



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2024

DATE ISSUED 19 APRIL 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **NATIONAL SCHOOL OF GOVERNMENT (NSG):** Kindly note the withdrawal of the Internship Programme (Twenty-four (24) month fixed term contract), Graduate Internship Programme 2024/2026 was advertised in the Public Service Vacancy Circular 11 dated 05 April 2024 with the closing date 19 April 2024. Post 11/11.

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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** : 06 May 2024 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or 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. The successful candidate will be expected to sign a 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)

OTHER POSTS

- POST 13/01** : **AUDIT COMMITTEE CHAIRPERSON**
(Three- years fixed term contract)
- SALARY** : Member will be remunerated according to rates approved by the Department
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three-year tertiary or equivalent qualification in Accounting, Internal Auditing and Risk Management, Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification relevant fields is a prerequisite, for the appointment as the Audit Committee Chairperson of the Department of Employment and Labour. Candidates should have executive management experience in the risk management, control, governance, within Labour market and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Knowledge: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, and Organisational Performance Management. The applicants should be independent and knowledgeable on the status of their positions as chairperson of the Audit Committee. A knowledgeable person who keeps up to date with the developments within the Internal and External Audit and Risk Management profession's and developmental aspects. Departmental Values. Technical Knowledge, Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high risk areas. Skills: Strong

leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, Ability to offer new perspective, Ability to promote effective working relationships (among committee members, management, internal and external auditors).

DUTIES : Fulfil oversight responsibilities with regard to risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer in the effective execution of his/her responsibilities. Assist to build trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislations and or the Audit Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority.

ENQUIRIES : Ms Malekgotla Nkuna Tel No: (012) 309 4336/4428
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 13/02 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR4/4/8/58**
 (Three- years contract)

SALARY : Chairperson will be remunerated according to rates approved by the Department

CENTRE : Provincial Office Kimberley

REQUIREMENTS : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a member of the Risk Management Committee of the Department of Labour: Head Office. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

DUTIES : Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management and business continuity plan. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES : Mr. Z Albanie Tel No: (053) 838 1502
APPLICATIONS : Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

POST 13/03 : **RISK COMMITTEE MEMBER REF NO: HR 5/1/2/3/76**
 (Three- years contract)

SALARY : Member will be remunerated according to rates approved by the Department
CENTRE : Compensation Fund, Pretoria

REQUIREMENTS

: A three-year tertiary qualification graduate in Accounting / Risk Management or Auditing, with post-graduate qualifications or certification in similar fields, such as CRMA/ CIA /CA (SA)/CISA. Affiliation to a professionally recognised body such as IRMSA / IIA / ISACA / BCI or any risk management/internal audit /accounting related professional affiliation. Candidates should have executive management experience in Risk Management governance across large entities of the public and/or private sectors, and mitigation through internal control mechanisms in the fields of Financial management, Information and Communication Technology, Organizational performance, Support services, Business Continuity, Compliance, for ten (10) years or more with exposure in serving in the oversight committees. The candidate should demonstrate a personal interest in delivering a better service to its citizens. Knowledge: Applicants must have extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management. Applicants should be independent and knowledgeable on the status of their positions as member of the Risk Management Committee. A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects. Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Compensation Fund business strategies and goals, Compensation Fund regulations, policies and procedures, Compensation Fund Services Skills: Strong leadership. Analytical thinking ability and good communication. Courage to challenge answers and ask relevant questions. Willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency. Healthy scepticism and professional approach. High level of integrity. Inquisitiveness and independent judgement. Knowledge of the public sector fund's risk and control. Ability to offer new perspective.

DUTIES

: Fulfil oversight responsibilities with regard to Governance, Risk management, Internal Control, Legal and Regulatory Compliance, External and Internal Audit, Anti-corruption and Integrity Management, Compliance Risk Management, Business Continuity Management and Information and Communication Technology. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities in terms of Risk Management. Regulate and discharge all the responsibilities as contained in the Compensation Fund Risk Committee Terms of Reference.

ENQUIRIES

: Ms K Nkabinde Tel No: (012) 406 5723

APPLICATIONS

: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

FOR ATTENTION

: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE

: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 06 May 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 13/04** : **DIRECTOR: LEGAL SERVICES REF NO: 3/1/5/1-24/01**
Re-advertisement, (Those who previously applied need not re-apply)
- SALARY** : R1 162 200 per annum, (an all-inclusive package)
- CENTRE** : Hatfield, Pretoria
- REQUIREMENTS** : Applicants must be in possession of an LLB or relevant Legal Degree (NQF level 7) as recognised by SAQA, with at least five (5) years' verifiable experience at middle management level in the legal field, as well as experience in the legal practice. The candidate must be an admitted Attorney. Admission

as an Advocate will be an added advantage. Legal practice in legislation drafting, contracts drafting and vetting is a prerequisite. Nyukela Pre-entry certificate for Senior Management Services is a requirement for appointment. The required key competencies are: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management and people management. Knowledge: The candidate must have operational knowledge of, and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service. Knowledge of all legislation administered by GCIS and its Entities, Protection of Personal Information Act, Magistrates Court Act, Intergovernmental Relations Framework Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, Public Finance Management Act, Financial Regulations, Government Policies, Public service regulations. The candidate must have ability to analyse and develop policy. He/she must have excellent communications skills (both written and verbal), client orientation and customer focused, and time management skills. A valid driver's license is essential.

DUTIES

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

ENQUIRIES

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

NOTE

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

NATIONAL TREASURY

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



APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
CLOSING DATE : 06 May 2024 at 12:00 am (Midnight)
NOTE : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 13/05 : **DEPUTY DIRECTOR-GENERAL: TAX AND FINANCIAL SECTOR POLICY**
REF NO: S001/2024
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To oversee and provide strategic leadership for the Tax and Financial Sector Policy Division and advice on tax analysis, financial regulations, policy analysis and legal advice on tax related reforms.

SALARY : R1 663 581 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum post-graduate qualification (equivalent to NQF level 8) as required by SAQA in any of the following disciplines: Economics, Law or Accounting. A minimum 8-10 years' experience at a senior managerial level obtained within the tax and/or financial sector policy environment. Knowledge of the development of tax instruments within government or a tax specialist institutional environment. Knowledge and experience of the broader tax policy framework. Knowledge and experience of the PFMA and Treasury Regulations. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Tax Policy analysis and advice: Initiate tax policy research, proposals and implement reform agenda. Develop and maintain working relationships with SARS. Liaise with the SA Revenue Service and the private sector on tax policy matters. Provide analysis of tax policy options, estimation of revenue trends and preparation of tax proposals for the annual budget. Financial Sector Policy analysis and advice: Provide analysis on financial sector performances and financial market trends. Coordinate relationships with relevant domestic stakeholders and multilateral financial institutions. Develop in conjunction with the Reserve Bank a financial stability process. Develop reform options for retirement policy. Research best practices relating to financial sector transformation and access. Analyse and advice on banking regulations, financial services, and exchange control matters.

ENQUIRIES

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

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity and representative employer. It is the intention of the OPSC to promote representivity (race, gender and disability) in the Public Service through the filling of this position. Candidates whose appointment will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 06 May 2024 15H30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID and qualification certificate on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted, therefore, applicants are advised to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies.

OTHER POST

- POST 13/06** : **CLEANER REF NO: C/ECPO/04/2024**
(Contract for Four (4) Months)
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Office of The Public Service Commission, Eastern Cape Provincial Office
- REQUIREMENTS** : Ideal candidate profile: Grade 10 or ABET. No experience required. Good communication skills, planning skills, time management and problem-solving skills.
- DUTIES** : Cleaning of offices. Cleaning of restrooms. Perform messenger duties in the office. Provision of refreshments for meetings.
- ENQUIRIES** : Ms P Mlungwana Tel No: (043) 643 4704

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, 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.

<u>CLOSING DATE</u>	:	10 May 2024 at 16H00
<u>NOTE</u>	:	Kindly take note that with effect from 01 January 2021, DPISA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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 overcrowding 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, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 3 months, please regard your application as unsuccessful.

OTHER POSTS

<u>POST 13/07</u>	:	<u>DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/41</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration/Management/ Political Science or equivalent qualification. Relevance working experience at ASD level in the related environment, A valid driver's license. Knowledge: Minimum Information Security Standards (MISS) Act; Departmental legislation policies and regulations; Departmental standards and regulations; Parliamentary protocol

processes; Departmental linkages with government clusters; Executive office management procedures and processes; Human Resources Management policies and strategies; Public Finance Management Act. Skills: Communication (written and verbal); Policy analysis and development; Planning and organizing; People management; Financial management; Project coordination; Problem Solving; Computer literacy; Facilitation and presentation; Stakeholder and client liaison; Monitoring; Report writing. Personal Attributes: People orientated; Creative; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently; Ability to work under pressure. Other; Prepared to travel and work long hours; Security clearance.

DUTIES

: Coordinates Parliamentary and Cabinet correspondence:-Coordinates Departmental responses and to Parliamentary questions and cabinet matters; Prepare briefings, correspondence and advice in response to ministerial correspondence; Proactively identifies potentially contentious issues and contributes to the development of strategies to address these in consultation with the Head of Office; Develops, manages and maintain a register of Parliamentary correspondences and advice; Conduct relevant research as when and when required; Develop reports as required by Presidency and other Departments; Collect and collate inputs from all Branches towards developing cabinet reports; Submit the consolidated cabinet reports for verification and sign-off; Provide procedural and administrative advice to the Department on parliamentary and cabinet matters:- Provides support, direction and specialist advice to the Head of Office on parliamentary processes, systems and protocols; Advises senior staff on, and ensures compliance with the communications protocol between the department, relevant ministers and members of parliament; Develops and maintains effective systems to support and improve departmental parliamentary processes; Maintains an understanding of current parliamentary and government procedures; Ensures reporting and advice is within the prescribed frameworks and timelines; Appropriately handles political information and situations; Manages highly confidential, sensitive and urgent matters with tact and discretion in a timely and professional manner; Coordinates and implement training and education for all users of parliamentary and cabinet protocols, procedures and systems; Coordinate the implementation of Cabinet Resolutions:-Prepare action lists arising from cabinet resolutions; Develop a Cabinet Memoranda schedule and ensure adherence to the timelines; Ensure implementation of all cabinet decisions and their implication to DPWI; Prepare resolution reports. Promote stakeholder relations:-Act as a key liaison point between the Parliament, the Departments, Entities and strategic stakeholders; Develop programmes for interactions between Ministry and critical stakeholders; Provide administrative and secretarial support on meetings involving the DM's Office; Attend to any queries from Parliament requiring the Department's/Entities attention and vice versa.

