



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

CLOSING DATE : 22 April 2024. Applications will not be considered after the closing date.

NOTE : For all applications: All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the DPISA web site link: <https://www.dpsa.gov.za/newsroom>. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. (applicants are not submitting attachments/ proof/ID/Qualifications/Driver's licence on application, applicants are submitting Z83 and CV ONLY). Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. For Professional Engineers posts, please indicate province of preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidate shortlisted for SMS post will be subject to a technical test prior to the interviews: MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other provinces. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Shortlisted candidates could be expected to complete management competency assessments. Kindly type only reference number on the subject line of the email.

MANAGEMENT ECHELON

POST 11/01 : **PROVINCIAL MANAGER REF NO: MISA/PM: FS/01**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)

CENTRE : Free State Province

REQUIREMENTS : An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' work experience in middle management level in a related field and exposure in Local Government. SMS pre-entry certificate. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments, and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305

APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-PM-FS-01@misa.gov.za

POST 11/02 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MISA/D-SCM-02**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate Degree or equivalent relevant qualification in Supply Chain, Financial Management, Commerce at NQF 7 with 6-10 years relevant experience in Supply Chain Management or Procurement at managerial level in Public Sector. SMS pre-entry certificate. A minimum of 6 years' experience in Infrastructure procurement at managerial level and above. A minimum of 6 years' experience in all elements of Supply Chain Management in Public Sector at

managerial level. Extensive experience of serving/providing guidance in bid committees. Experience in Asset Management at managerial level. Experience on SAGE Pastel will be an added advantage. Experience on risk management. Experience on contracts management. Experience in reporting to governance and oversight structures. Experience in auditing will be an added advantage. Process competencies: Knowledge Management. Service Delivery Innovation. Problem Solving, Report writing, Analysis, Client Orientation, Customer Focus. Communication skills. Core competencies: Strategic Capacity and Leadership, People Management and Empowerment. Project Management. Supply Chain Management and Change Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act (PFMA), Framework for Supply Chain Management, Tender and Contract administration, Asset Management framework, Financial Management, Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act, CIDB Act, GRAP Standards pertaining to Asset Management.

DUTIES : The successful candidate will perform the following duties: Formulate, implement, and advise on the Supply Chain Policy, Transformation Policies and other relevant Legislation. Oversee smooth functioning of the Demand Management, Acquisition Management, Asset Management, SCM Risk and Compliance Management. Staff Management whereby the employee will be responsible for the implementation and control of a performance management system in the department, responsible for the overall success of the staff in the department ensuring duties are executed on time within budget and in charge of the training needs for supply chain management. Report writing and ensuring deadlines are met and the SCM department is performing optimally. Provide guidance to the Bid Committees, MANCO and all governance structures when required. Ensuring compliance with all applicable regulations.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-D-SCM-02@misa.gov.za

POST 11/03 : **DIRECTOR: INFRASTRUCTURE FINANCING REF NO: MISA/D-IF-03**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment/Development Finance/Economics or equivalent relevant qualification at NQF level 7 with 6-10 years' experience at a middle management level. SMS pre-entry certificate. Core Competencies: Strategic Capacity and Leadership. People management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical Competencies: In depth Knowledge and understanding of: Development Financing Infrastructure funding models, Project preparation, Financial, Legal, and operational compliance, communication skills. Government planning and budgeting systems. Co-operative governance systems and legislation. Local government transformation. Knowledge on financing of socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Coordinate the process to develop innovative models and engage financial institutions, funders, and National Treasury for private sector in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the implementation of appropriate capital programme management capacity within municipalities.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-D-IF-03@misa.gov.za

POST 11/04 : **DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/D-IAA/04**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment (BSc Eng/BTech in Civil Engineering) or equivalent relevant qualification at NQF 7, with Extensive 6 to 10 years' experience at Middle Management Level. SMS pre-entry certificate. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and currents trends in innovation and practices to be able to analyse and evaluate the feasibility of options and alternatives in delivery of quality services that comply with the statutory provisions. Advanced knowledge and understanding of relevant local government policies and legislations. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Conduct the assessment on condition and the extent of municipal

Infrastructure assets. Provide technical support to municipalities in assessing infrastructure maintenance requirements. Provide development support and / or intervention service delivery need.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-D-IAA-04@misa.gov.za

POST 11/05 : **DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: MISA/D-FMS/05**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Financial Management, Commerce, Auditing, Accounting, or equivalent relevant qualification at NQF 7, with Extensive 6 to 10 years' experience at Middle Management Level. SMS pre-entry certificate. A minimum of 6 years' experience in review of Annual Financial Statements prepared on accrual basis of accounting. In-Depth knowledge of GRAP Standards is essential. Extensive experience in dealing with auditors. Experience in salary administration and employee's tax. Experience on SAGE Pastel and CaseWare will be an added advantage. Experience on risk management and auditing will be an added advantage. Experience in strategic planning and execution, financial modelling, budgets, cash flow management, project accounting, asset management, statutory report requirements. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: GRAP Standards, Financial Management Financial Accounting, Salary Administration, Analytical, creative and innovative thinking, Interpersonal Relations and Report writing.

DUTIES : The successful candidate will perform the following duties: Manage Financial and Management Accounting sections. Preparation and review of reports. Manage and co-ordinate budget planning, expenditure, revenue services. Oversee the book-keeping services. Render financial systems control services. Formulate and co-ordinate input into the development of policies and procedure relevant to financial management. Ensuring preparation and review of Interim and Annual Financial Statements. Follow-up on audit queries from both internal and external audits. Attend to auditors during the audit season. Ensuring compliance with all applicable regulations.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-FMS-05@misa.gov.za

OTHER POSTS

POST 11/06 : **ASSISTANT PROVINCIAL MANAGER REF NO: MISA/APM-KZN/06**

SALARY : R811 560 – R952 485 per annum, (total cost package)
CENTRE : KwaZulu-Natal Province
REQUIREMENTS : An appropriate Degree or National Diploma in Built Environment or equivalent relevant qualification at NQF level 6 with 3-5 years' experience in the relevant field in a Supervisory Level. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). Technical Competencies: Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.

DUTIES : The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to: MISA-APM-KZN-06@misa.gov.za

POST 11/07 : **SYSTEM ENGINEER REF NO: MISA/SE/MIPMIS/07**

SALARY : R811 560 – R952 485 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate degree or National Diploma in Information Technology and Communication (ICT) or equivalent relevant qualifications at NQF level 6 and VMWare and Hyper V certification with 3 – 5 years' experience in a Supervisory Level and administration, operation, and maintenance of MS Windows server 2012 SP 2 environment or higher. Microsoft Certified System Engineer

(MCSE) will be an added advantage, Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Technical competencies: In depth knowledge and understanding of: Microsoft server administration and maintenance with minimum 3 years' experience. Windows server operation and maintenance for minimum 3 years. 3 years' experience in supporting a virtualised server environment.

DUTIES : The successful candidate will perform the following duties: Installation, operation and maintenance of Windows server and security system. Installation, operation and maintenance of Microsoft SQL server and Hyper V. Configuration and maintenance of active directory and domain, dynamic host configuration protocol (DHCP) services. Management of system users (adding, removing and maintenance of system users). Server support, maintenance, and hosting (primary and Back-up servers). Systems and end-user support. Systems interface (remote access). Systems enhancement and development. Implementation and maintenance of disaster recovery plan and site.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number to: MISA-SE-MIPMIS-07@misa.gov.za

POST 11/08 : **SOFTWARE ENGINEER REF NO: MISA/SOF/MIPMIS/08 (X2 POSTS)**

SALARY : R811 560 – R952 485 per annum, (total cost package)

CENTRE : MISA Head Office

REQUIREMENTS : An appropriate degree or National Diploma in Computer Science, Software Engineering, or equivalent relevant qualifications at NQF level 6 with 3-5 years with supervisory experience and experience in development, customization, operation, and maintenance of software systems. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management, software development and programming. Technical competencies and development: In depth knowledge and understanding of: ICT system designing and development. Maintaining and Support. High Proficiency level of visual basic, C-sharp, Power BI, SQL database, HTLM and ASP net. for minimum 3 years.

DUTIES : The successful candidate will perform the following duties: maintenance and optimization of the Municipal Infrastructure Performance Information System (MIPMIS- system back-end front and Maintenance and optimization of the MIPMIS modules: a) Infrastructure Module; b) Project module; c) Reporting modules; d) Back to basics module; e) Incident reporting module; f) Administration module. System and end-user support. System interface. System enhancement and development. Development of electronic systems for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy. Customisation of systems report according to user requirement.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to: MISA-SOF-MIPMIS-08@misa.gov.za

POST 11/09 : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE/CIVIL/09 (X4 POSTS)**

SALARY : R795 147 – R1 197 978 per annum, (OSD), (total cost package)

CENTRE : Eastern Cape: Mthatha (X2 Posts)

KwaZulu Natal: Pietermaritzburg (X1 Post)

Northern Cape Province: Upington (X1 Post)

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 with three (3) years post-qualification experience in Civil Engineering and registered as Professional Engineer with ECSA. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal, and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including

procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

**ENQUIRIES
APPLICATIONS**

: Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to: MISA-PE-CIVIL-09@misa.gov.za

NOTE

: For Professional Engineer posts please indicate the province you are applying for on the Z83 form.

