders. Monitor and keeping track of outstanding issues for the HOD based on deadlines and upcoming events and engagements. Collate and analyse information requested by Manager and HOD. Provide support to the manager in the collection of data and execution of research. Prepare presentations for the HOD and DD when needed. Handle specific documents of a very sensitive nature. Manage various electronic and physical database. Co-ordinate inputs to the human resource delegations on quarterly basis to submit to People Management Practices and Department of Public Service Administration (DPSA). Maintain effective communication and working relations with the Minister's Office. Liaise with other provincial departments, ministers, other government bodies on the tree tiers e.g. National, provincial, ministries and local authorities, internal staff, external clients, legislative officials and high level executives on behalf of the HOD. Assist manager in the execution of its inter- and intra-governmental function. Provide a hospitality interface to clients and the public to foster public relations. Render a support service to HOD in the organising of meetings. Provide a secretariat service for all meetings. Co-ordinate and participate in the Senior Management meetings and take ownership of handling action items and follow ups needed. Compile and co-ordinating the agenda. Record meetings. Ensure that minutes of meetings are correctly recorded. Present minutes of meetings for signature by the Chair in prescribed format. Forward the minutes of meetings to relevant stakeholders. Render Administrative Support (including travelling, budgets, reporting and submissions). Review operating practices, recommend and implement improvements where necessary. Oversee all office operations and report to DD. Ensure effective and efficient office administration e.g. Typing, filing, file tracking, deal with correspondence, telephone, maintenance and asset control. Procurement of miscellaneous stock. Manage procurement, stores,

control budget and give inputs to DD. Prepare concise written communication to internal stakeholders (e.g. finance) via letters, memo's, reports, emails. Manage Ditcom approvals of HOD office and Ministry. People Management. Manage Performance of staff on the Permis system. Provide a sound mentoring role to administrative staff. Providing direction to staff in personal growth and career development. Monitor performance, reward and recognise achievements. Provide direction in terms of the day-to-day operations within the office of the HOD. Support the DD with the administration of the budget. Arrange for advances and ST claims afterwards.

**ENQUIRIES** : Ms L Boniface Tel No: 021- 467 2534  
**CLOSING DATE** : 03 March 2022

**POST 05/228** : **ASSISTANT DIRECTOR: FINANCIAL BATCH AND LOSS CONTROL) REF NO: 79**  
 Directorate: Financial Accounting

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : A B. Degree or equivalent qualification in Financial Accounting with 3 years relevant experience (Financial Accounting and Auditing to be passed at third year). A valid driver's license (Code B/EB/C1). Recommendations: Extensive appropriate practical proven supervisory experience in a records management or ICT environment. Knowledge and understanding of the Provincial Archives and Record Service Act (Act No 43 of 1996). Competencies (knowledge/skills): Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

**DUTIES** : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage investigations (including assessment and determination), recovery and reporting on losses, fruitless and wasteful expenditure and irregular expenditure in accordance with applicable frameworks and regulations. Manage and/or provide inputs to financial reporting processes (Annual and quarterly) Reporting including Driving and promoting late payment improvements. Management and regular follow up of suspense accounts. Manage the storage, maintenance and disposal of financial records in accordance with applicable regulations. Liaise with the State attorney on investigations, Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationship with State attorney, Auditor General, Internal Audit, Supervision and performance management of staff in the loss control unit and the financial batch control unit.

**ENQUIRIES** : Mr HC Burger Tel No: 021- 467 2188  
**CLOSING DATE** : 03 March 2022

**POST 05/229** : **ASSISTANT DIRECTOR: CASH MANAGEMENT AND ACCOUNTS PAYABLE REF NO: 78**  
 Directorate: Financial Accounting

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Accounting Sciences; A minimum of 3 years relevant management

**DUTIES**

experience in Financial Accounting; A valid (Code B or higher) driving licence. Willingness to work overtime. Willingness to travel.

: Management of banking and cash management processes and adherence to policies and guidelines including cashier services and management of investment. Monitor and exercise control over ledger accounts. Competencies (knowledge/skills): sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Financial Delegations; Project Management and organisational skills; Report writing, MS Office applications (Advanced Excel & Word would be an advantage); Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative. Management of advances and T&S claims. Management of interdepartmental claims and accounts payable accounts. Management of payments on financial systems and corrective journals. Provide inputs for Interim Financial Statements/Annual Financial Statements. Ensure effective implementation and monitoring of financial policies and guidelines and assist in formulation thereof. Manage and report on expenditure vs budget to management and external stakeholders. Manage the maintenance of a database of applications forms received, processed, approved/rejected for bursary/subsidy payments. Provide staff with relevant legislation, policy and general information on request. General supervision of employees including managing performance, conduct and discipline's-ordination and preparation of submissions/presentations to management.