ENQUIRIES

: Mr. SC Zaba Tel No: (012) 406 1544

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION

: Ms. NP Mudau

POST 13/08

: **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND COORDINATION (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/42**

SALARY

: R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in Public Administration/ Management or related qualification. Appropriate years administrative experience at an ASD level in the related environment. A valid driver's license. Knowledge: Technical Knowledge of the Built environment. Administration Support; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulation. ,Skills: Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced

communication; Language proficiency; Advanced report writing; Strategic management, Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level, People orientated, Assertive, Ability to work independently. Willing to adapt work schedule in accordance with professional requirements. Security clearance.

DUTIES : Manage logistics for high level meetings and structures in the office of the Office of the Minister: Compile documentation to adequately prepare the Minister for such meetings. Develop the administrative framework regarding finances, human resources, operations and logistical requirements and travel for all Ministry staff. Facilitate and support the involvement of the Minister in all structures. Ensure the effectiveness of the Office of the Minister: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the Office of the Minister. Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Ministry. Determine the impact and provide comments regarding departmental and external submissions addressed to the Ministry. Ensure effective document management and correspondence flow within the Office of Ministry: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Ministry. Administer office correspondence, documents and reports. Manage communication and flow of information between the office of the Minister, Deputy Ministry and Director-General. Manage the processing of allowances, S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Minister. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Mr. SC Zaba Tel No: (012) 406 1544
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION : Ms. NP Mudau

POST 13/09 : **ADMINISTRATIVE OFFICER: REGISTRY SERVICES (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/43**

SALARY : R294 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary (NQF Level 6) or equivalent qualification as recognised by SAQA. Relevant experience in the related environment. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : The administration of registry and archive functions; ensure that filling is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filling systems, compile and present statistical reports to line manager on a monthly basis,

receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

**ENQUIRIES
APPLICATIONS**

: Mr. SC Zaba Tel No: (012) 406 1544
: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION

: Ms. NP Mudau

POST 13/10

: **FOOD SERVICE AID (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/44**

**SALARY
CENTRE
REQUIREMENTS
DUTIES**

: R125 373 per annum
: Head Office (Pretoria)
: Grade 10 or basic literacy ABET. Must be able to read and write.
: The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas.

**ENQUIRIES
APPLICATIONS**

: Mr. SC Zaba Tel No: (012) 406 1544
: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION

: Ms. NP Mudau

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 06 May 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 13/11** : **OFFICER: FUNDING SUPPORT "REF NO: O FS"**
- SALARY** : R359 157 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Business Administration / Human Resources Management as recognised by SAQA. 1-2 years in Development Finance/ Economic / SMME Development / Corporate Finance environment. Training in MS Office Packages. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Data collection, Analytical and Problem Solving, Project Management (Basic), Customer service and Planning and organising skills.
- DUTIES** : Provide logistical and secretariat support in the collaboration with mandate owners (Agencies / National Departments / Private Sector) in respect of funding opportunities. Participate in the design and development of programmes and systems for SMMEs and Coops inclusive of but not limited to: Data collection, conduct climate surveys, etc. Provide support with the implementation of priority programmes (through agencies, partnerships) (TREP) and internal DSBD support programmes by: Requesting and collating performance reports from entities, analyse and draft quarterly reports on entities performance, assisting with conducting post disbursement site visits on ad-hoc basis etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394 5286/ 1440
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of the DSBD EE Plan will receive preference. Candidates must submit applications to applications@kgadi.co.za and quote

the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O FS"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 06 May 2024

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

OTHER POSTS

POST 13/12 : **SCIENTIST MANAGER GRADE A REF NO: 060524/01**
 Branch: Water Resource Management
 Dir: Resource Quality Information Services
 SD: Analytical Services

SALARY : R990 747 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Roodeplaat Resource Quality Information Services (RQIS)

REQUIREMENTS : MSc Degree in the following fields: Analytical Chemistry/Biological Science or relevant science qualification. Six (6) years post BSc Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive experience in a laboratory setting, preferably in a managerial or supervisory role. Strong leadership and management skills to oversee a team of scientists and technicians effectively. In-depth experience, knowledge and understanding of the Accreditation Act (Act 19 of 2006), South African National Accreditation System (SANAS) policies, assessments, procedures, and ISO/IEC 17025:2017. Familiarity with regulatory requirements and standards relevant to the specific industry of the laboratory. Excellent communication skills both (verbal and written) to interact with clients, regulatory agencies, and internal stakeholders. Strong problem-solving abilities and attention to detail. Experience in managing budgets and financial resources within a laboratory setting. Technical report writing. Creation of high-performance culture. People management, customer focus, and responsiveness. Sound administrative skills and a demonstrated commitment to service delivery. Proficiency in English language: speaking, writing, and public address.

DUTIES : Implement a Quality Management System (QMS) at the RQIS laboratories. Ensuring compliance with SANAS requirements for the laboratory's accreditation. To be appointed as SANAS nominated representative to have overall responsibility and authority to ensure that the QMS is implemented. Arrange proficiency testing participation. Witness planned job observations. Control of updated documents. Maintain, improve, and implement. The Analytical Services quality policy manual. Overseeing HR functions within the RQIS laboratories, including hiring, training, and performance management. Managing the financial aspects of the RQIS laboratory, such as budgeting, procurement, and resource allocation. Implementing and maintaining a comprehensive laboratory safety program to ensure a safe work environment for all employees. Collaborating with other departments or external partners to ensure the lab's services meet client needs and expectations. Keeping abreast of new technologies, methodologies, and industry trends to continuously improve the lab's services and operations.

ENQUIRIES APPLICATIONS : Ms T Masilela Tel No: (012) 808 9619
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment, and Selection Unit

POST 13/13 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 060524/04**
Branch: Infrastructure Management: Head Office
CD: Infrastructure Maintenance
Dir: Capital Projects

SALARY CENTRE REQUIREMENTS : R831 309 per annum, (OSD)
: Pretoria Head Office
: A Bachelor of Technology (B Tech) in Engineering or relevant qualification. Six (6) years post qualification in Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technologist. The disclosure of a valid unexpired driver's license with the exception of persons with disabilities. Experience in providing technological advisory service, evaluating, and providing quality assurance of technical designs and drawings with specifications and making recommendations for approval by the relevant authority. Experience in planning technological and technical support to engineers. Practical experience in mentoring of graduate interns and training. Understanding of ECSA professional mentorship will serve as an added advantage. Knowledge of contract administration, project management and proven knowledge of technical drawing and design. Understanding of procurement processes in the public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes including MS Projects is highly recommended. Ability to work with design software like Autocad Civil 3d will serve as an added advantage. Willingness to mentor and guide candidates towards the professional registration.

DUTIES : Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervise the evaluation of technological designs and drawings. Solve broadly defined technological challenges using application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline). Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineers. Assist with contract administration and project management related functions.

ENQUIRIES APPLICATIONS : Mr. P Jugdawooh Tel No: (012) 336 7926
: Head Office (Pretoria): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 13/14 : **ENGINEER PRODUCTION GRADE A - C REF NO: 060524/02**
Branch: Infrastructure Management Head Office Directorate: Capital Projects
SD: Large Capital Projects

SALARY : R795 147 – R1 197 978 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (B Eng/ BSc (Eng) or relevant qualification. Three (3) years post qualification in Engineering experience is required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in design / re-design engineering work, operating procedures, condition assessments and maintenance strategies are required. Experience in the planning design and management. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resource Engineering as recommended. High level in communication skills both verbal and written. Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency such as (MS Office, MS Projects, etc). Must be able to work independently, be self-motivated, responsible, and reliable.

DUTIES : Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological, and related personnel and assets. Manage administrative and related functions. Monitor and supervise the evaluation of technological designs and drawings. Solve broadly defined technological challenges using application and structuring of tender documents in line with the Best Practice Guideline (CIDB). Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineers. Assist with contract administration and project management related functions.

ENQUIRIES : Mr. P Jugdawooh Tel No: (012) 336 7926

APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit

NOTE : Candidates will be subjected to technical tests.

POST 13/15 : **ENGINEER PRODUCTION GRADE A - C REF NO: 060524/03**
Branch: Infrastructure Management Head Office Directorate: Capital Projects
SD: Betterment Capital Projects

SALARY : R795 147 – R1 197 978 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (B Eng/ BSc (Eng) or relevant qualification. Three (3) years post qualification in Engineering experience is required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in design / re-design engineering work, operating procedures, condition assessments and maintenance strategies are required. Experience in the planning design, and management. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resource Engineering as recommended. High level in communication skills both (verbal and written). Conflict management,

- contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency such as (MS Office, MS Projects, etc). Must be able to work independently, be self-motivated, responsible, and reliable.
- DUTIES** : Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitor and supervise the evaluation of technological designs and drawings. Solve broadly defined technological challenges using application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline). Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies / councils on engineers. Assist with contract administration and project management related functions.
- ENQUIRIES** : Mr. A Bhasopo Tel No: (012) 336 8962
- APPLICATIONS** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- NOTE** : Candidates will be subjected to technical test.
- POST 13/16** : **GISc TECHNICIAN PRODUCTION GRADE A - C REF NO: 060524/05**
Branch: Provincial Coordination and International Cooperation Western Cape
Dir: Water Resources Support
Sub-Dir: Water Resources Data Management
- SALARY** : R353 013 – R531 117 per annum, (OSD), (offer will be based on proven years of experience)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma in GISc, Cartography, Remote Sensing, or relevant qualification. Three (3) years post qualification GISc technical experience. Compulsory registration with the South African Geomatics Council (SAGC) as a GISc Technician. The disclosure of a valid unexpired driver's license. Problem solving and analysis. Decision making and teamwork. Advanced computer skills. Knowledge and understanding of GIS application and spatial data. Basic understanding of technologies such as GPS, Photogrammetry, and remote sensing. Knowledge of GIS software applications and customization. Good experience in modelling technologies. Understanding of Integrated Water Resources Management. Proven ability to communicate both (verbal and written) scientific information in a brief and clearly expressed manner. Good technical report writing skills. Knowledge of programme, project, financial and people management. Sound knowledge of the National Water Act and other related legislation. Computer literacy and ability to use software packages. Good conceptual thinking skills are essential.
- DUTIES** : Source special information from various data custodians. Contribute to and lead new data sources (spatial data, remote sensing, etc.) to add depth to existing knowledge and analysis. Capture and clean special data from various formats and sources. Perform data manipulation according to application requirements. Apply and coordinate systems and projections. Produce customized maps. Utilize remote sensing data (e.g., satellite imagery, LiDAR) to monitor changes in land use, vegetation, and water resources. Advise on GISc equipment, software, data, and products. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial Industry. Documentation of GISc processes. Train End-user on basic GISc skills. Compile content for web publishing. People management. Mentor and develop personnel. Identify gap analysis on available special information in the department. Participate in relevant GISc forums.
- ENQUIRIES** : Ms N Tumana Tel No: (021) 941 6233
- APPLICATIONS** : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Provincial Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.
- FOR ATTENTION** : Mr V Mzimba