POST 11/10

: **DATABASE MANAGER REF NO: MISA/DM/MIPMIS/10**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 – R496 467 per annum (Level 09)
: MISA Head Office, Centurion
: An appropriate degree or National Diploma in Computer Science or equivalent relevant qualifications at NQF level 6 with 3 – 5 years' experience in the field of Infrastructure data management using web enabled systems. Additional experience working with modern databases and IT technologies will be an added advantage. Core Competencies: Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Facilitation and Communication. Honesty and Integrity. Process competencies: Knowledge of SQL, statistical programming languages, machine learning, probability and statistics, data management, statistical visualisation, and econometrics. Technical Competencies: In depth knowledge and understanding of: Data management using MS Excel minimum 3 years' experience. Data analysis and data administration functions including collection and distribution. operator/management using web-based system minimum 3 years' experience.

DUTIES

: The successful candidate will perform the following duties: Coordinate and aassists in managing the MIPMIS data and data from other systems on day-to-day basis. Quality checking of the data submitted by municipalities and/ or end users and uploading the same, in applicable cases in the system for further use. End Users Support in using the system. Data analysis management and reporting.

**ENQUIRIES
APPLICATIONS**

: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to: MISA-DM-MIPMIS-10@misa.gov.za

NATIONAL SCHOOL OF GOVERNMENT (NSG)

<u>APPLICATIONS</u>	:	The National School of Government (NSG), Private Bag X759, Pretoria, 0001 or hand delivered at 70 Meintjies Street, Sunnyside, Pretoria, 0001. Emailed applications will not be considered.
<u>FOR ATTENTION</u>	:	Director: HRM&D
<u>CLOSING DATE</u>	:	19 April 2024 at 16h00
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as comprehensive Curriculum Vitae in order to be considered. Only shortlisted candidates will be required to submit certified copies of qualifications and ID. The National School of Government reserves the right not to make a placement. Due to large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

INTERNSHIPS PROGRAMME FOR 2024/ 2026 (24 MONTHS)

OTHER POST

<u>POST 11/11</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2024/2026</u> (24 months)
<u>STIPEND</u>	:	R7, 043.00 per month, Bachelor's/Honours Degree R8, 584.00 per month, Master's Degree
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of the following undergraduate or postgraduate qualifications: Multimedia Design/ Visual Communications Diploma, Honours degree and Master's degree in Social Science.
<u>ENQUIRIES</u>	:	Ms Matsoai Hlahane Tel No: (012) 441 6735

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

CLOSING DATE : 19 April 2024

NOTE : Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). 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. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). 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 Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

MANAGEMENT ECHELON

POST 11/12 : **DEPUTY DIRECTOR-GENERAL REF NO: FS CSRT 01/01/2024 (X1 POST)**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive remuneration package). The remuneration package consists of the basic salary – 70% of the package, the Government's contribution to the Government Employee Pension Fund 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Head Office (Bloemfontein)
An appropriate bachelor's degree PLUS the relevant NQF level 8 qualification as recognized by SAQA, Qualification in Civil Engineering or Construction Management, or equivalent qualification with a minimum of 8 -10 years' experience at a Senior Managerial level. A valid driver's license. Prior to appointment (i.e no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela).

DUTIES : Provide overall strategic management of the branch relating to the Roads, Transport Infrastructure, Transport Regulations and Transport Operations budget programmes. Oversee the functioning of Provincial Transport and Taxi Industry; Provide strategic management in the development of infrastructure and maintenance of provincial roads. Provide strategic vision to ensure a safe road traffic environment; Monitor the attainability and sustainability of performance standards as reflected in departmental strategic thrusts. Monitor and evaluate the implementation of strategic direction organizational and operational plans and policies of the branch. Provide strategic direction in respect of utilization and development of human capital. Ensure that financial resources and designated funds and conditional grants are optimally managed in collaboration with the Chief Financial Officer.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

<u>POST 11/13</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: FS CSRT 02/01/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive package). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) A three-year Bachelor's degree or Advanced Diploma in Financial Management Field or an equivalent qualification at NQF level 7 as recognized by SAQA. A SAICA CA qualification will be an added advantage. A minimum of six (6) years relevant experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must be at Senior Management Level. A valid drivers license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Knowledge and understanding of the public sector financial management. Experience in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement and maintain internal systems and controls to ensure sound financial management as well as the management of resources. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of and experience in the application of government policies and legislation relevant to the post of Chief Financial Officer. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), 1999 and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. Skills and Competencies: Excellent. Communication skills (written and verbal) appropriate to operational and executive levels. Flexibility and ability to work under pressure. Ability to provide leadership to a team. Innovative and self-driven professional. Excellent interpersonal skills and team player. Strategic capability and leadership. Financial management (GAAP, GRAP, Auditing practices and business planning). Programme and Project Management. People Management and Empowerment. Change management. Service Delivery Innovation. Excellent planning and organisational skills. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.
<u>DUTIES</u>	:	Provide strategic leadership and guidance on financial matters relating to the Department. Ensure strategic financial management for the Department; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the Department. Develop and maintain the Departmental Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the Department through the planning, co-ordination, and management of the budget and Medium-Term Expenditure Framework budget processes. Management and monitoring of Revenue and expenditure and Reporting in line with Public Finance Management Act (PFMA), 1999. Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the Department's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of the Department's financial systems and administration of salary-related matters inclusive of Compensation of Employees (COE). Liaison with key stakeholders such as the Provincial Treasury, Auditor-General of South Africa as well as Risk Management and Audit Institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff within the Financial Management Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Office of the HoD: Ms. N. Mopeli at 072 781 5180 To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.
<u>POST 11/14</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: FS CSRT 03/01/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) A Recognised qualification in Law (LLB); Minimum of 5 years' working experience in middle management level or in private practice. Proven extensive experience in the practice of law, either as an admitted Attorney or an Advocate. Valid driver's license. The Nyukela Public Service SMS

Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Required skills: Litigation; Legislative drafting; contract management including drafting, negotiation and vetting of all types of legal agreements; Legal drafting and research; Compliance management; Dispute Resolution; Presentation skills; Good communication (verbal and written), Project management; Strategic capability and leadership; Analytical thinking; Planning and organising; People and resource management; Computer literacy. Required Knowledge: Prescripts governing the Public Service including: the Constitution of the Republic of South Africa, PFMA, PAJA, PAIA. High Court, Labour Court, Magistrates Court and CCMA Rules.

DUTIES : Reporting to the Chief Director: Corporate Services the successful candidate will provide strategic leadership and direction to ensure efficient and effective provision of legal services. Manage the provision of legal advice and opinions in the Department; Review internal policies; Review and draft legislation; Manage litigation; negotiate, draft and quality assure contracts (i.e MOA's and MOU's). Continuously monitor compliance with statutory obligations. Liaise with both the State Law Advisors and State Attorneys. Prepare and manage the submission of monthly, quarterly or ad hoc reports. Quality assures the work produced in the Directorate. Provide continuous support and training of departmental staff on legal matters. Manage Directorate's staff and allocated resources in the Directorate.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
 : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

POST 11/15 : **DIRECTOR: EMPLOYEE RELATIONS REF NO: FS CSRT 04/01/2024 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE REQUIREMENTS : Head Office (Bloemfontein)
 : An appropriate qualification (NQF level 7) as recognised by SAQA, Bachelors Degree or equivalent qualification (NQF level 7) in Labour Law or related study field in Employee or Industrial Relations. Five (5) years of experience in Middle Management Level. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Legal Knowledge and understanding of the following prescripts, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations. Budgeting and Financial Management legislation. Labour Relations Act. Employment Equity Act. Skills Development Act and Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act. (PAJA). Minimum of Information Security Standard (MISS). Protection of Personal Information Act (POPIA). Governance and Corporate Affairs. General Litigation. Legislative Requirements: Skills: Technical Proficiency. Business Writing Skills. Communication (verbal and written). Problem solving and Decision making. People Management and Empowerment. Positive Employee relations orientation and Customer Focus. Negotiation skills. Change management. Work Ethic and self-management.