**ENQUIRIES**

: Ms C Adendorff Tel No: 021- 467 2506

**CLOSING DATE**

: 03 March 2022

**POST 05/230**

: **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 77**  
Directorate: Financial Accounting

**SALARY**

: R382 245 per annum (Level 09)

**CENTRE**

: Head Office, Cape Town

**REQUIREMENTS**

: A B. Degree or equivalent qualification in Financial Accounting (Financial Accounting and Auditing to be passed at third year level) with 3 years relevant experience in a Financial Accounting and/or External Auditing environment. A valid driver's license (Code B/EB/C1). Competencies (knowledge/skills): Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Financial Delegations; Project Management and organisational skills; Report writing, MS Office applications (Advanced Excel & Word would be an advantage); Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

**DUTIES**

: Monitor compliance with all applicable financial reporting prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage the financial reporting processes. Compilation of Financial Statements (Quarterly & Annual). Monitor and exercise control over ledger accounts. Oversee the monthly and year-end financial book closure. Provide an accounting service to the Department, including, inter alia Performing bookkeeping and accounting control functions (month and year-end closing procedures, all interfacing subsystems and related accounting procedures).

		Liaise with the Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationships with the Auditor General and Provincial Treasury. Supervision and performance management of staff in the financial reporting and salary reconciliation until. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel. Capacitate all role players (including non-financial officials) throughout the organisation, responsible for submitting financial inputs.
<b><u>ENQUIRIES</u></b>	:	Mr HC Burger Tel No: 021 467 2188
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/231</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 76 (X2 POSTS)</u></b> Directorate: Service Benefits
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Knowledge: knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL.. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.
<b><u>DUTIES</u></b>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and perform more complex work regarding the functions above.
<b><u>ENQUIRIES</u></b>	:	Ms D Pillay Tel No: 021- 467 2477
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOGISTICAL SERVICES REF NO: 74</u></b> District: West Coast Education District Office
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year qualification/B degree with 3-5 years? Experience. Knowledge: of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing. Personal attributes: Communication skills. Language skills. Computer skills. Planning and Organizing skills. Presentation skills. Project Management.
<b><u>DUTIES</u></b>	:	Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescriptions. Ensure the

arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.

**ENQUIRIES** : Ms H Van Ster Tel No: 021- 860 1200  
**CLOSING DATE** : 03 March 2022

**POST 05/233** : **ASSISTANT DIRECTOR: LOGISTICAL SERVICES REF NO: 73**  
District: Metro North Education District Office

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Parow  
**REQUIREMENTS** : B. Degree or equivalent qualification in Financial Accounting, and at least three (3) years' relevant experience as per Key Performance Areas of the post. A valid driver's license (Code B/EB/C1). Knowledge: Excellent Knowledge of financial systems, GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Good knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications with emphasis on Excel; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement. Personal attributes: Ability to work under pressure; deadline driven; service orientated; analytical and logical thinker; team player; willingness to work beyond normal working hours; willingness to travel; to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; the ability to lead and direct teams of professionals and to work effectively with technical staff; self-motivated with a strong sense of duty; self-confident and innovative.

**DUTIES** : Manage and co-ordinate Basic Accounting System (BAS) training and user support throughout the Department Monitor and report on financial systems (BAS) performance and technical stability of workstations, including LAN Maintain security profiles, ensure that all relevant security checks are done on a regular basis on financial system (BAS) and report to the Provincial Treasury on BAS security and access compliance Maintain departmental parameters, code structures and segment details as well as communicate updates on a regular basis to staff in the Department Monitor user activity on financial systems (BAS) and identify and institute corrective measures for financial system risks Supervision and performance management of subordinates Render financial system (BAS) user support help desk function.

**ENQUIRIES** : Ms W Horn Tel No: 021- 938 3133  
**CLOSING DATE** : 03 March 2022

**POST 05/234** : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 72**  
Directorate: Metro North Education District Office

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Parow  
**REQUIREMENTS** : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. Liaison. Financial management. Report writing. Data capturing. Analytical thinking.



		Computer literacy. Numerical skills. Personal attributes: responsible, reliable, orderly, systematic, self- motivated. Innovative. Good human relations, remain calm under pressure, focused, disciplined, focussed on achieving targets.
<b><u>DUTIES</u></b>	:	Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
<b><u>ENQUIRIES</u></b>	:	Ms W Horn Tel No: 021- 938 3133
<b><u>CLOSING DATE</u></b>	:	03 March 2022
<b><u>POST 05/235</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 70</u></b> District: West Coast Education District Office
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Paarl
<b><u>REQUIREMENTS</u></b>	:	3 year post matric qualification or degree plus 3 years administrative experience. A valid driver's licence. Knowledge: of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms H Van Ster Tel No: 021- 860 1200
<b><u>CLOSING DATE</u></b>	:	03 March 2022