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Clinical Manager (Medical Officer Grade 1) with Ref No: DHCM/11/2023 (**For Johannesburg Health District**) advertised in Public Service Vacancy Circular 08 dated 01 March 2023, The Job Title has been amended as follows: Clinical Manager Grade 1 with Ref No: DHCM/11/2023

OTHER POSTS

- POST 13/17** : **CLINICAL MANAGER: (MEDICAL SERVICES) REF NO: REFS/020262**
Directorate: Medical Services
- SALARY CENTRE REQUIREMENTS** : R1 288 095 – R1 427 352 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: Medical registration with the HPCSA plus post-graduate qualification(s) in Public Health Medicine/ Public Health Management/Public Administration or Health System. A minimum of three (3) years' experience after registration with HPCSA as a Medical Practitioner in the Public Service. Competencies: Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of GPG and Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.
- DUTIES** : Functioning as a Medical Manager in a Tertiary Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Functional Business Units (FBU's). Ensuring decentralized management and accountability and ensure adhere to clinical governance.
- ENQUIRIES APPLICATIONS** : Dr. E.H.L Mpshe Tel No: (012) 318 6501
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted 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. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
- CLOSING DATE** : 06 May 2024
- POST 13/18** : **MEDICAL SPECIALIST REF NO: REFS/020263**
Directorate: Ophthalmology
- SALARY CENTRE** : R1 214 805 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : MBChB or equivalent. FC Ophth (SA) and MMed (Ophth). Registration as a specialist Ophthalmologist with the HPCSA. Research and teaching experience will be an added advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services and surgical patient care as an ophthalmology specialist for inpatient and out-patient, which includes after-hours work (weekdays and weekends). Teaching and supervision of Registrars, Medical Officer, Interns and undergraduates. Undertake and supervise research in the ophthalmology department. Administrative duties to ensure smooth running of the department, including compiling of reports and stats. Interdepartmental engagements including collaboration with Ophthalmology department at Steve Biko Academic Hospital. Render any other duties as assigned by the Head of the Unit.
- ENQUIRIES** : Dr. A Sewanywa Tel No: (012) 318 6929
- APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicants in a possession of a foreign qualification when shortlisted 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. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
- CLOSING DATE** : 06 May 2024
- POST 13/19** : **REGISTRAR (MEDICAL) REF NO: REFS/020265**
Directorate: Orthopaedics
- SALARY** : R906 540 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of primaries (FCSA primary) is a strong recommendation. Applicable experience in Orthopaedics will be an added advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.
- ENQUIRIES** : Dr. M.J Tladi Tel No: (012) 373 1010 / 1011
- APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted 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. Applications received after

closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

- CLOSING DATE** : 06 May 2024
- POST 13/20** : **REGISTRAR MEDICAL REF NO: REFS/020351 (X2 POSTS)**
Directorate: Radiology
- SALARY CENTRE REQUIREMENTS** : R906 504 - R947 046 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Applicant must be post Community Service. Completion of Community Service and FC Rad (D) Part 1 examination.
- DUTIES** : The successful candidate will be rotating in different discipline of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated hospitals (Kalafong Provincial Tertiary Hospital, Steve Biko Academic Hospital, and 1 Military Hospital). The successful candidate will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research i.e. complete one dissertation before the end of five (5) years.
- ENQUIRIES APPLICATIONS** : Prof. Suleman F.E Tel No: (012) 318 6617
: can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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.
- CLOSING DATE** : 06 May 2024. The closing time on the closing date will be 12h00.
- POST 13/21** : **REGISTRAR MEDICAL REF NO: REFS/020350 (X2 POSTS)**
Directorate: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R906 504 - R947 046 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Applicant must be post Community Service. Completion of FCP Part 1 examination. Applicants must have an interest in Internal Medicine. The successful candidate will be expected to register for an MMED at the University of Pretoria and to fulfil the requirements in obtaining a MMED degree which includes a research component. To achieve this aim the candidate will have to frequent attend academic meetings, and to do case and journal presentations at these meetings. The successful candidate will be expected to work in Internal Medicine for Four (4) years, and will have to perform after hours calls. The post is a combined training position between Kalafong Provincial Tertiary Hospital and University of Pretoria.
- DUTIES** : The successful candidate will be expected to work in the Department of Internal Medicine at Kalafong Provincial Tertiary Hospital with rotations to subspecialty units at SBAH. Work will include delivering clinical care to all in-patient in the service unit allocated to as well as performing outpatient clinical duties. The main responsibility will be to assess and evaluate patients with Internal Medicine disorders on calls. Admit and clerks patients to the Internal Medicine wards and to follow patient care through until discharge. The successful candidate will work independently but will be supervised by a specialist physician. The candidate will be expected to do patient related administrative tasks and to schedule follow-up outpatient appointments. A major responsibility will be to keep proper clinical records.

ENQUIRIES : Prof. Van Zyl D.G Tel No: (012) 373 1014

APPLICATIONS : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za

NOTE : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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.

CLOSING DATE : 06 May 2024. The closing time on the closing date will be 12h00.

POST 13/22 : **ASSISTANT MANAGER NURSING PNA7 (MEDICAL) REF NO: REFS/TMH/24/04/01 (X1 POST)**
Directorate: Nursing Services

SALARY : R627 474 – R724 278 per annum, plus benefits

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management level. A Diploma/ Degree in Nursing Administration. Strong leadership skills, Basic Computer skills, good communication and interpersonal relation skills, problem solving, conflict resolution skills and ability to work under pressure. Sound knowledge of National Core Standards Nursing Strategy, PFMA, Labour relations and other related legislative framework.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence 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-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of human, financial, and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.

ENQUIRIES : Mrs. C.M Malekane Tel No: (011) 898 8311

APPLICATIONS : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za

NOTE : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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.

CLOSING DATE : 06 May 2024. The closing time on the closing date will be 12h00.

POST 13/23 : **PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/020349 (X1 POST)**
Directorate: Nursing Services
Departments: Neonatal Intensive Care Unit/High Care

SALARY : R627 474 per annum, (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Display a concern for patients by promoting, advocating, facilitating proper treatment /care and ensuring that the unit adheres to the principles of Batho-Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard. Knowledge of Labour Relations Act and Disciplinary Code and Procedure.

ENQUIRIES : Ms. K.A Kelembe Tel No: (012) 318-6634/6930
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.

NOTE : Applications must be filled on a new amended Z83 form accompanied by a Curriculum Vitae (CV)only that highlights or stating the requirements mentioned above, and applicants must indicate the post reference number on their applications. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Qualifications of candidates recommended for appointment will be verified. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Note: Kalafong Provincial Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

CLOSING DATE : 06 May 2024

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za/>
CLOSING DATE : 06 May 2024

NOTE

: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. 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 new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. 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. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and the Pre-entry SMS certificate must be submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. 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 13/24

: **DIRECTOR: ANTI-FRAUD AND CORRUPTION UNIT REF NO: REFS/020333**

(Five (5) Years Fixed Term Contract)

Please note that this is a re-advertisement and applicants who previously applied are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum, (all – inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Forensic Investigation / Law/ Public Management and Administration/ Fraud Examination and/or any relevant qualification. A minimum of 5 years' relevant experience in Anti-Fraud & Corruption unit at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of the Fraud and Corruption environment, Knowledge and understanding of relevant legislation and Public Service Regulations. Understanding of policy formulation, development, monitoring and updating. Competencies and Skills: Presentation and interviewing skills; good planning and organising skills, report writing skills, good verbal and written communication skills at an executive management level, analytical skills and problem-solving skills, mentoring and coaching skills. Personal Attributes: Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.

DUTIES

: Conduct and oversee investigations in accordance with investigation methodology/forensic investigation methodology. Develop, implement and review all anti-fraud and corruption, ethics policies, strategies and procedures in the Department. Conduct workshops to promote the Code of Conduct. Develop fraud risk register and ethics risk register for the Department and assist business units to develop action plans to mitigate the fraud and ethics risks identified. Promote an ethical culture and ensure that the organisation is compliant with applicable laws and regulations. Management of performance and development. Consolidate, review and submit monthly and quarterly reports to relevant stakeholders. Management of the business unit.

ENQUIRIES

: Ms. Miyelani Tshabalala at 063 691 4046

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

OTHER POSTS

<u>POST 13/25</u>	:	<u>CHIEF CLINICAL PSYCHOLOGIST GRADE 1 (ROVING MENTAL HEALTH SPECIALIST TEAM) REF NO: KCD 06/2024</u> (Contract up to 31 March 2025)
<u>SALARY</u>	:	R1 626 942 - R1 725 516 per annum, (all-inclusive package)
<u>CENTRE</u>	:	King Cetshwayo District Office – Serving Region 4
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the HPCSA as a Clinical psychologist. Registration with the HPCSA as Clinical Psychologist A minimum of 10 years' appropriate experience after registration with the HPCSA as Clinical Psychologist. Valid Driver's Licence Computer Literacy. Managerial experience would be an advantage. A research record of publications will be an advantage. Knowledge, skills, training and competencies required: Sound knowledge in Psycho-diagnostic, psychotherapy and psychosocial assessments. Sound knowledge of medico-legal assessments tests and report writing of forensic reports. Sound knowledge of principles, policies, protocols and acts applicable to the profession (including ethics, mental health, criminal capacity assessments, victim assessments, child justice and patient risk management). Knowledge of public service legislation, policies and procedures. Knowledge of the Mental Health Care Act. Ability to function as part of a multidisciplinary team member. Excellent verbal and written communication skills. Good interpersonal, decision-making and problem solving skills. Good time management, planning, organizing and administrative skills. Self-motivation, resilience and dedication to service delivery. Ability to work under pressure. Computer proficiency.
<u>DUTIES</u>	:	Conduct a need analysis for community based mental health services in the district. Assist in the development of a District Mental Health Strategic and Operation Plan. (Service Delivery plan). Compile regular reports on the status of mental health services in the district (including amongst others, the extent of MH problems, health system challenges, best practices identified, and resources, skills gaps in the service and service8 improvement plans obtaining a buy-in for psychological interventions contained in the mental health action Plan from stakeholders in district. Championing the implementation of the psychological interventions contained in mental health action plan (change facilitation). Monitoring and evaluating implementation of the psychological interventions contained in the action plan. Appraising the existing training programmes and systems for psychological services Monitor and evaluating the implementation of the psychological interventions in the priority programmes. Identifying the risk factors for suicide in district. Developing suicide prevention strategy in the district Developing and implementing the necessary psychological interventions. Championing and advocating for the integration of psychological interventions within the school health system. Monitoring and evaluating school psychological interventions. Undertaking an organizational design exercise to determine the number of psychology posts and post levels for the district (community settings). Developing and costing the plan for psychological services in community settings in the district. Appraising needs of Community health workers that provide counseling. Providing support and supervision to community health workers that have a counseling role. Providing support to PHC services rendering psychological interventions. Developing psychology clinical protocols. Coordinating psychological interventions in the district. Training of traditional health practitioners and faith-based healers on relevant psychological issues. Determine the existence and capacity of mental health care user organizations in the district. Provide capacity building for service users and their families to provide appropriate self- led and peer-led services, such as support groups, facilitated by NGO's. Conducting consultation, assessment and specialist out-reach.
<u>ENQUIRIES</u>	:	Dr N Hongo Tel No: (033) 940 2551
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office,

2 Lood Avenue Empangeni Rail, Human Resource Department. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: Mr MTR Nzuza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. "Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 06 May 2024

POST 13/26

: **MEDICAL SPECIALIST REF NO: S02/2024**
(Sub-Specialty Training: Infectious Diseases)

SALARY

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

**CENTRE
REQUIREMENTS**

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

DUTIES

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

ENQUIRIES

: HR Enquiries: Mrs R Erasmus Tel No: (033) 395 2742/2669, discipline enquiries: Dr F.J. Pirie Tel No: (031) 240 1585

APPLICATIONS

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

CV directly to the following email addresses
Samkelisiwe.Bhengu@kznhealth.gov.za and
HeadOffice.HRJobApplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2669
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. S.01/2024. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Department reserves the right not to fill this post. Note: Training will take place at various sites for each Discipline. The site for training and subsequent rotations will be determined by the Academic Head of Discipline/Head Clinical Unit. Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service. All trainees will be expected to register with the University at their own expense. All trainees will be required to sign a contract which includes training and service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. Sub-specialty trainees will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Sub-specialty training will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment.