DUTIES : Strategically manage and oversee Employee Relations Directorate within the department. Preventing conflicts and facilitating the resolution of grievances between Employees and Management. Promotion of sound labour relations within the Department. Oversee the management of misconduct investigations and disciplinary hearings. Ensure that the Department is represented in the conciliation and arbitration hearings/ set-downs. Facilitate effective collective bargaining processes and advise management on the appropriate interpretation and implementation of collective agreements. Promote constructive relationships between the department and employee representatives (labour unions). Facilitate and manage the consultation processes on Departmental policy review. Oversee the preparation and submission of labour relations reports and liaise with both State Law Advisors and State Attorneys through Legal Services Directorate. Management of resources in the Directorate.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
 : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.0

POST 11/16 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: FS CSRT 05/01/2024 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE : Head Office (Bloemfontein)

REQUIREMENTS

: A SAQA recognised B-degree (NQF7) in Human Resource Management/ Public Management or other related field; Minimum of 5 years' Human Resource; working experience at middle management level. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Knowledge of HR practices in the Public Service and of HR formulas. Proven experience in Policy Development and implementation. The ability to think strategically. Skills: Strategic Management and Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and mediation, Analytical and problem-solving skills. Computer literacy.

DUTIES

: The successful candidate will ensure Development and provision of strategic leadership and direction with respect to the following key functions: Monitor the implementation of Human Resource legislative framework and directives. Managing the human resource information systems. Developing and facilitating the implementation of both the Retention Strategy and Succession plan. Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave including PILIR, housing, pension, overtime, service terminations, long service recognition etc. Managing and coordinating the development and implementation of recruitment and selection processes. Monitoring HR trends and developments to inform recruitment and selection processes. Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Practices and Administration processes; Implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Ensure the development and implementation of Employment Equity Plan; Managing the analysis of HR reports; Overseeing the development of Operational Plans to give strategic direction to business units. Compiling management reports on performance against operational plan. Developing, reviewing and implementation of HR Practices and Administration policies, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery. Build the culture of high performance and accountability by creating internal communications platforms to ensure broadened understanding and adherence to HR Practices and Administration. Management of human resource personnel records by ensuring proper document management system. Management of risk by proactively identifying and analysing the risk areas related to HR Practices and Administration. Dealing with audit findings and implementation of mitigating action plans. Provide support and training on HR Practices and Administration.

ENQUIRIES

: Office of the HoD: Ms. N. Mopeli at 072 781 5180

APPLICATIONS

: To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

OTHER POST

POST 11/17

: **SENIOR INTERNAL AUDITOR REF NO: FS CSRT 07/01/2024 (X2 POSTS)**

SALARY

: R359 517 per annum (Level 08)

CENTRE

: Head Office (Bloemfontein)

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) in Internal Auditing with 2-3 years relevant experience in the field of internal auditing and / or auditing (1 year supervisory experience). Possession of an Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral and written communication skills. Good organizational and administrative skills. The candidate must possess a valid driver's license. Ability to assist with the supervision and coaching of internal audit interns and learners. Honesty and integrity, independence and good judgement.

DUTIES

: Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior

personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits. Assist in Developing strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance 60 to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

ENQUIRIES
APPLICATIONS

- : Ms. L. Prins-Bademan at 066 380 9331
- : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 11/18** : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 804 (X1 POST)**
Directorate: Emergency Medicine
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist. Current registration for 2024/2025. Exposure in working in Emergency Medicine will be an added advantage. For **Grade1**. 0- 5 years' experience as Medical Specialist. For **Grade 2**. 5-10 years' experience as Medical Specialist. **Grade 3**: 10 years and above experience as Medical Specialist.
- DUTIES** : The incumbent will be based in the Trauma Emergency Unit (TEU) and will do overtime in the Medical Emergency Unit. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Lucy Sithole Tel No: (011) 933 0115
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 19 April 2024
- POST 11/19** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 805 (X1 POST)**
Directorate: Surgery
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)

		Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist. Current registration for 2024/2025. Exposure in working in Surgery will be an added advantage.
<u>DUTIES</u>	:	Perform duties according to guidelines from department of Urology of Chris Hani Baragwanath Hospital. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate student training. Initiate and participate in clinical research. Render after-hours clinical services. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Doherty Tel No: (011) 933 0838
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
<u>CLOSING DATE</u>	:	19 April 2024
<u>POST 11/20</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 806 (X1 POST)</u> Directorate: Neurosurgery
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package) Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package) Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Neurosurgery. Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Current registration with HPCSA (2024/2025). The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. The incumbent should be able to work in a multi-disciplinary team. For Grade1 . 0- 5 years' experience as Medical Specialist. For Grade 2 . 5-10 years' experience as Medical Specialist. Grade 3 : 10 years and above experience as Medical Specialist.

- DUTIES** : Diagnosis and treatment of neurosurgical patients at CHBAH. Provision of outreach services at our satellite units. Supervision of registrar research. Self-research and publication as part of joint appointment responsibilities with WITS University. Teaching of nursing and allied staff. The incumbent will be responsible to investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holidays) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching of undergraduate and postgraduate students and research and MMed supervision. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes where required; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Prof J Ouma Tel No: (011) 933 8103
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 19 April 2024
- POST 11/21** : **MEDICAL REGISTRAR REF NO: CHBAH 807 (X1 POST)**
Directorate: Surgery
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner for 2024/2025. Must be post Community Service. Must have FCPaed Part 1. Experience as Medical Officer in a training institution in a relevant department or outside the training institutions in a relevant department will be added as advantage.
- DUTIES** : Perform duties according to guidelines from the department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical

services. Progression through the registrar programme including rotation through other teaching hospitals on the Wits Urology training circuit is expected.

**ENQUIRIES
APPLICATIONS**

: Dr S Doherty Tel No: (011) 933 0838
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 19 April 2024

POST 11/22

: **MEDICAL REGISTRAR REF NO: CHBAH 808 (X3 POSTS)**
Directorate: Neurosurgery

**SALARY
CENTRE
REQUIREMENTS**

: R906 540 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent medical practitioner and must be post Community Service. part 1 exams will be a significant advantage. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizen or permanent resident. Current registration with HPCSA (2024/2025).

DUTIES

: The incumbent will be responsible for psychiatric assessments, including risk assessments, clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and the application of cost containment measures in service delivery. Academically, registrars will attend the Psychiatry teaching programme as per the department of Psychiatry at the University of the Witwatersrand. To conduct research under supervision - with respect to the attainment of the MMED; train in the various psychotherapy modalities; teach and supervise medical and other undergraduate students as well as medical interns. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).

**ENQUIRIES
APPLICATIONS**

: Prof J Ouma Tel No: (011) 933 8103
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by

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

CLOSING DATE

: 19 April 2024

POST 11/23

: **MEDICAL REGISTRAR REF NO: REFS/020292 (X5 POSTS)**
Directorate: Radiology

SALARY CENTRE

: R906 540 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
Charlotte Maxeke Hospitals
Rahima Moosa Mother and Child Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post community service. Must have Diploma/Part 1 in relevant department. Departmental relevant courses and working experience in the relevant department will be an advantage. Training opportunities are inter alia available in Radiology Department. Registration with HPCSA for 2024/2025.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Registrar will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES APPLICATIONS

: Dr I Viljoen Tel No: (011) 933 8393/ 0193
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
For Rahima Moosa Mother and Child Hospital, application can be sent to: Admin Building - Ground Floor. Cnr.Fuel an Oudtshoorn Street, Coronationville. Postal address: To HR Manager Rahima Moosa Mother and Child Hospital, Private Bag X 20, Newclare 2112. Time is between 07h30 until 16h00.

For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmhah@gauteng.gov.za. Please use the reference as subject. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised

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

- CLOSING DATE** : 19 April 2024
- POST 11/24** : **CLINICAL PROGRAM COORDINATOR GRADE 1 (TRAINING UNIT) REF NO: PHW/CPC/01/2024**
Directorate Nursing Department
- SALARY CENTRE REQUIREMENTS** : R497 193 - R559 686 per annum, (plus benefits)
: Pretoria West District Hospital
: Grade12 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. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Post basic Nursing Education and Computer literacy in Microsoft Office package (Word, Excel, PowerPoint) is a requirement. Willingness to assist accredited Training schools with external practical examination assessment of students as required. Competencies (knowledge/skills): Appropriate recognizable experience in nursing training. Ability to facilitate training, critical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the national Qualifications Framework; Skills Development Act; Department of health training policies and procedures i.e. Study by Assignment; community, Problem and Outcomes Based Education. Excellent communication skills. Inherent requirements of the job: may be required to work shifts and public holidays, provide after-hours cover for hospitals, and assist in departments.
- DUTIES** : Management of the Clinical Training Unit – effective supervision and leadership. Strategic annual operational planning; implement advanced technology (multimedia training modules). Ensure the unit meets the regulatory SANC accreditation and office of Health Standards Compliance for training. Clinical Training program coordination. Facilitate informal and formal nurse education and in-service training; induction and orientation; manage basic and post-basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher education Institutions regarding student matters. Provide professional, technical and educational support for the maintenance of quality childcare through proper management of nursing care programmes. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality Assurance– Skills audits, training impact analysis, nursing education surveys and research; information management; Monitoring and evaluating training programs, service quality, standard operating procedures, and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution.
- ENQUIRIES APPLICATIONS** : Ms. TQ Mahlangu Tel No: (012) 380 1212
: All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private ag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the

recommended applicants, at no cost. The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 19 April 2024

POST 11/25

: **LECTURER PND1/PND2 -RPL & PLACEMENT COORDINATOR REF NO: REFS/020255 (X1 POST)**

Directorate: Gauteng Colleges of Nursing (GCON)

SALARY

: PND1: R431 265 - R497 193 per annum, (plus benefits)
PND 2: R528 636 - R683 838 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Nursing Campus

REQUIREMENTS

: Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. **PND1:** minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwife. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registration as a Registered Nurse with the SANC in General Nursing and Midwife, at least 10 years of the period must be appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice; a thorough knowledge of clinical placement and Recognition of Prior Learning (RPL), and all relevant regulations; the ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills; ability to work in a team and under pressure; current registration with SANC. A valid driver's license.

DUTIES

: The successful candidate will be attached and report to Clinical HOD and will be responsible for, amongst others, the following specific tasks: Coordinate clinical placement of students. Design clinical placement plan; draw a schedule for WIL placement and integrated clinical placement plans (ICPP). Create clinical learning opportunities. Conduct annual situational analysis in clinical areas. Collaborate with lecturers to ensure WIL placement is done according to requirements. Exercise control over students; monitor absenteeism of all students. Liaise with CETU to control and monitor students. Identify non-compliance of students with allocation and implement appropriate discipline. Attend scheduled clinical meetings and collaborate with external stakeholders. Planning, coordination, and implementation of training programmes for RPL candidates, i.e., RPL candidates challenging first year of training and candidates challenging other levels of training; Coordinate GCON RPL processes and marksheet. Orientation of RPL students. Liaise with academic departments responsible for RPL candidates; provide student guidance and support towards attainment of minimum requirements of RPL candidates. Participate as a member of the College RPL Committee; present RPL report during the College meetings. Support the mission of the College by serving in Committees, attending, and participating in meetings and College activities; promote the image of the College. Participate in research relevant to Nursing Education; participate in curriculum development and review; engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES

: Dr. T.T.A Tsimane Tel No: (011) 983 3063

APPLICATIONS

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

NOTE

: Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South

African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE

: 19 April 2024

POST 11/26

: **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/020256 (X10 POSTS)**
Directorate Gauteng College of Nursing (GCON)

SALARY

: PND1: R431 265 - R497 193 per annum, (plus benefits)
PND2: R528 696 - R683 838 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Campus

REQUIREMENTS

: Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree Nursing. Diploma/Degree in Nursing Education registered with SANC. Master's Degree in nursing will be an added advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. **PND1:** Minimum of four (4) years appropriate/recognizable nursing experience after registration as a Registered Nurse and Midwife. **PND2:** Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Registered Nurse and Midwife and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES

: Mrs. S.C Kobe Tel No: (011) 983 3005

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 19 April 2024

POST 11/27

: **SPEECH THERAPIST / SPEECH AND AUDIOLOGIST GRADE1/ 2/3 REF NO: CHBAH 809 (X2 POSTS)**

Directorate: Speech Therapy and Audiology (Paediatric)

SALARY

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

- Grade 2: R420 015 - R477 771 per annum, (plus service benefits)
 Grade 3: R491 676 - R595 251 per annum, (plus service benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Qualification in Speech Therapy or Speech Therapy & Audiology. Completion of Community service. Independent practice registration with HPCSA. Registration with the HPCSA for 2024/2025. For **Grade 1:** 0- 3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16-years' experience and above
 Competencies: Knowledge and skill in the assessment and intervention of speech, language, communication and dysphagia in children. Preference will be given to those applicants who have experience with neonatal and paediatric dysphagia, experience with children with neurological conditions and autism. Knowledge and skill in early childhood intervention within a family focused approach. Experience with teamwork, planning, organizing and co-ordination. Good communication and collaboration skills. Ability to engage in solution-based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To assess and manage speech, language, communication and feeding difficulties in both the neonatal and paediatric populations. To work with children and their families in facilitating positive developmental outcomes. To comply with all departmental procedures and protocols. To coordinate clinical and non-clinical areas. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work within an MDT approach including attendance and participation in MDT meetings. To improve professional competence by regular self-learning and reflection with the application of current evidence. To attend and participate in scheduled case discussions and meetings. To comply with hospital and departmental quality assurance standards. Maintain professional growth/ethical standards. Management of personal performance and review thereof. Supervision of students and community service therapists.
- ENQUIRIES APPLICATIONS** : Dr. Sadna Balton Tel No: (011) 933 0379
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged apply.
- CLOSING DATE** : 19 April 2024
- POST 11/28** : **PROFESSIONAL NURSE GRADE 1/2/3 REF NO: CHBAH 810 (X12 POSTS)**
 Directorate: Nursing Services (Internal Medicine)
- SALARY** : Grade 1: R293 670 – R337 860 per annum, (plus service benefits)
 Grade 2: R358 626 - R409 275 per annum, (plus service benefits)
 Grade 3: R431 265 - R5214 172 per annum, (plus service benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
 : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. No experience required after registration with

the SANC as Professional Nurse. For **Grade 1:** 0-2 years' experience. For **Grade 2:** 10-19 years' experience. **Grade 3:** 20-and above years of experiences Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

DUTIES : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

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

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

CLOSING DATE : 19 April 2024

POST 11/29 : **ENROLLED NURSES GRADE 1 REF NO: ODI/13/03/2024/01 (X2 POSTS)**

SALARY : R199 725 per annum, (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Qualifications that allow registration with SANC as a Staff Nurse. Registration with the SANC as an Enrolled Nurse **Grade 1:** No experience required. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of basic nursing care as directed by the professional scope of practice and standards. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele)

ENQUIRIES : Ms. Ntsie EP Tel No: (012) 725 2312

APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

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

documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE

:

26 April 2024

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

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways:
(a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>)
(b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Mr. K.W Ngongoma
CLOSING DATE : 19 April 2024
NOTE : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicant must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POSTS

- POST 11/30** : **PRINCIPAL PERSONNEL OFFICER REF NO: CSL01/2024**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : A Senior Certificate or equivalent together with a minimum of three years appropriate experience in Human Resource Management field. Knowledge of the Public Service Act and Regulations, PFMA, HR systems including "PERSAL", Public service prescripts relating to HRM, Basic conditions of employment Act and Labour Relations Act. Communication skills, Computer literacy (info extraction, presentation and data capturing), Problem solving skills, Good interpersonal relations, verbal and written communication skills and Report writing skills.
- DUTIES** : To administer human resource administration services. Implement and provide guidelines for the conditions of service and employee benefits for the department. Process the remuneration of all the employees in the department. Administer the selection, appointment and placement process. Ensure effective supervision of staff. Administer Staff Exits.
- ENQUIRIES** : Mr. V. Parthab Tel No: (033) 3419 300
- POST 11/31** : **NETWORK ADMINISTRATOR REF NO: CSL02/2024 (X2 POSTS)**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) or higher in Information Technology /Information Systems/ Computer Science together with a minimum of one (1) year Information communication technology experience. A valid driver's license. Advanced IT Skills, Communication (verbal and written), Ability to multi-task, Technical IT Ability (Network Support etc.), Motivational skills, Negotiation skills, Computer (info extraction, presentation, and data capturing), Good inter-personal relations, Project management skills, Computer programming skills and report writing skills. Website development and knowledge of Government Transversals systems (PERSAL, BAS, HardCat) will be an added advantage.
- DUTIES** : To provide information and communication technology (ICT) support and implementation of information and communication technology (ICT) infrastructure and services for the department including district offices. Render network support services for the department. Provide end-user support including faulty resolution. Install and maintain software and hardware. Facilitate access to management information system. Provide help desk services. Implement application system changes.
- ENQUIRIES** : Ms. S.K.C Mvelase Tel No: (033) 3419300

DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the department.

OTHER POSTS

- POST 11/32** : **HEAD CLINICAL DEPARTMENT GRADE 1 REF NO: NGWE 02/2024**
Internal Medicine
- SALARY** : R2 354 559 – R2 497 788 per annum, (all-inclusive salary packages). Consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. A minimum of 7 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. knowledge, skills, attributes and abilities. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.
- DUTIES** : Overall management of internal medicine specialist services within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Render efficient and cost-effective internal medicine services to patients managed by Ngwelezana Hospital, Queen Nandi Regional Hospital, and District Health Care Services in Region 4 and Primary Health Care Services in Umhlathuze Sub-District. Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction. Ensure rational use of resources including laboratory investigations, medication, consumables and equipment. Deliver effective and efficient administration of the internal medicine department. Plan and partake in the training of staff including registrars, medical officers. Community service officers. Interns and undergraduate medical students and also support relevant clinical research, clinical trials and other activities. Develop tertiary services within the field of internal medicine. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Monitor services rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects and academic outreach. Ensure provisioning of a 24-hour service in internal medicine. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staffs adhere to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with the set quality standards. Generate reports, plans, presentations and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Medical School, Referral Hospitals, Research Council, etc. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: (035) 901 7000
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The

Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 19 April 2024

POST 11/33

: **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 03/2024**
Department: Ear, Nose, Throat (ENT)

SALARY

: R1 887 363 – R2 001 927 per annum, (all-inclusive salary packages). Consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT. Appropriate tertiary qualification in the Health Science (MChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT. Knowledge, Skills, Attributes and Abilities. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's licence.