CLOSING DATE

: 06 May 2024

POST 13/27

: **CHIEF EXECUTIVE OFFICER: BENEDICTINE HOSPITAL REF NO: G52/2024**
Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive salary package)
: Benedictine Hospital
: Matric Certificate (Grade 12). A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management or degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation,

knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

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

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. It should be noted that the CEO will be responsible for the whole catchment area including PHC facilities and outreach teams.

- CLOSING DATE** : 10 May 2024
- POST 13/28** : **CHIEF EXECUTIVE OFFICER: CEZA HOSPITAL REF NO: G53/2024**
Cluster: Hospital Management Services
- SALARY** : R958 824 per annum (Level 12), (an all-inclusive salary package)
- CENTRE** : Ceza Hospital
- REQUIREMENTS** : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competencies Required Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and

services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes. Accelerate implementation of PHC reengineering. Provide oversight for reduction and management of the burden of disease for better health outcomes. Achieve universal coverage, access to quality essential medicines and vaccines for all KZN Citizens.

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: Miss N Mnyandu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. It should be noted that the CEO will be responsible for the whole catchment area including PHC facilities and outreach teams.

CLOSING DATE

: 10 May 2024

POST 13/29

: **CHIEF EXECUTIVE OFFICER REF NO: G51/2024**
 Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), an all Inclusive MMs salary package.
 : Mbongolwane Hospital
 : Matric Certificate (Grade 12), A Degree/Advanced Diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR Degree/Advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core

Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

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

ENQUIRIES

APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION

NOTE

: Miss L Mthalane
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's

responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. It should be noted that the CEO will be responsible for the whole catchment area including PHC facilities and outreach teams.

- CLOSING DATE** : 10 May 2024
- POST 13/30** : **MEDICAL OFFICER (RADIOLOGY) GRADE 1, 2 AND 3 REF NO: HRM 06/2024 (X2 POSTS)**
Directorate: Radiology
- SALARY** : Grade 1: R906 540 – R975 738 per annum, (all inclusive package)
Grade 2: R1 034 373 – R1 129 116 per annum, (all inclusive package)
Grade 3: R1 197 150 – R1 491 627 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
: National Senior Certificate/Grade 12 plus, Registration certificate with the HPCSA as an Independent Medical Practitioner PLUS MBCHB and Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner 2023/2024 and 2024/2025. Recommendation: Computer Literacy and Exposure or experience post Community service in Radiology would be an advantage Knowledge, Skills, Training and Competencies Required: Sound clinical and radiological knowledge within the discipline, Ability to deal with all radiological emergencies, Knowledge of ethical medical practice and Ability to assess, diagnose and manage patient.
- DUTIES** : Render radiological duties: Inpatient and Outpatients; normal & after-hours
Render cost effective medical care, incorporating radiological management and follow-up, Maintain radiological records Train interns and other personnel, Undertake on-going medical education and professional development
Undertake general radiology/imaging procedures and reporting including plain films, CT, fluoroscopy and Ultrasound exams and nuclear medicine.
- ENQUIRIES APPLICATIONS** : Dr. A Moosa Tel No: (031) 360 3477
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin Building or Lindokuhle.Ngcobo2@kznhealth.gov.za
kingedwardhospital.HRJobapplication@kznhealth.gov.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. 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 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 90 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 06 May 2024
- POST 13/31** : **ASSISTANT MANAGER NURSING (OBSTETRICS AND GYNECOLOGY) REF NO: HLH 02/2024 (X1 POST)**
- SALARY** : R683 838 per annum. Other benefits: 13th cheque, 12% Rural Allowance, Home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

- CENTRE** : Hlabisa Hospital
- : Maternity Ward
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualifications. Degree/Diploma in General Nursing Science and Midwifery. Registration with SANC as a Professional nurse. A post basic nursing qualification in “Advanced Midwifery & Neonatal Nursing Science”, with duration of at least 1 year, accredited with the SANC. Minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the on year post basic qualification in “Advanced midwifery & Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level. Only shortlisted candidates will attach /submit proof. current registration with SANC for 2021. Computer Literacy Diploma/degree in Nursing Management will be an added advantage Driver’s License Cod EB (08) .Only Shortlisted Candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing processes and procedures .Knowledge and insight into nursing statuses and other relevant public service acts .Decision and problem-solving skills. Interpersonal skills and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Ability to implement National core standards. Basic understanding of HR and financial policies and practices.
- DUTIES** : Support PHC feeder clinics to achieve best optimal maternal and childcare. Manage and Coordinate. The implementation of holistic. Comprehensive specialized nursing care in the Obstetrics & Gynecology Nursing. Component, in conjunction with team members, within a professional and legal team Framework. Ensure the maintenance of quality care standards in the Obstetrics &Gynecology services. Ensure adequate supervision of staff and provision of quality. Patient care in an efficient and cost effective Manner. Ensure effective utilization of all Infection control and prevention practices by all staff including Support service and cleaning staff supervise implementation of health care delivery policies, procedures, Clinical guidelines and protocols, operational and strategic plans aimed at improving Service delivery Facilitate and ensure implementation of Department priorities and National Core standards Monitor and Evaluate the care and management of all patients and ensure .The keeping of accurate and complete Patient’s record. Demonstrate a concern for patient, Promoting and advocating proper treatment and care Monitor ad evaluate staff performance. Ensure effective data management .Coordinate clinical governance Meetings relevant to the sub-component Ensure ethics and professionalism is maintained Demonstrate Effective communication with staff, patients and multidisciplinary team. Exercise control over discipline Grievance on all labour related issues Develop/establish and maintain constructive working relationship with Nursing and other stakeholder.
- ENQUIRIES APPLICATIONS** : Mrs. B.S.V Ndlovu Tel No: (035) 838 8610
- : All applications to be posted to: Human Resource Department, Hlabisa Hospital, Private Bag X5001, Hlabisa, 3937 or Hand Deliver to: Hlabisa Hospital, 60 Saunders Street, Hlabisa 3937 or Email to: Hlabisa.E-Recruitment@kznhealth .gov.za
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department or from the websites-www.kznhealth.gov.za.Comprehensive CV (with detailed experience) with full record of service, stating duties performed /performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and driver’s license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview .The Reference Number must be indicated in the column provided on the form Z83 NB:Failure to comply with the above instructions will disqualify applicats.The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting),criminal clearance .credit records, and citizenship) verification of Educational Qualifications by SAQA ,verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledge .Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was

unsuccessful. Hlabisa Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement. Please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays, Employment Equity :Preference will be given to the following candidates as per Employment Equity target :All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 06 May 2024
- POST 13/32** : **OPERATIONAL MANAGER (SPECIALTY) PHC REF NO: MAL CHC 1/2024**
- SALARY** : R627 474 per annum. Plus 12% Rural Allowance. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance
- CENTRE** : Mfundo Arnold Lushaba CHC – Mgayi Primary Health Care Clinic
- REQUIREMENTS** : Senior Certificate / Matric, Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse; current registration with SANC as Professional Nurse (2024 receipt); A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care; A minimum of 9 years of experience in nursing after registration as professional nurse with SANC in General nursing, at least 5 years of the period referred to above must be experience after obtaining one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendations: A valid Driver's Licence; Computer skills in basic programmes Skills, Training, And Competence Required: Knowledge of SANC Rules and Regulations; Knowledge of Legislative Framework and Departmental prescripts; Leadership, organizational, Decision making, problem solving and interpersonal skills; Basic financial management skills; Knowledge of Human Resource Management; Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role; Communication skills and decision making skills; Leadership and supervisory skills.
- DUTIES** : Assist in planning, organizing and monitoring of objectives of the PHC facility; 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; Display a concern for patients, promoting and advocating proper treatment and care; Monitor Provision of quality comprehensive service delivery at the facility; Display awareness and willingness to respond to patient's needs, requirements and expectations including participating actively in Operation Sukuma Sakhe; Work as part of the multidisciplinary team to ensure good nursing care; Demonstrate effective communication with patients, community and multidisciplinary team; Monitor safe patient service and improve client satisfaction in the clinic; Participate in the analysis and formulation of nursing policies and procedures; Provide direct and indirect supervision of all staff within the unit and give guidance; Demonstrate an understanding of Human Resource and Financial Management Policies and procedures; Monitor and evaluate care and management of all patients through clinical audits; Ability to supervise Medical and Surgical emergencies and refer appropriately; Monitor implementation of PHC Re-Engineering; Implement and monitor performance on indicators on weekly, daily and monthly basis; provide feedback and analysis of data to management; Exercise control of discipline and any other Labour Related issues in terms of laid down procedures; Ensure effective, efficient and economical use of allocated resources; Ensure functionality of the clinic committee so that community involvement and participation is achieved.
- ENQUIRIES** : Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
- APPLICATIONS** : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.
- FOR ATTENTION** : Miss S. Pillay
- CLOSING DATE** : 06 May 2024