DUTIES

: Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES

: Dr. RS Moeketsi Tel No: (035) 901 7000

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed

and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 19 April 2024

POST 11/34

: **HEAD: CLINICAL UNIT GRADE 1 REF NO: PMMH 04/2024 (X1 POST)**
Component: Obstetrics And Gynaecology

SALARY

: R1 887 363 – R2 001 927 per annum. Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. In-Hospitable Area Allowance (18% of basic salary Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for compulsory commuted overtime.

CENTRE

: Prince Mshiyeni Memorial Hospital

REQUIREMENTS

: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty or recognized sub-specialty (Obstetrics and Gynaecology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty or a recognized sub-specialty (Obstetrics and Gynaecology). Current (2024) registration as a Medical Specialist with HPCSA. experience: A minimum of five (5) years appropriate experience as a Medical Specialist in a normal specialty or a recognized sub-specialty (Obstetrics and Gynaecology). knowledge, skills training and competencies required: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving skills. Concern of excellence.

DUTIES

: Assist senior medical manager for the rendering quality service of Obstetrics and Gynaecology department. Manage and supervise the Obstetrics and Gynaecology department. Supervise and participate in both undergraduate and post-graduate trainings. Reduce numbers of patient safety incidents in the department Maintain clinical, professional and ethical conduct. Administrative responsibility. Provide and supervise effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote ongoing staff development in accordance with individual and departmental needs. To conduct quality improvement and clinical programmes. NB: Performance of overtime duties is a requirement (after hours, weekends and Public Holidays).

ENQUIRIES

: Dr. M Aung Tel No: (031) 907 8317

APPLICATIONS

: Applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060 or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION

: Mr. M.F Mlambo

NOTE

: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance

agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 19 April 2024

POST 11/35

: **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: PMMH 05/2024 (X1 POST)**
Component: Dental

SALARY

: R1 288 095 – R1 427 352 per annum, (all-inclusive packages). Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. In-Hospitable Area Allowance (18% of basic salary).

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: MBCHB degree or appropriate qualification that allows registration with the HPCSA as Dentist plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Dentist. Current (2024) registration as a Dentist with HPCSA. experience: A minimum of three (3) years appropriate experience as Dentist after registration with the HPCSA as Dentist. knowledge, skills training and competencies required: Knowledge of health legislation and policies at public institutions. Excellent communication and leadership skills. Sound clinical knowledge and clinical skills. Ability to develop policies and protocols. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District health system.

DUTIES

: Consultation, assessment, briefing, informing, education, counselling and giving the appropriate prevention and treatment to patients and their family. Along with the emotional and social aspect of the patient's disease. Arranging the outreach support to patients and referral clinics. Ensure safe medical practice in the institution to reduce the risk of medicolegal cases and managing reports of medico legal cases. Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves. Managing of training, development, and recruitment and performance management of the staff. Provide input into the governance, administration and management of the department. Promote and conduct research. Manage the formulation, implementation and monitoring of the policies and protocols at the institutional level. Along with the quality assurance programmes with good output. Manage and supervise all dental staff (dentists, dental therapist, oral hygienist, dental assistants, and dental support staff). To manage all dental staff with accordance to human resource requirements.

ENQUIRIES APPLICATIONS

: Dr. M Aung Tel No: (031) 907 8317
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION NOTE

: Mr. M.F Mlambo
: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited

to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 19 April 2024
- POST 11/36** : **MEDICAL SPECIALIST- GENERAL SURGERY GRADE 1, 2 OR 3 REF NO: DPKISMH 03/2024 (X1 POST)**
(Two Year Contract)
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive salary package)
: Grade 2: R1 386 069 – R1 1469 883 per annum, (all-inclusive salary package)
: Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive salary package)
Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB). Registration certificate with HPCSA as a Medical Specialist in General Surgery plus Current registration with HPCSA as a Specialist in General Surgery (2023/2024 receipt). **Grade 1:** Appropriate qualification plus registration with HPCSA as a Specialist in General Surgery. No experience required. **Grade 2:** Appropriate qualification plus five (05) years post registration experience as a Medical Specialist in General Surgery. **Grade 3:** Appropriate qualification PLUS ten (10) years post registration experience as a Medical Specialist in General Surgery. FCS (SA), Mmed. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. All successful candidate will have to spend a maximum of two years in service. Knowledge Skills Training and Competencies Required: Sound clinical knowledge of General Surgery. Good communication and human relations. Sound knowledge of procedures and protocols within the discipline. Assessment, management and referral of patients. Sound surgical techniques in the operating theatre. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations.
- DUTIES** : Providing outpatients, inpatients and outreach general surgery services. Teaching and supervision of medical officers and registrars. Ensuring provision of a high-quality and efficient comprehensive general surgery service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Perform compulsory commuted overtime. Ability to provide Specialist General Surgery consultation and services. Accept responsibility for administration duties related to the Department of General Surgery. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources.
- ENQUIRIES** : Dr HA Hlela (Senior Manager Medical Services) Tel No: (031) 530 1471
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or mailed to: Pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants.

Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 19 April 2024
- POST 11/37** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: NGWE 04/2024**
Department: Nursing Management
- SALARY** : R1 045 731 – R1 174 446 per annum, (all-inclusive salary packages). Consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 8% Inhospitable Allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate/ Grade 12. Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse. Diploma in Nursing Administration or Management. Current registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate or 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 as management level (Assistant Manager Nursing). Computer literate. Valid driver's license. Knowledge, skills, attributes and abilities. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles, etc. Mentorship & supervisory skills. Leadership, management, planning, organizing and coordinating skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approaches. Good verbal and written communication skills. Conflict management / sound labour management skills. Mentorship and supervisory skills. Computer literacy. Knowledge and understanding of Human Resource and Financial Practices.
- DUTIES** : Provide leadership a strategic direction in the Nursing Component. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. To contribute towards strategic planning process of the hospital. Represent Nursing Component in the Senior Management Team. To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and supervise the formation and implementation of policies, procedures for nursing service. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services. Monitoring and evaluation of patient care delivery in the hospital. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care. Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Formulation and implementation of nursing guidelines, practices, standards & procedure.
- ENQUIRIES APPLICATIONS** : Dr. BS Madlala Tel No: (035) 901 7000
Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public

Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 19 April 2024
- POST 11/38** : **CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: CP 03/2024**
- SALARY** : Grade 1: R790 077 – R866 658 per annum, (all-inclusive package)
Grade 2: R918 630 – R1 018 047 per annum, (all-inclusive package)
Grade 3: R1 063 611 – R1 249 254 per annum, (all-inclusive package)
Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 12 % In- Hospitable Allowance of basic salary.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
Senior Certificate / Grade 12. Degree in Social Science (qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of eight (08) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of nine (09) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of sixteen (16) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of seventeen (17) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies Required: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Knowledge of departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.
- DUTIES** : Ensure the rendering of clinical psychology services to hospital facilities. Organise and implement events for mental health public awareness in line with I Hospital health promotion events calendar. Be part of multidisciplinary team. Participate in rendering outreach services to regional and district hospitals and PHC facilities. Participation in the development of psychological services in the region. Participation in academic activities. Participate in Quality improvement programmes in the Psychology Department and the hospital. Participate in ongoing professional development within the Department and hospital.
- ENQUIRIES APPLICATIONS** : Medical Manager: Dr S Buthelezi Tel No: (035) 473 4500
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted

candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 26 April 2024

POST 11/39

: **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: HLH01/ 2024 (X1 POST)**

SALARY

: R683 838 per annum. Other benefits: 13th cheque, 12% Rural Allowance, Homeowners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE

: Primary Health Care Clinics

REQUIREMENTS

: National senior certificate / Grade 12. An appropriate National Diploma / Degree in General Nursing Science and Midwifery. A minimum of ten (10) years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (1) year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). At least three (3) years of the period referred to above must be appropriate /recognizable experience at PHC management level. Applicants are submitting Z83 and CV only. (All other documents will be submitted by Shortlisted Candidates only). Computer literacy. Valid driver's license. Degree/Diploma in nursing management will be on advantage. Knowledge, Skills, Training & Competencies Required: In depth knowledge of nursing legislation and related legal and ethical practices. In depth knowledge of primary Health care protocols and guidelines Basic understanding and knowledge of HR and financial policies. Good report writing and facilitation skills. Good communication skills both verbal and written. Conflict management skills. Good interpersonal and team building skills. Good supervisory skills.