- POST 13/33** : **EMS SUB DISTRICT MANAGER (GRADE 2-4) REF NO: EMSUMKH 01/2024 (X2 POSTS)**
- SALARY** : Grade 2:R508 896 - R549 165 per annum
Grade 3: R565 179 - R607 329 per annum
Grade 4: R625 089 - R662 229 per annum
Other benefits: 13th Cheque plus Medical aid (Optional) and housing allowance: Employee Must meet prescribed requirements.
- CENTRE REQUIREMENTS** : uMkhanyakude
: **Grade 2:** Grade12 or Equivalent qualification plus Emergency Care Technician Qualification, plus registration with HPCSA as an ECT, A minimum of 3 years' experience after registration as an ECT, plus (only shortlisted candidate to submit proof of current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). **Grade 3:** Grade12 or Equivalent qualification Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care, registration with HPCSA a Paramedic, plus minimum of 3 years' experience after registration as a Paramedic, (only shortlisted candidates to submit proof of Current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). **Grade 4:** Grade12 or Equivalent qualification B Tech Degree in Emergency Medical Care, (only shortlisted candidates to submit proof of registration with HPCSA as an ECP, A minimum of 3 years' experience after registration as an ECP, plus (only shortlisted candidates to submit proof of registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP). Knowledge, Skills, Training and Competences Required: The incumbent of this post will report to EMS District Manager and will be responsible to render Emergency Medical Services in the Sub District. The Ideal candidate must possess the Knowledge of: Knowledge of Advanced Life support. Health related acts, General relevant Public Service legislations. Management. Management Principles. Emergency Medical Rescue Services Operating Procedures. Labour Relations Acts. EMS current trends. HPCSA Protocols. Presentation Skills, Leadership Strategic Planning, Good verbal and written skills. Financial Management. Problem Solving. Human Relations. Conflict Resolution. Computer literacy in MS Office package. Rules and regulations of Road Traffic ordinance, EMS Standards and procedures.
- DUTIES** : Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Oversee clinical governance at EMS Sub District to ensure high standards of patient care establish community networks and report to the EMS District Manager. Monitor and evaluate the effective and efficient utilization of EMS vehicles allocated to the sub district to ensure that vehicles are used economically. Co-ordinate disaster management plan and practice. Liaise with supervisor on operational matters, Management of the support services infrastructure Operational decision making. Respond to cases as dispatched by the communication Centre. Accountable for the effective scene co-ordination and disaster management. Ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Monitor overtime usage, Draft Procurement plan for Sub District, Develop and implement a fraud prevention plan, Budgeting, Control and Reporting of expenditure at sub district level. Co-ordinate sub district equipment and stock, Ensure that there is adequate stock and equipment at all times at the Bases, Conduct stocktaking on a monthly basis.
- ENQUIRIES APPLICATIONS** : Mrs TP Buthelezi Tel No: (035) 573 9200
: Applications to be forwarded to: EMS District Manager: UMkhanyakude EMS District Office, P/ Bag X570, Mkuze 3965, or hand deliver at: uMkhanyakude Health District Office behind KFC
- NOTE** : Directions To The Candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted

candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024 .NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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.

- CLOSING DATE** : 06 May 2024 and 16:00PM
- POST 13/34** : **ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF NO: GJGM 07/2024 (X1 POST)**
Component: Allied Health Component
Re-advertisement
- SALARY** : Grade 1: R444 741 per annum
Grade 2: R520785 per annum
Grade 3: R612 642 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – Nil for South African. Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 2:** Experience – Ten (10) years Appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years’ experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 3:** Experience – Twenty (20) years Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years’ experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Other Benefits: 13th Cheque, 12% inhospitable allowance, Home Owners Allowance Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements), 12% Inhospitable Allowance. Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Current registration certificates as a Sonographer with HPCSA. Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures: general, obstetrics and gynaecology. Sound knowledge of report writing. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills. Ability to supervise junior and student sonographers.
- DUTIES** : Provide high quality ultrasound services according to the patient’s needs. To promote Good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes
- ENQUIRIES** : Mr MR Leso (Deputy Director: Radiography) Tel No: (032) 4376132
- APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website

www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

<u>CLOSING DATE</u>	:	06 May 2024
<u>POST 13/35</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: HLH03/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade1: R431 265 per annum, (all-inclusive package) Grade 2: R528 696 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Hlabisa Hospital: Macabuzela Clinic (X1 Post) Madwaleni Clinic (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior certificate (Grade 12) or equivalent qualification, an Appropriate National Diploma / Degree in General Nursing with Midwifery, Plus one (1) Year Post Basic Qualification in Curative skills in primary Health Care accredited with the SANC. Minimum of 4 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing). Grade 1: A minimum of Four (4) Years appropriate / Recognizable Experience in Nursing After registration as Professional Nurse with SANC in General Nursing. Post Basic Qualification with duration of at least one Year in Curative Skills in Primary Health care Accredited with the SANC. Grade2: A Minimum of fourteen (14) years appropriate / Recognizable. Experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At Least Ten (10) Years of the period referred to above must be Recognizable experience. After obtaining the (01) One year Post Basic qualification in the relevant specialty. Only shortlisted candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service . Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

- DUTIES** : Act as Champion for priority programs at the facility level. Ensure the provision of Nursing Care Through adequate supervision. Ensure the Efficient and effective control of surgical sundries, Pharmaceuticals, equipment and Miscellaneous stores. Deals with grievances and labour relations issues in Terms of laid Down procedures/policies. Ensure the supervision and provision and basic patient needs. Promote preventive and promote Health for clients. Evaluate and follow up patients during Clinic visits. Initiate treatment, Implementation of programs and evaluation of patient” Clinical conditions. Attend and participate in Doctor’s visits. Health education of patient, Staff and public. Assessing in-service training needs, Planning and implementation Training programs. Assist patients and families to develop a sense of Care.
- ENQUIRIES** : Mrs. B.S.V Ndlovu Tel No: (035) 838 8610
- APPLICATIONS** : All applications to be posted to: Human Resource Department Hlabisa Hospital Private Bag X5001, Hlabisa, 3937 or Hand Deliver to: Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937 or Email to: Hlabisa.E-Recruitment@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department or from the websites-www.kznhealth.gov.za.Comprehensive CV (with detailed experience) with full record of service, stating duties performed /performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and driver’s license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z83 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Hlabisa Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement. Please accept that your application was unsuccessful.NB: Please ensure that your application reaches this office not later than 16h00 on weekdays, Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 06 May 2024
- POST 13/36** : **CLINICAL NURSE PRACTITIONER REF NO: MAL CHC 2/2024 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Mfundo Arnold Lushaba CHC – Chronic Stream 1
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse; A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year; Current Certificate with SANC to practice in 2024. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, And Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and another relevant legal

DUTIES

framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.

: Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account.

ENQUIRES APPLICATIONS

: Mrs T.T Shezi: Deputy Nursing Manager Tel No: 039-9728265
: Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

FOR ATTENTION CLOSING DATE

: Miss S. Pillay
: 06 May 2024

POST 13/37

: **CLINICAL NURSE PRACTITIONER REF NO: MAL CHC 3/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 per annum, plus 12% Rural Allowance
Grade 2: R528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

CENTRE REQUIREMENTS

: Mfundo Arnold Lushaba Chc - Khayelihle Primary Health Care Clinic
: Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse; A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year; Current Certificate with SANC to practice in 2024 **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, And Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and

DUTIES

: counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.
: Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken in account.

**ENQUIRES
APPLICATIONS**

: Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
: Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.

**FOR ATTENTION
CLOSING DATE**

: Miss S. Pillay
: 06 May 2024

POST 13/38

: **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFE) REF NO:
MAL CHC 4/2024**

SALARY

: Grade 1: R431 265 per annum, plus 12% Rural Allowance
Grade 2: R528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

**CENTRE
REQUIREMENTS**

: Mfundo Arnold Lushaba CHC – Maternity
: Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse; A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Advanced Midwifery of a duration of one year; Current Certificate with SANC to practice in 2024. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Advanced Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.

DUTIES

: Deputize for the Operational Manager in her absence; Coordination of optimal, holistic specialized nursing care provided within set standards and professional

/legal framework. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impacts on service delivery. Provide a therapeutic environment for staff, patients and the public. Manage utilization of resource efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the co-ordination and implementation of the Norms and standards Ideal CHC in Maternity and in the CHC as the whole institution for better quality patient care; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; computer skills in basic programmes.

ENQUIRIES : Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
APPLICATIONS : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.
FOR ATTENTION : Miss S. Pillay
CLOSING DATE : 06 May 2024

POST 13/39 : **CLINICAL NURSE PRACTITIONER REF NO: MAL CHC 5/2024 (X3 POSTS)**

SALARY : Grade 1: R431 265 per annum, plus 12% Rural Allowance
Grade 2: R528 696 per annum, plus 12% Rural Allowance

CENTRE : Mfundo Arnold Lushaba CHC - Mgay Primary Health Care Clinic
REQUIREMENTS : Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse; A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year; Current Certificate with SANC to practice in 2024. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.

DUTIES : Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and

community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account.

- ENQUIRES APPLICATIONS** : Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
 : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.
- FOR ATTENTION CLOSING DATE** : Miss S. Pillay
 : 06 May 2024
- POST 13/40** : **PROFESSIONAL NURSE SPECIALTY – OPHTHALMIC NURSING REF NO: GJGM11/2024 (X1 POST)**
 Component: Nursing Management Services
- SALARY** : Grade 1: R431 265 per annum
 : Grade 2: R528 696 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmic Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate/Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmic Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a Cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.

Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. The incumbent will be expected to perform outreach services.

**ENQUIRIES
APPLICATIONS**

: Matron LV Hadebe (Assistant Nursing Manager) Tel No: (032) 4376137
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

CLOSING DATE

: 06 May 2024

POST 13/41

: **PROFESSIONAL NURSE WITH MIDWIFERY (GENERAL) REF NO: HLH 04/2024 (X3 POSTS)**

SALARY

: Grade 1: R293 670 - R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 - R521 172 per annum
13th Cheque/ Service Bonus Medical Aid (Optional). Homeowners Allowance
employee must meet prescribed requirements

CENTRE

: Hlabisa Hospital:
Machibini Clinic (X1 Post)
Makhowe Clinic (X1 Post)
Maternity ward (X1 Post)

REQUIREMENTS

: Matric/ Senior Certificate or Grade 12. Degree/ Diploma General Nursing and Midwifery .Certificate of Registration with SANC as General Nursing and Midwifery. **Grade 2:** A minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. Only Shortlisted Candidates will Attach/submit proof. Knowledge, Skills, Training & Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisor and other members

of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, and time of support personnel to ensure proper care in the unit.

DUTIES

: To execute Professional Nursing duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the unit with the overall management and the necessary support for the effective functioning of the unit. To deputize during the absence of the Operational manager in charge and to provide reports on the issues during his/her absence. To provide nursing care according to norms and standards that lead to improved service delivery. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the principles of Batho Pele and standards set by the accreditation process. Do meaningful rounds to monitor client satisfaction by communicating with patients and relatives. Perform standard procedures and solve problems. Maintain clinical competence by ensuring that the scientific principles of nursing are maintained. Maintain accurate and complete patient's record. Ensure self-development and motivate human resource development for co-workers.