DUTIES

: Assist all PHC facilities in the implementation of norms and standards including ideal Clinic Realization and Maintenance Programme in response to current deficiencies in the quality of PHC services. Improve maternal and child health according to the sustainable development goals. Monitor EPI and Immunization programs to reduce child mortality. Supervise and monitor, OPD and eye clinic services. Enhance the saving mother's programme. Manage the provision of high quality nursing service in the department. Ensure the development and implementation of clinical policies, procedures and guidelines for policies and other related programs/projects. Maintain clinical/good governance, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performance by implementing EPMS and other related Human Resource policies. Ensure effective utilization of all resources in the department Ensure implementation of appropriate infection control measures within the department. Ensure implementation, monitoring and Evaluation of all programs. Monitor and ensures that all nurses are licensed to practice. Deal with grievance and labour relations issues in line with HR prescripts.

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 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 representativity 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

26 April 2024

POST 11/40

OPERATIONAL MANAGER NURSING – SPECIALTY UNIT REF NO: OPM SPEC T&E 04/2024
Component: Trauma & Emergency Unit

SALARY

R627 474 per annum. Other Benefits: Medical aid (optional), Housing allowance. Employee must meet prescribed requirements/rural allowance/13th cheque.

CENTRE REQUIREMENTS

Eshowe District Hospital
Basic R425 qualification-Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and Midwifery. One (01) year Post basic qualification in the speciality (Trauma & Emergency/ICU). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in in trauma and emergency (casualty) and intensive care unit (ICU), after obtaining the 1 year post-basic qualification in (Trauma & Emergency/ICU). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma /degree in nursing administration. Knowledge, Skills and Competencies: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.

DUTIES

To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Work with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within reasonable resources. Provide leadership in the implementation of the OHSC. Ensure proper use and control of all resources, ensuring that operations remain within budget. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Ensure implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases and trauma cases. Improve management of trauma and casualty cases. Ensure implementation of guidelines, triaging and resuscitation protocols. Ensure management and effective running of trauma and casualty unit.

ENQUIRIES APPLICATIONS

Deputy Nursing Manager: Mr. M.T. Dube Tel No: (035) 4734500

Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE

Mrs GZ Dube: Human Resource Manager

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers' license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

26 April 2024

POST 11/41 : **OPERATIONAL MANAGER: GENERAL NURSING STREAM (NIGHT DUTY) REF NO: MGMH03/2024 (X1 POST)**

SALARY : Grade 1: R497 193 – R559 686 per annum. Plus 13th cheque, Medical aid subsidy (optional) and Homeowners' allowance (subject to meeting prescribed requirements).

CENTRE REQUIREMENTS : Mahatma Gandhi Memorial Hospital
: Grade 1: Standard 10 (Grade 12) certificate. Degree/Diploma in General nursing science. Registration with the South African Nursing Council (SANC) as a General Nurse and Midwife. A minimum of 7 years of appropriate recognizable nursing experience after registration as 'Professional Nurse' with the South African Nursing Council (SANC) in General nursing. Diploma/ Degree in nursing management. Recommendations At least 3 years of experience in a supervisor's capacity will be an advantage. Basic Computer literacy. knowledge, skills, training and competencies required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Ability to write good report. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter.

DUTIES : Ability to provide professional leadership in night duty supervisory services. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Maintain accurate and complete patient records. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Participate in performance reviews i.e. EPMDs. Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES APPLICATIONS : Mr. GTD Mthethwa Tel No: (031) 502 1719, ext. 2015
: Human Resource Department, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300.

FOR ATTENTION NOTE : Mr. ES Gwala
: The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH03/2024. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S&T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE : 19 April 2024

POST 11/42 : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 05/2024**
Department: Orthopaedic

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits:13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as a General Nurse. A post basic qualification in Orthopaedic 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:** Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse. A post basic qualification in Orthopaedic 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. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Current SANC receipt. knowledge, skills, attributes and abilities. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

ENQUIRIES APPLICATIONS : Mr. O Kunda Tel No: (035) 901 7000
 : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION NOTE : Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE : 19 April 2024

POST 11/43 : **CLINICAL NURSE PRACTITIONER GRADE 1/2 (PHC) (MEN'S HEALTH) REF NO: KCD 4/2024**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R695 720 per annum
 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

CENTRE REQUIREMENTS : King Cetshwayo District Office
 : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2024). Valid Drivers' License. Computer Literacy MS Office Software Applications. **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with

SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2024). Valid Drivers' License. Computer Literacy MS Office Software Applications.

DUTIES

: Assist with retention to care for males on ART. Assist facilities within King Cetshwayo District on implementing the men's health mobile. Prepare patients for MMC operation by checking vital signs before MMC and checking HIV status of clients. Perform MMC operation to clients. Participate in the holistic management of HIV in the District. Do follow ups on MMC clients post operation. Assist high risk HIV patients with a view to assist them with ART initiation. Assist facilities within the District to keep men on ART viral suppressed.

ENQUIRIES APPLICATIONS

: Mr MN Mbatha Tel No: (035) 787 6203
: 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.HR.JobApplication@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

: 19 April 2024

POST 11/44

: **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: EDU 03/2024**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Edumbe CHC (Mobile 2 Clinic)
: An appropriate B degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2024. Proof of current/previous work experience endorsed and stamped by the employer(s) will be requested to shortlisted candidates. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to

ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Ms. LT Msibi Tel No: (034) 995 8500, ext. 8528
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46. NB: Applicants are encouraged to utilize courier service/hand delivery since we do not have the Post Office at Paulpietersburg

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. 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). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 April 2024

POST 11/45

: **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: EDU 04/2024**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other benefits 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Edumbe CHC (Mobile 3 Clinic)
: An appropriate B degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2024 will be requested to shortlisted candidates. Proof of current/previous work experience endorsed and stamped by the employer(s) will be requested to shortlisted candidates. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Ms. LT Msibi Tel No: (034) 995 8500, ext. 8528
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg 3180, HR office No: 46 NB: Applicants are encouraged to utilise courier service/hand delivery since we do not have the Post Office at Paulpietersburg

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S&T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 April 2024

POST 11/46

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 06/2024 (X10 POSTS)**

Component: Antenatal & Labour Ward

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Obstetrics and Gynaecology with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024). Experience **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e.: Obstetrics and Gynaecology) after obtaining the 1- year post-basic Qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS

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

FOR ATTENTION NOTE

: Mr. M.F Mlambo
: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence,

Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 19 April 2024
- POST 11/47** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 07/2024 (X3 POSTS)**
Component: Paediatrics
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatric Nursing Science /Child Nursing Science, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Current registration with the SANC (2024). Experience **Grade 1**: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. Experience. **Grade 2**: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Paediatric Nursing Science /Child Nursing Science) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. Knowledge of IMAM, ETAT, PMTCT, EPI and CHIPP guidelines.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Strengthen ethics and professionalism Provide a therapeutic environment for patient's staff and public Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and make me look like hospital project. Attend meetings, workshops and training as assigned by supervisor. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060or Hand deliver to A-Block 1st Floor white applications box.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo
: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or

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

- CLOSING DATE** : 19 April 2024
- POST 11/48** : **CLINICAL NURSE PRACTITIONER GRADE 1/2 (PHC) REF NO: PMMH 08/2024 (X14 POSTS)**
Component: Various Clinics
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) 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 duration of at least 1 year in 'Curative Skills in Primary Health Care' accredited with SANC. Current Registrations with SANC as Professional Nurse Current registration with the SANC (2024). Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem-solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and data management. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning of the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutic environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES** : Ms M Mlotshwa Tel No: (031) 907 8133

<u>APPLICATIONS</u>	:	To be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.
<u>FOR ATTENTION NOTE</u>	:	Mr. M.F Mlambo
	:	Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies . The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)
<u>CLOSING DATE</u>	:	19 April 2024
<u>POST 11/49</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 06/2024</u> Department: Psychiatry
<u>SALARY</u>	:	R431 265 – R497 193 per annum R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as a General Nurse. A post basic qualification in Psychiatry 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: Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse. A post basic qualification in Psychiatry 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. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Full understanding of the role of a professional nurse.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit.

- ENQUIRIES** : Mr. O Kunda Tel No: (035) 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 19 April 2024
- POST 11/50** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: DPKISMH 04/2024 (X1 POST)**
Component: ICU Adult Critical Care
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Benefits: 13th Cheque plus Housing Allowance (employee must meet prescribed requirements)
Medical aid (optional)
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : **Grade 1:** A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in the relevant speciality. Senior Certificate/Grade 12 or Equivalent. Senior Certificate/Grade 12 or equivalent Degree/Diploma qualification that allows registration to General Nursing. A relevant one (01) year Post Basic qualification in ICU registered with SANC. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023/2024). A four (4) years' experience in Nursing after registration as a Professional Nurse. Certificate of Service endorsed by Human Resource Department will be required from shortlisted candidates. Successful candidate will have to spend minimum of one year in service. Knowledge Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Effective and efficient management of all resources. Liaise with professional Nurse in charge in High care/Renal unit. To nurse a critically ill patient who is ventilated, on haemodialysis and continuous-vino venous haemodialysis. To nurse all types of patients regardless of diagnoses

according to disease profile within the directorate. To nurse a paediatric ventilated/high care patient in ICU within directorate. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.