ENQUIRIES

: Mrs. B.S.V Ndlovu Tel No: (035) 838 8610

APPLICATIONS

: All applications to be posted to: Human Resource Department, Hlabisa Hospital, Private Bag X5001, Hlabisa, 3937 or Hand Deliver to: Hlabisa Hospital, 60 Saunders Street, Hlabisa 3937 or Email to: Hlabisa.E-Recruitment@kznhealth.gov.za

NOTE

: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department or from the websites-www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed /performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z83 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance credit records, and citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Hlabisa Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement. Please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays, Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 06 May 2024

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

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

- APPLICATIONS** : To apply for the below positions, please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Management and Labour Relations, Private Bag X5016, Kimberley, 8300 or Applications that are hand delivered must be brought to the foyer (HR Block C) of Latlhi Mabilo Complex Building where they must be placed in the appropriately marked box at: 257 Barkley Road, Kimberley. Alternatively, applicants can email their applications to applications-dsd@ncpg.gov.za. Applicants must complete and sign an application register when an application is hand delivered. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 06 May 2024 at 16H00
- NOTE** : Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. In addition, Social Service Professionals will be required to submit proof or registration with the South African Council for Social Service Professions and certificate of service for recognition of previous experience. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. Where applicable, shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, security vetting, verification of qualifications, financial and asset record checks, previous employment verification, citizenship verification and integrity assessment exercise. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG), No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 13/42** : **CHIEF FINANCIAL OFFICER REF NO: NCDSD/CFO/PROV/01/2024**
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Management / Accounting /

Auditing and or related Management Field. A minimum of 5 years' experience at a Senior Managerial level within finance of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

DUTIES

:
: Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Executive and Senior Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of departmental policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other government departments regarding financial transactions to ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters.
Ms. Shounee Wookey Tel No: (053) 874 9100

ENQUIRIES

POST 13/43

:
: **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: NCDSD/CD/CMS/PROV/02/2024**

SALARY

: R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE

: Provincial Office: Kimberley

REQUIREMENTS

: A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/Public Management / Administration and or related Management Field. A minimum of 5 years' experience at a Senior Managerial level within Human Resource Management, Operational Management, Planning, Monitoring and Evaluation or Administrative Support Functions of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing corporate services, including, but not limited to: Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC regulations. Strategic and Leadership Management programme and Project Management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills.

<u>DUTIES</u>	:	Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
	:	Implementation and reviewing of HRM policies, Conduct presentations to the Departmental committees/meetings of all HRM matter. Monitor the implementation of Organizational Development. HR Plan and EE Plan. Manage the implementation of Employee Health and Wellness programme and special programme in the Department. Monitor the development and Implementation of HRD Strategy and Workplace Skill Development Plan. Monitor the implementation of EPMDS Procedures and Policies. Monitor the Implementation of sound Labour relations Processes. Oversee the Implementation of Corporate Support Services in the Department. Oversee and coordinate departmental strategic planning processes, the development of Annual Performance Plans and Annual Reports. Oversee the Development, Implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external communication and media service. Provide overall management and facilitation of properties and facilities management services. Advice and guide the HOD on matters relating to Corporate Services. Coordinate the Development of HRM delegations. Oversee the effective and efficient implementation of strategic management in the Department. To oversee Strategic Planning research and Policy Coordination in the Department. To oversee Monitoring and Evaluation Services in the Department. To oversee the change management and service delivery improvement services in the Department. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at the National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and develop the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms. Shouneez Wookey Tel No: (053) 874 9100
<u>POST 13/44</u>	:	<u>CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: NCDSD/CD/SWS/PROV/03/2024</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, Children's Act, the Child Justice Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision- making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
<u>DUTIES</u>	:	Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating the implementation and monitoring of services of the following Directorates: Services to Families and Children, Restorative Services (including the Substance Abuse Treatment Centre), Special Needs, including services to older persons, persons with disabilities and services to the LGBTIQA+

community. Provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

- ENQUIRIES** : Ms. Shouneez Wookey Tel No: (053) 874 9100
- POST 13/45** : **DIRECTOR: SPECIAL NEEDS REF NO: NCDSD/DIR-SN/PROV/04/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle / Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, Children's Act, the Child Justice Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
- DUTIES** : Coordinate and facilitate the provision of community-based care, prevention and support services to persons with disabilities. Coordinate and facilitate the provision of community-based and residential care and support services to older persons. Monitor the implementation of norms and standards in respect of services to persons with disabilities and older persons. Manage the provision of prevention, intervention and support services to the infected and affected groups according to the National Strategic Plan for HIV and AIDS. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Monitor and evaluate programme implementation of community-based care programmes. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.).
- ENQUIRIES** : Mr. Tshepo Nosi Tel No: (053) 874 9100
- POST 13/46** : **DIRECTOR: CHILDREN AND FAMILIES REF NO: NCDSD/DIR-C&F/PROV/05/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle/Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, White Paper on Families, Older Persons Act,

		the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
<u>DUTIES</u>	:	Coordinate and facilitate the provision of community-based prevention and early intervention to children with behavioural problems and children in need of care and support. Coordinate and facilitate the provision of community-based and alternative care and support services to children. Monitor the implementation of norms and standards in respect of services to children in alternative care. Manage the provision of prevention, intervention and support services to families. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Monitor and evaluate programme implementation of community-based care programmes. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and coordinate all resources (e.g. finances, equipment, human resources, etc.).
<u>ENQUIRIES</u>	:	Mr. Tshepo Nosi Tel No: (053) 874 9100
<u>POST 13/47</u>	:	<u>DISTRICT DIRECTOR: FRANCES BAARD DISTRICT REF NO: NCDSD/DD-PROV/06/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Kimberley A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work / Community Development/Public Management or related field. A minimum of 5 years' experience at a Middle Managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies guiding the public sector, including, but not limited to Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource development Strategy, Public Finance Management Act and its regulations, Treasury Regulations. Strategic and leadership Management programme and Project Management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
<u>DUTIES</u>	:	Provide strategic guidance and support in rendering of social welfare services in the District. Oversee the implementation of community development services, including youth development and sustainable livelihoods interventions. Oversee the provision of therapeutic, educational and vocational skills programmes to children in need of care and protection as well as children in conflict with the law. Monitor the Implementation of sound Labour relations Processes. Oversee the Implementation of Corporate Support Services in the District. Manage discipline, grievance and disputes within the district. Oversee the effective and efficient implementation of the departmental strategic and annual performance plan in the district. Oversee the change management and service delivery improvement services in the district. Oversee the effective monitoring and evaluation of compliance with service delivery norms and standards and agreements in terms of funded Non-Profit Organisations. Manage intergovernmental stakeholder relations in the District. Oversee Quality Management of documents within the district. Manage Resources in the District: Financial Resources. Manage Human Resource in the District and maintain discipline. Manage Human Development of personnel according to agree interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions.

- ENQUIRIES** : Mr. Ichabod Manyane Tel No: (053) 802 7769
- POST 13/48** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NCDSD/DIR-SCM/PROV/07/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Supply Chain Management/ Economics/ Finance/ Financial Management. A minimum of 5 years' experience at a Middle Managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996 in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho Pele principles). Technical knowledge of Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.
- DUTIES** : Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPFPA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General's audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the evaluation committees, specification committees and inter-departmental bid committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate. Submit monthly reports on SCM related matters to the CFO. Prepare inputs for the interim and annual financial statements.
- ENQUIRIES** : Mr. Thabiso Monyane Tel No: (053) 874 9100

OTHER POSTS

- POST 13/49** : **SOCIAL WORK MANAGER: JOHN TAOLO GAETSEWE DISTRICT REF NO: NCDSD/SWM-JTG/08/2024**
- SALARY** : R878 778 - R1 208 637 per annum, (Salary will be in accordance with OSD Determination)
- CENTRE** : District Office: Kuruman
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle/Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, White Paper on Families, Older Persons Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and

leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.

DUTIES : Oversee the provision of and strategic direction to social services and programmes. Facilitating the implementation and monitoring of services of the following Sub-Programmes: Services to Families and Children, Prevention of and Treatment for Substance Abuse, Restorative Services, Services to older persons, persons with disabilities and services to the LGBTIQ+ community. Provide leadership, management, planning and coordination of the functions of the Social Welfare Services in the District. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the district. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Sub-Programme, by developing and managing the budget of the Sub-Programme, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Sub-Programme, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the District Manager. Overall manage and development of the resources of the Sub-Programme.

ENQUIRIES : Ms. C Smous Tel No: (053) 712 3403

POST 13/50 : **INSTITUTIONAL MANAGER: LORATO PLACE OF SAFETY REF NO: NCDSD/IM-LPOS/FB/09/2024**

SALARY : R878 778 - R1 208 637 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Lorato Place of Safety: Kimberley

REQUIREMENTS : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP) and a minimum of 10 years appropriate experience in social work of which 5 years must be at supervisor level after registration as a Social Worker registered with the SACSSP. A valid driver's licence. Knowledge of relevant Social Work programmes. Ability to compile complex reports. Knowledge of legislation and white papers governing child and youth care work (Blue Print 2010), Minimum Standards and procedures, Constitution of the RSA, Children's Act 38 of 2005, Child Justice Act, Social Services Professions Act (no 110 of 1978), OUA Charter on the rights and welfare of the African Child, Criminal Procedures Act, 1977 (no 51 of 1977), Probations Services Act, 1991 (no 116 of 1991), United Nations Convention on the rights of the child, Inter-grated Service Model, South African Schools Act 1999, Prevention and Treatment of Drug Dependency Act, 1992 (no 20 of 1992). Knowledge of Legislation and regulations applicable to the public service which include; Public Finance Management Act 1 of 1999, Labour relations Act. Skills and competencies: Budgeting and Financial Management, Strategic Planning, Report writing, Project Management, Human Resource Management / Labour Relations, Diversity Management, Communication Skills, Interpersonal Skills, Leadership Skills, ability to perform under pressure. Personal attributes: Be results-oriented, highly motivated, Self-driven, honest, innovative, respectful, creative. Candidate must have the ability to plan, ability to interpret policies, conduct needs assessment, able to exercise sound judgment, possess cultural awareness and sensitivity. Demonstrate sound work ethics.

DUTIES : Manage, Monitor and Evaluate Services of the respective units (Social Work, Health Care, Child and Youth Care and administration) to ensure integrated, efficient and effective service delivery that addresses the holistic development of children in the institution. Overall Management of the Institution to ensure effective and efficient services are rendered within the prescribed Legislative Framework by managing and controlling available resources. Management of the Human Capital at the Institution effectively and efficiently. Management of the Administration Unit (HRM, HRD, Finance & SCM), quality control of the

work delivered and advising with regard to all aspects of the work. Providing mentorship and guidance to all supervisors to assist them to integrate theory and practice, and to develop appropriate skills. Manage, Monitor, and Evaluate Efficient, effective & Economical Financial Management of the Institution's budget and accrued assets and ensure the management of inventory & assets. Development of a Monitoring and Implementation plan for the services rendered by the Centre. Ensure that all the administrative functions in the unit are performed to the required standards, and effectively use clear objectives, targets and priorities and organize resources in order to maximize quality and efficiency. Implement functions related to risk management process in all institutional functions.