**ENQUIRIES
APPLICATIONS**

: Mrs PT Jali (Assistant Nursing Manager – ICU Adult Critical Care) Tel No: (031) 530 1428
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to:
: Pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. (NB): The Employment Equity for these posts is an African Male.

CLOSING DATE

: 19 April 2024

POST 11/51

: **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 07/2024**
: Department: Oncology

SALARY

: Grade 1: R431 265 – R497 193 per annum
: Grade 2: R528 696 – R645 720 per annum
: Other Benefits: 13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse. A post basic qualification in Oncology Nursing. 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 Oncology Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment. Knowledge of supportive care principles and techniques for Oncology patients. Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods. Knowledge of bereavement counselling techniques. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed. Perform nursing assessments and triage of patient care needs for new and ongoing patients. Provide education to patients, families, and significant others, acts as an information resource to students, health care professionals, patients and public. Provide family support as required, including applicable referrals and bereavement counselling. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety. Train and guide other nursing and support staff engaged in clinical activities, may participate in research and related activities. Performs miscellaneous job related duties as assigned. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe

and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

- ENQUIRIES** : Mr. O Kunda Tel No: (035) 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 19 April 2024
- POST 11/52** : **PROFESSIONAL NURSE (SPECIALTY) GRADE1 OR 2 REF NO: SAP 01/2024 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th Cheque, rural allowance medical aid (optional); housing allowance (prescribed requirements must be met)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification in Advanced Midwifery with duration of at least one year accredited with SANC. Current registration with SANC as General Nurse and advanced Midwifery (2024). Applicant are submitting Z83 and CV only (all other documents will be submitted by shortlisted candidates only). Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after Registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic Qualification in Advanced Midwifery. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in in Advanced Midwifery. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
- DUTIES** : Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote leaning opportunity for all Nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shift. Provision of optional, holistic specialized nursing care in obstetric with set standards and within a professional/ legal framework. Implement standard, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to

**ENQUIRIES
APPLICATIONS**

: nursing and health care. Maintain in a constructive working relationship with nursing and other
: stake holders. Utilize human, material and physical resources efficiently and effectively.
: should be directed to Mrs. NK Mathonsi Tel No: (039) 833 9001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St
: Apollinaris Hospital, Private Bag X506, Ixopo, 3276 or to be Hand delivered to Human Resource
: Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

**FOR ATTENTION
NOTE**

: Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or
: from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must
: be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete
: or disclose all information will automatically disqualify the applicant. Applicants are not required
: to submit copies of qualifications and other relevant documents on application, certified copies of
: qualifications and other relevant documents will be requested only to shortlisted candidates
: before or on the day of the interview. It is the applicant's responsibility to have a foreign
: qualification, which is the requirement of the post, evaluated by the South African Qualifications
: Authority (SAQA) and to provide proof of such evaluation on application only when a candidate
: is shortlisted. Failure to comply will result in the application not being considered. Applications
: received after the closing date and those that do not comply with the requirements will not be
: considered. The Department reserves the right not to fill the post after advertisement. Applicants
: are respectfully informed that correspondence will be limited to shortlisted candidates only. The
: appointments are subject to positive outcome obtained from the State Security Agency (SSA) to
: the following checks (criminal clearance, credit records, and citizenship), verification of
: Educational Qualifications by SAQA, verification of previous experience from Employers and
: verification from the Company Intellectual Property Commission (CIPC. "People with disabilities
: should feel free to apply". The target group in terms of employment equity for posts advertised is
: African males. The Department will not be liable where applicants use incorrect/no reference
: numbers on their applications. Short-listed candidates will not be compensated for S&T claims.

CLOSING DATE

: 19 April 2024

POST 11/53

: **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 02/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 - R497 193 per annum
: Grade 2: R528 696 - R645 720 per annum
: Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance
: (employee Must meet Prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Apollinaris Hospital (Kilmun Clinic)
: Senior Certificate (Grade 12) or equivalent qualification plus; Basic R425 qualification (i.e.
: Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council'
: (SANC) as a Professional Nurse Plus; Diploma/Degree in General nursing and Midwifery plus 1
: year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and
: Care. Current registration with SANC 2024. Applicant are submitting Z83 and CV only (all other
: documents will be submitted by shortlisted candidates only). Experience: **Grade 1:** A minimum
: of four (4) years appropriate/ recognizable experience in nursing after Registration as a
: Professional Nurse with the SANC in General Nurse plus 1 year post basic Qualification in Clinical
: Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14)
: years appropriate/ recognizable experience in nursing after registration as a Professional Nurse
: with the SANC in General Nursing of which at least ten (10) years of the period referred to above
: must be appropriate or recognizable experience in the specific specialty after obtaining 1 year
: post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
: Knowledge, Skills and Competencies Required: Demonstrate effective communication with
: patients, supervisors and other clinicians, including report writing when required. Work as part of
: the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably
: with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and
: organize own work and that of support personnel to ensure proper nursing care. A sound
: knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act
: of 1995.

DUTIES

: Provide direction and supervision for the implementation of the nursing care compliance and
: adherence to the relevant prescripts/acts applicable within nursing environment. Utilize human,
: material and physical resources efficiently and effectively. 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 stake holders. Data management. Ensure proper
: utilization and safe keeping of basic medical, surgical pharmaceutical and stock. Motivate staff
: regarding development in order to increase level of expertise and assist patients to develop a
: sense of self care. Ensure clinical intervention to clients including administering of prescribed
: medication and ongoing observation of patients in the clinic. Supervision of patients and provision
: of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and
: therapeutic environment in the clinic using EDL guidelines. Maintain clinical competencies by
: ensuring that scientific principles of nursing are implemented in the clinic. To provide nursing care
: that leads to improve service delivery by upholding Batho Pele principles. Assist the Operational
: Manager with overall management and necessary support for effective functioning in the clinic.

ENQUIRIES

: should be directed to Mr. F Ntuli Tel No: (039) 833 9001-8

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Assistant Director, St Apollinaris Hospital, Private Bag X506, Ixopo, 3276, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
- FOR ATTENTION NOTE** : Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S&T claims.
- CLOSING DATE** : 19 April 2024
- POST 11/54** : **PROFESSIONAL NURSE (GENERAL WITH MIDWIFERY) REF NO: SAP 03/2024**
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 – R543 969 per annum
Other Benefits: 13th Cheque, rural allowance medical aid (optional); Housing allowance (prescribed requirements must be met)
- CENTRE REQUIREMENTS** : St Apollinaris Hospital
: Senior Certificate (Grade 12) or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwifery (2024). Applicant are submitting Z83 and CV only (all other documents will be submitted by shortlisted candidates only) Experience: **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
- DUTIES** : Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. 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 patients needs requirements and expectations (Batho Pele and patients' rights charter). Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units. Participate in the analysis and formulation of nursing policies and procedures. Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Implement plan of action in emergency situations according to protocols and guidelines. Conduct audits and implement quality improvement programme. Exercise control over discipline grievances and Labour Relation issue according to the laid down. Assist in preparation of ICRM and OHSC to maintain status and compliance. Ensure data collection, verification and submission according to Data management policies and guidelines.
- ENQUIRIES APPLICATIONS** : should be directed to Miss NI Mpantsha Tel No: (039) 833 9001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, Private Bag X506, Ixopo, 3276, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section

<u>NOTE</u>	: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S&T claims.
<u>CLOSING DATE</u>	: 19 April 2024
<u>POST 11/55</u>	: <u>PROFESSIONAL NURSE (GENERAL WITH MIDWIFERY) REF NO: SAP 04/2024</u>
<u>SALARY</u>	: Grade 1: R293 670 – R337 860 per annum Grade 2: R358 626 - R409 275 per annum Grade 3: R431 265 – R543 969 per annum Other Benefits: 13th Cheque, rural allowance medical aid (optional); housing allowance (Prescribed Requirements must be met)
<u>CENTRE REQUIREMENTS</u>	: St Apollinaris Hospital (Sokhela Clinic) : Senior Certificate (Grade 12) or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwifery (2024). Applicant are submitting Z83 and CV only (all other documents will be submitted by shortlisted candidates only) Experience: Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery. Grade 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	: Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. 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 patients needs requirements and expectations (Batho Pele and patients' rights charter). Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units. Participate in the analysis and formulation of nursing policies and procedures. Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Implement plan of action in emergency situations according to protocols and guidelines. Conduct audits and implement quality improvement programme. Exercise control over discipline grievances and Labour Relation issue according to the laid down. Assist in preparation of ICRM and OHSC to maintain status and compliance. Ensure data collection, verification and submission according to Data management policies and guidelines.
<u>ENQUIRIES APPLICATIONS</u>	: should be directed to Mr. F Ntuli Tel No: (039) 833 9001-8 : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, Private Bag X506, Ixopo, 3276 or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
<u>FOR ATTENTION NOTE</u>	: Human Resources Section : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required

to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S&T claims.