ENQUIRIES : Ms. Keitumetse Makweya Tel No: (053) 807 5900

POST 13/51 : **CORPORATE AND FINANCIAL SERVICES MANAGER: NAMAKWA DISTRICT REF NO: NCDSD/CORPFIN/NAM/10/2024**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
 : District Office: Springbok
 : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management / Public Management / Financial Management. 5 years' experience in corporate services environment at junior management level (Assistant Manager), Extensive experience in general management including but not limited to financial management, human resource management, supply chain management practices and systems such as BAS, Logis and PERSAL. Knowledge of Legislation and regulation applicable to the public service which include; Public Finance Management Act 1 of 1999, Labour relations Act. Extensive knowledge of employment performance management and development system, government conditions of services and employee and wellness. Skills and competencies: Budgeting and Financial Management, Strategic Planning, Report writing, Project Management, Human Resource Management / Labour Relations, Diversity Management, Communication Skills, Interpersonal Skills, Leadership Skills, be able to perform under pressure. Personal attributes: Be results oriented, highly motivated, Self-driven, honest, innovative, respectful, creative. Candidate must have the ability to plan, ability to interpret policies, conduct needs assessment, able to exercise sound judgment, possess cultural awareness and sensitivity. Demonstrate sound work ethics.

DUTIES : Coordinate and facilitate the provisioning of corporate support services in the district which includes but is not limited to; infrastructure and facilities management, provision of auxiliary services, including records management and security services to all local offices in the district. Coordinate and facilitate financial management function in the district, included, but not limited to: monitor expenditure trends and budget control, supply chain management and financial accounting. Coordinate and facilitate customer care services and service deliver improvement in the district. Monitor expenditure against annual budget and annual performance plan. Manage and monitor performance of employees in Programme 1 at district level. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (B-BBEE).

ENQUIRIES : Mr. Sammy Cloete Tel No: (027) 712 8606

POST 13/52 : **MANAGER: ORGANISATIONAL DESIGN REF NO: NCDSD/DD-OD/PROV/11/2024**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
 : Provincial Office: Kimberley
 : A recognised B-Degree NQF 7 in Human Resources Management or Organisational Development. 5 years management experience at Assistant

Manager level in the organizational development field Extensive knowledge on legislation and policies governing HRM and Organisational Development is essential. Extensive knowledge of Public Service legislation and other directives / frameworks applicable to Organizational Development and Job Evaluation. Extensive Knowledge of the management of the PERSAL Establishment Knowledge on Information Management. Knowledge of programme and project management principles. Knowledge of business administration, business process and procedures. Knowledge of quality management and techniques to simplify work processes and procedures. Knowledge of principles and processes for providing customer and personal service. Knowledge of business and management principles involved in strategic planning, resources allocation, human resource modelling, management techniques, production methods, and co-ordination of people and resources. Knowledge of human resource planning and development. A code 08 driving license is required. Project management skills will be added an advantage. Good Interpersonal skills. Good analytical and research skills. People management and empowerment skills. Willingness to work under pressure and irregular hours. Presentation skills. Strategic planning skills. Well-developed management and leadership skills. Problem solving skills. Good communication skills. Good report writing skills.

DUTIES : Development and implementation of the MTEF Human Resources Planning strategies and processes. Manage and coordinate organizational design and management services in line with the prescribed directives. Manage and coordinate job analysis and evaluation services. Develop and facilitate the implementation of organizational development policies and strategies. Manage and maintain the PERSAL staff establishment. Develop and implement change management processes. Manage and oversee the norms and standards for all Social Services Professions. Conduct the Organizational Functionality Assessment, compile an outcome and report, and ensure quarterly monitoring. Conduct organizational and environmental assessments within the Department to identify areas where the organization could improve its performance culture and structure by the development of strategies, plans and policies to ensure improvement. Assist Strategic Management Services with the process of business process mapping and the development of the service delivery improvement model for the Department. Manage and maintain a Human Resources Information System to ensure early detection of service delivery challenges in the Human Resources Field and develop strategies to address gaps.

ENQUIRIES : Ms. Yolande van Dyk Tel No: (053) 874 9207

POST 13/53 : **ASSISTANT MANAGER: ORGANISATIONAL DESIGN REF NO: NCDSD/AD-OD/PROV/12/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : An NQF 7 Bachelor's Degree in Human Resources Management or Organizational Development qualification coupled with at least 3-5 years' experience proven in Junior management experience in the Organizational Development field. Extensive knowledge of Public Service legislation and other directives / frameworks applicable to Organizational Development and Job Evaluation; Extensive knowledge of PERSAL Establishment administration, PERSAL Course Certificate on Establishment should form part of applications. A valid driver's license and willingness to travel. Job Knowledge. Ability to work in a team, Good planning and organizing skills, Ability to perform under pressure, Facilitation and presentation as well as good analytical and change management skills, Good report writing skills, Computer literacy skills, Good interpersonal and communication (written and verbal) skills, Good conflict management skills, Project management skills.

DUTIES : Initiate and facilitate the provincial organizational development strategy and develop Organisational Development interventions. Facilitate and implement organizational design activities. Render advice on organizational development matters. Facilitate and conduct job evaluation of identified post. Facilitate post provisioning and establishment alignment. Alignment of non-OSD Job Descriptions and job description management system. Development and Monitor of the MTEF Human Resource Plan. Establish and maintain an HR Information Management System. Facilitate the Human Resources Capability assessment process, develop and monitor the action plan to improve services

rendered by Human Resources. Development and monitoring of the Organisational Functionality Assessment. Ensure the implementation of the norms and standards for all Social Services Professions within the Department through the application of Organisational Development principles. Represent the Department at the Public Health and Social Development Bargaining Council as and when required.

ENQUIRIES : Ms. Yolande van Dyk Tel No: (053) 874 9207

POST 13/54 : **ASSISTANT MANAGER: FINANCE REF NO: NCDSD/AD-FIN/FB/13/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : District Office: Kimberley

REQUIREMENTS : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Management / Accounting / Auditing. 3 years' experience at junior management level. Extensive knowledge in terms of legislation and policies, including but not limited to: PPPFMA (Preferential procurement Policy Framework); Public Finance Management Act (PFMA); National Treasury regulations; Promotion of Access to Information Act and the Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management.

DUTIES : Manage, develop, review and oversee implementation of financial management systems and procedures. Manage, develop, review and oversee implementation of financial administration and financial and management accounting systems and procedures in the district. Manage, develop, review and oversee the implementation of supply chain (demand & acquisition), logistics and disposal and asset and fleet management systems and procedure in the district. Management of accruals and commitments and creditor reconciliations. Manage the Unit: Finance and undertake all administrative functions required with regard to Financial and Human Resource Management: Maintenance of discipline. Management of performance and development of staff in the Finance Unit.

ENQUIRIES : Ms. Keitumetse Makweya Tel No: (053) 807900

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling these posts in line with the Department approved Employment Equity Plan. People with disability are encouraged to apply.

- APPLICATIONS** : All Applications indicating the field of study, the centre and the reference, must be forwarded to the following addressed: Human Resource Management, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivery to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road.
- FOR ATTENTION** : HR Development – Ms. M.E Motshologane
- CLOSING DATE** : 07 May 2024, (Posted applications must have reached the Department by 15h30 pm).
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. According to DPSA Practice Note no. 19 of 2022, the applicant(s) must indicate the Intern Programme, the Reference number and the Centre on the Z83 Form application and, must be accompanied by a recent updated curriculum vitae indicating personal details, qualification (NB: Modules/Subjects must be clearly indicated), competencies and knowledge, including three (3) names of contactable referees, as the requirement etc. NB: Communication and Correspondence will be limited to short-listed candidates only to submit certified documents on or before the day of the interview. It is the applicant responsibility to have all their foreign qualifications (includes O to A level certificate) evaluation by the South African Qualifications Authority (SAQA) not negotiable. Applicant's previous information as background/reference checks will be verified through contactable referees. Faxed and e-mailed applications will not be accepted. Applications received after the closing date will, as a rule not be accepted. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised internship must direct their enquiries to the relevant person indicated. If you have not heard from us within three (3) months after the closing date, please accept that your application has been unsuccessful. NB: Applicants who have already participated in any government internship programme will not be considered.

INTERNSHIP PROGRAMME (2024/2026) IN ROTATION

Purpose: Our Internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Our target is unemployed graduates/diplomas/NB: students who obtained N6 certificate and has confirmation letter from TVET Colleges are encouraged to apply, who seek practical work experience for completion of studies, and also interested in a Public Service career to apply for internship in the occupations mentioned as field of studies.

OTHER POSTS

- POST 13/55** : **HRM INTERN (X14 POSTS)**
- STIPEND** : R7 043.31 per month (Period: 24 months contract)
R5 898.50 per month (Period: 18 months contract)
- CENTRE** : Head Office-Mmabatho: Ref No: H/O 001/2024 (X10 Posts)
District Ruth Segomotsi Mompoti: Ref No: RSM 001/2024 (X1 Post)
District Ngaka Modiri Molema: Ref No: NMM 001/2024 (X1 Post)
District Kenneth Kaunda: Ref No: KK 001/2024 (X1 Post)
District Bojanala: Ref No: BOJ 001/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET

Colleges in HR Management/Public Administration/HR Industrial Psychology/Management Services or Operations.
 Ms M.E Motshologane Tel No: (018) 388 4256

ENQUIRIES :

POST 13/56 : **MANAGERS SECRETARIES INTERN (X11 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
 R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 002/2024 (X7 Posts)
 District Ruth Segomotsi Mompoti: Ref No: RSM 002/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 002/2024 (X1 Post)
 District Kenneth Kaunda: Ref No: KK 002/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 002/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Office Management/Management Assistant

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/57 : **IT INTERN REF NO: H/O 003/2024 (X4 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Information Technology.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/58 : **LIBRARY INTERN REF NO: H/O 004/2024 (X1 POST)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Library & Information Science.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/59 : **RECORDS MANAGEMENT INTERN REF NO: H/O 005/2024 (X2 POSTS)**
 (Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Archive or Records Management

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/60 : **SCM INTERN (X12 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
 R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 006/2024 (X8 Posts)
 District Ruth Segomotsi Mompoti: Ref No: RSM 003/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 003/2024 (X1 Post)
 District Kenneth Kaunda: Ref No: KK 003/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 003/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Supply Chain Management

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/61 : **LABOUR RELATIONS INTERN (X4 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 007/2024 (X1 Post)
 District Ruth Segomotsi Mompoti: Ref No: RSM 004/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 004/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 004/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Labour Relations

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

<u>POST 13/62</u>	:	<u>FINANCE INTERN (X10 POSTS)</u>
<u>STIPEND</u>	:	R7 043.31 per month (Period: 24 months contract) R5 898.50 per month (Period: 18 months contract)
<u>CENTRE</u>	:	Head Office-Mmabatho: Ref No: H/O 008/2024 (X6 Posts) District Ruth Segomotsi Mompoti: Ref No: RSM 005/2024 (X1 Post) District Ngaka Modiri Molema: Ref No: NMM 005/2024 (X1 Post) District Kenneth Kaunda: Ref No: KK 004/2024 (X1 Post) District Bojanala: Ref No: BOJ 005/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Financial Management/Accounting
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/63</u>	:	<u>INTERNAL AUDIT INTERN REF NO: H/O 009/2024 (X4 POSTS)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Internal Audit
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/64</u>	:	<u>LEGAL INTERN REF NO: H/O 0010/2024 (X2 POSTS)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in LLB/Bachelor of Laws
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/65</u>	:	<u>SPECIAL PROGRAMME INTERN REF NO: H/O 0011/2024 (X1 POST)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office-Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Population & Development Studies
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/66</u>	:	<u>WELLNESS INTERN (X3 POSTS)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office-Mmabatho: Ref No: H/O 0012/2024 (X1 Post) District Ngaka Modiri Molema: Ref No: NMM 006/2024 (X1 Post) District Bojanala: Ref No: BOJ 006/2024 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Social Worker
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/67</u>	:	<u>WELLNESS INTERN REF NO: H/O 0013/2024 (X1 POST)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in OHS/Safety Management
<u>ENQUIRIES</u>	:	Ms M.E Motshologane Tel No: (018) 388 4256
<u>POST 13/68</u>	:	<u>COMMUNICATION INTERN REF NO: H/O 0014/2024 (X2 POSTS)</u> (Period: 24 months contract)
<u>STIPEND</u>	:	R7 043.31 per month
<u>CENTRE</u>	:	Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Communication/Public Relations

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/69 : **IMMOVABLE ASSET INTERN REF NO: H/O 0015/2024 (X5 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Real Estate/Property Studies/Valuation/Horticulture/Landscape/Regional and Urban/Town Planning.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/70 : **FACILITIES INTERN REF NO: H/O 0016/2024 (X2 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Local Government & Municipal Finance.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/71 : **STRATEGIC MANAGEMENT INTERN (X21 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 0017/2024 (X5 Posts)
District Ruth Segomotsi Mompati: Ref No: RSM 006/2024 (X4 Posts)
District Ngaka Modiri Molema: Ref No: NMM 007/2024 (X4 Posts)
District Kenneth Kaunda: Ref No: KK 005/2024 (X4 Posts)
District Bojanala: Ref No: BOJ 007/2024 (X4 Posts)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Electrical/Mechanical/Civil & Structural/Quantity Surveying & Architectural Studies.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/72 : **MISS/SECURITY INTERN REF NO: H/O 0018/2024 (X1 POST)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Security Administration Services.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the Post 12/129: Director: Supply Chain Sourcing: Directorate: Supply Chain Sourcing: Salary: R1 162 200 per annum (A portion of the package can be structured according to the individual's personal needs): Head Office, Cape Town have been cancelled.

OTHER POSTS

POST 13/73 : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (PAEDIATRIC SURGERY)**

SALARY : Grade 1: R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital (RCWMCH), Rondebosch, this is a joint staff appointment with UCT-FHS

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Inherent requirements of the job: Willingness to work overtime as required. Valid Driver's licence. Competencies (knowledge/skills): Strong moral and ethical record in paediatric surgical practice. Demonstrated qualities and strengths: people and project leadership, enthusiasm, communication, facilitation skills, and commitment. Extensive experience and clinical expertise to perform highly specialised paediatric surgical operative procedures. Involvement in paediatric Oncology and colorectal surgery will be an advantage. Experience in service organisation, People Management, Clinical and Corporate Governance Experienced academic in both under- and post-graduate teaching and training. Ability to deal with issues of diversity, transformation, and equity. Strong record of relevant research excellence. Computer literacy.

DUTIES : Provide and strengthen paediatrics surgical services for all children in the Division of Paediatric Surgery at RCWMCH and referral centres. Coordinate outreach programmes to strengthen and support paediatric surgical services in the province. Manage Paediatric Surgery as Clinical Unit Head including outpatient, Inpatient, Emergency and Afterhours service. Effective and Efficient Management of Human and financial resources. Provide support for the Head of Division of Paediatric Surgery at RCWMCH. Quality improvement: clinical audit, data management, monitoring and evaluation, clinical governance, reporting on key paediatric surgical indicators. Co-ordinate, and actively participate in paediatric surgical training. Perform and supervise Paediatric Surgical research activities in Paediatric Surgery, Trauma and Burn Units. Sustain and improve internationally recognized academic status of the department.

ENQUIRIES : Prof S Cox Tel No: (021) 658 5012, Email: Sharon.cox@uct.ac.za

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

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

CLOSING DATE : 10 May 2024

POST 13/74 : **PHARMACY SUPERVISOR: GRADE 1**
Cape Wineland Health District

SALARY : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Community Day Centre, Breede Valley Sub-district

- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. Inherent requirements of the job: Valid Code (B/EB) driver's licence and willingness to travel in the Sub-district. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound Management, communication and conflict-handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.
- DUTIES** : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational drug use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.
- ENQUIRIES** : Ms A Theron Tel No: (023) 348 8115
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
- CLOSING DATE** : 10 May 2024
- POST 13/75** : **ARCHITECT PRODUCTION: GRADE A TO C**
Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R687 879 per annum
Grade B: R783 693 per annum
Grade C: R881 121 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Bachelors Degree in Architecture/or equivalent. Registration with a professional council: Registration as a Professional Architect with the South African Council for the Architectural Profession (SACAP). Experience: **Grade A:** At least 3 years of appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. **Grade C:** At least 26 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Access to internet data at home and adequate working space and environment (should hybrid working continue). (Otherwise, office space is available full-time.) Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills. Familiarisation of the following: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project

		and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. Various types and forms of construction contracts. Particularly the New Engineering Contract (NEC). Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability, and feasibility of the geographical information. management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	Mr A Kumandan, Email: Altaaf.Kumandan@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 May 2024
<u>POST 13/76</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) PAEDIATRICS (SURGICAL WARD D1)</u>
<u>SALARY</u>	:	R627 474 (PN-B3) per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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 Child Nursing Science /Paediatrics or Ophthalmic Nursing Science. Registration with a professional council: Registration with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	:	Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people-centred approach to management in the Nursing Division Institution, and Department of Health.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 May 2024
<u>POST 13/77</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY AREA: PAEDIATRICS (ORTHOPAEDIC WARD)</u>
<u>SALARY</u>	:	R627 474 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital

- REQUIREMENTS** : Minimum educational qualifications: 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 Child Nursing Science or Medical and Surgical Nursing Science in Trauma and Emergency or Medical and Surgical Nursing Science in Orthopaedics. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
- DUTIES** : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people-centred approach to management in the Nursing Division Institution, and Department of Health.
- ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 May 2024
- POST 13/78** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**
Cape Winelands Health District
- SALARY** : R497 193 per annum, (plus a non-pensionable rural allowance of 8 % of annual basic Salary)
- CENTRE** : Robertson Hospital, Langeberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends, and public holidays when required. Standby for Hospital. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution, and organizational skills. Knowledge of health applications i.e. Clinicom and HECTIS.
- DUTIES** : Effective management of nursing care, which includes effective utilisation of human, financial and physical resources in the generic ward. (Generic ward Includes, female, male and paediatric patients.) Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management.

Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.

- ENQUIRIES** : Ms S Kortje Tel No: (023) 626-8500
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency assessment as part of the interview process.
- CLOSING DATE** : 10 May 2024
- POST 13/79** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Prince-Albert CC (X1 Post)
Klaarstroom Mobile (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience 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 speciality. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.
- DUTIES** : Collect, verify, and submit accurate statistics timeously. Manage and provide clinical. Comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programs in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.
- ENQUIRIES** : Mr E Usabamahoro Tel No: (023) 814-0011
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48).
- CLOSING DATE** : 10 May 2024
- POST 13/80** : **PROJECT MANAGER: INFORMATION TECHNOLOGY**
Head Office, Cape Town
- SALARY** : R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	: Directorate: Information Technology : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in IT Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): Advantage: ITIL. ICT Governance and processes. Extensive knowledge of network infrastructure WAN and LAN. Understand WIFI and VoIP technologies. Good understanding of ICT Infrastructure (WAN and LAN), ICT Hardware, Broadband Connectivity, Applications, and ICT Software. Contract management experience. Knowledge of DITCOM process, SCM and SITA procurement processes, budget determination and resource allocation. Proven computer literacy MS Suite, especially MS Excel, MS Teams workspace, PowerBI and MS Project. Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving. Advance knowledge in Project Management and writing skills. Familiar with health information systems like PHCIS, Clinicom, HECTIS, CAREs, Free Bed Enquiry etc.
<u>DUTIES</u>	: Manage the DITCOM office and supervise team in. Liaise with the Centre for e-Innovation (Cel) for VoIP, WIFI project planning and execution and other IT projects, Develop and maintain comprehensive project plans for ICT initiatives, including scope, timelines, budgets, and resource allocation. Coordinate with internal and external teams to ensure project tasks are completed on time and within budget. Monitor project progress, identify potential issues, and implement corrective actions as needed to achieve project goals. Maintain Department's APN and the distribution and manage Data SIM cards and mobile devices to corporate users and health facilities. Provide documentation including training manuals. Preform research and development (R&D) tasks for health on new and existing products and technologies through a process of researching, designing, experimenting, and testing. Collaborate closely with Cel to align ICT projects with the organisation's technology roadmap and priorities. Liaise with external vendors, contractors, and relevant government agencies to facilitate project coordination and compliance with regulatory requirements. Manage project budgets, track procurements and expenses throughout the project lifecycle. Provide regular financial reports to managers and highlight variances and proposing necessary adjustments. Participate in health ICT Infrastructure co-ordination.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Notununu Tel No: 021) 938- 6702 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 10 May 2024
<u>POST 13/81</u>	<u>HOUSEKEEPING SUPERVISOR</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R171 537 per annum : Red Cross War Memorial Children's Hospital : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirement of the job: Shift work, weekends, public holidays and in other departments. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.
<u>DUTIES</u>	: Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilisation of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions. Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES APPLICATIONS</u>	: Ms S Cupido Tel No: (021) 658-5452 : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION NOTE</u>	: Ms N Charles : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 May 2024

POST 13/82 : **FOOD SERVICES AID**

SALARY : R125 373 per annum

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

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in meal preparation/cooking within a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. The physical ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according to the departmental/food service specifications. Work a 10-hour day shift and weekends and public holidays (1 in 2). Competencies (knowledge/skills): Cooking knowledge and skills. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively. The ability to create tasty meals.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms M Coetzee Tel No: (021) 658-5407

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms N Charles

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

CLOSING DATE : 10 May 2024