- CLOSING DATE** : 19 April 2024
- POST 11/56** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: EDU 02/2024**
Component: Ophuzane Clinic
- SALARY** : R293 670 - R337 860 per annum
R358 626 - R409 275 per annum
R431 265 - R543 969 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE REQUIREMENTS** : Edumbe Community Health Centre
Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse, Registration with the SANC as Professional Nurse. Current SANC receipt Registration in Midwifery. **Grade 1:** No experience, **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Good work ethics, Tenacity, integrity. Problem solving and decision making. Health promotion and team building. Report writing skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills.
- DUTIES** : Work as multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of the Antenatal and Postnatal policy including PMTCT. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the CHC and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and CHC package of care. Provide advice on various aspects of quality care to the institution.
- ENQUIRIES APPLICATIONS** : Ms. LT Msibi Tel No: (034) 995 8500, ext. 8528
All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg 3180, HR office No: 46 NB: Applicants are encouraged to utilise applications using courier service/hand delivery since we do not have the Post Office at Paulpietersburg
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S&T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 April 2024

POST 11/57

: **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: EDU 02/2024**
Component: Ophuzane Clinic

SALARY

: R293 670 - R337 860 per annum
R358 626 - R409 275 per annum
R431 265 - R543 969 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE REQUIREMENTS

: Edumbe Community Health Centre
Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Registration with the SANC as Professional Nurse. Current SANC receipt Registration in Midwifery. **Grade 1:** No experience **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Good work ethics. Tenacity, integrity. Problem solving and decision making. Health promotion and team building. Report writing skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills.

DUTIES

: Work as multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of the Antenatal and Postnatal policy including PMTCT. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the CHC and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and CHC package of care. Provide advice on various aspects of quality care to the institution.

ENQUIRIES APPLICATIONS

: Ms. LT Msibi Tel No: (034) 995 8500, ext. 8528
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paul Pietersburg 3180, HR office No: 46 NB: Applicants are encouraged to utilize applications using courier service/hand delivery since we do not have the Post Office at Paulpietersburg

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority

(SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S&T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 April 2024

POST 11/58

: **PROFESSIONAL NURSE GENERAL STREAM REF NO: NGWE 08/2023**

SALARY

: R293 670 – R337 860 per annum
R358 626 – R409 275 per annum
R431 265 – R521 172 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

CENTRE REQUIREMENTS

: Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate (Grade12). Diploma / Degree in General Nursing that allows registration with the SANC as General Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. **Grade 2:** Senior Certificate (Grade 12). Diploma / Degree in General Nursing that allows registration with SANC as General Nurse. Registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current SANC receipt. **Grade 3:** Senior Certificate (Grade12). Diploma / Degree in General Nursing that allows registration with SANC as General Nurse. Registration with the SANC as a Professional Nurse. A minimum of 20 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. Experience in Oncology and Palliative care. Psychiatry Nursing / Community Nursing and Midwifery is an added advantage. Knowledge, Skills, Attributes and Abilities: Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment. Ability to build relationships with patients. Willingness to advocate for patients. Knowledge of supportive care principles and techniques for Oncology patients. Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods. Knowledge of counselling techniques. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed. Executive professional nurses' duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed. Give supportive resources of the patient and families to promote positive outlook Managing the side effects of cancer treatments and pain. Provide nursing care that leads to improved service delivery. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Co-ordinate clinical activities of the unit. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programs and training. Maintain accurate and complete patient records. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Perform administrative functions as assigned by the Supervisor. Ensure self-development and motivate human resource development of co-workers. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Train and supervise junior staff and student nurses.

ENQUIRIES

: Mr. O Kunda Tel No: (035) 901 7000

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 19 April 2024

POST 11/59

: **PROFESSIONAL NURSE GRADE 1-3 (GENERAL WITH MIDWIFERY) REF NO: PMMH 09/2024 (X3 POSTS)**

Component: Various Clinics

SALARY

: Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
Other Benefits Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024) Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.

ENQUIRIES APPLICATIONS

: Ms M Mlotshwa Tel No: (031) 907 8133
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeeni, 4060or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION NOTE

: Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to

positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 19 April 2024
- POST 11/60** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL WITH MIDWIFERY) REF NO: PMMH 10/2024 (X3 POSTS)**
Component: Paediatrics
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024) Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital Private Bag X07, Moberi, 4060 or Hand deliver to A-Block 1st Floor white applications box.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a

mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 19 April 2024

DEPARTMENT OF TREASURY

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

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site (eservices.gov.za)

FOR ATTENTION : Ms N Cele

CLOSING DATE : 19 April 2024

NOTE : The New Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 11/61 : **DIRECTOR: CASH MANAGEMENT AND LIABILITIES REF NO: KZNPT 24/34**

SALARY : R1 162 200 per annum, (all-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A Recognized NQF level 7 Bachelor's degree or higher qualification in Financial Management. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years middle management experience in a Financial Management environment. Skills, Knowledge and Competencies: Knowledge of Government Financial Systems and all peripheral systems that interfaces into it. Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Knowledge of Procurement regulations and procedures. Knowledge of Departmental Procurement process and relevant practice notes. Analysis on a regular basis value for money arrangements, report on findings and identify best practices for possible "roll-out" to other departments in the provincial administration. Computer literate. Good verbal and written communication Strong leadership Management Financial management Strategic management Teamwork Project Management Policy analysis and development Problem solving Good inter-personal relations Change management Presentation Negotiation Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Manage the provisioning of Cash Management in respect of the Provincial Revenue Fund (Banking) and support services. Manage the provisioning of liability management (tax) support services. Ensure the development of Cash Management and Liabilities Management policies, procedures manuals and best practices. Ensure the provisioning of advice and guidance in terms

ENQUIRIES

of Cash Management and Liabilities Management to clients. Manage resources of the Sub-directorate.
: Mr. S Moodley Tel No: (033) 897 4559

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Designated race groups, females and persons with disabilities remain the target groups and are encouraged to apply.



- APPLICATIONS** : All applications must be forwarded to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 or Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 26 April 2024 at 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.

OTHER POST

- POST 11/62** : **CLEANER REF NO: LPT/148**
Directorate: Records Management & Auxiliary Services
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : Waterberg District
- REQUIREMENTS** : ABET/ AET Qualification or Grade 10. Cleaning experience will be an added advantage. Competencies: Sound and in-depth knowledge of providing housekeeping. Skills: Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
- DUTIES** : Cleaning of offices on a daily basis. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Empty

and cleaning of dirty bins. Cleaning of restroom on a daily basis. Cleaning toilets. Replacing toilet papers. Empty and washing waste bins. Cleaning corridor's, elevators and passages. Keep and maintain cleaning materials and equipment's. Cleaning of Microwaves and Vacuum Cleaners after use.

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

SEVEN (7) INTERNSHIP PROGRAMMES (2024/2026)

Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Conditions: Applicants should be South African citizens and residents of Limpopo, aged 18-35. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies. Successful candidates will be subjected to security vetting.

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Audit Intern" Limpopo Treasury hereby invites applications for Graduate Internship Opportunities that currently exist at our offices in Polokwane. Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of Twenty-Four (24) months commencing on 1st July 2024 to 30 June 2026. Interns will receive a monthly stipend as determined by the Department of Public Service Administration. All applications should be submitted on the prescribed New Z83 form (obtainable from any Public Service Department). The form must be fully completed to avoid disqualification on the application during the shortlisting process.

OTHER POSTS

POST 11/63 : **FINANCIAL SYSTEM IMPLEMENTATION INTERN REF NO: LPT/INT/01 (X1 POST)**
Branch: Financial Governance
Directorate: System Administration
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Business Analysis / Information Systems
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial System Implementation Intern"

POST 11/64 : **BANKING, CASH & LIABILITIES MANAGEMENT INTERN REF NO: LPT/INT/02 (X2 POSTS)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: Banking, Cash and Liabilities Management
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Financial Accounting / Banking
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Banking, Cash & Liabilities Management Intern"

POST 11/65 : **FINANCIAL MANAGEMENT & CAPACITY BUILDING INTERN REF NO: LPT/INT/03 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Management & Capacity Building
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Human Resource Management / Development
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Management & Capacity Building Intern"

POST 11/66 : **MUNICIPAL FINANCE INTERN REF NO: LPT/INT/04 (X1 POST)**
Branch: Sustainable Resource Management
Chief Directorate: Municipal Finance & Governance
For 24 Months

STIPEND : R7 043.25 per month
CENTRE : Polokwane

REQUIREMENTS : National Diploma / Degree in Accounting / Internal Auditing / Cost & Management Accounting / Risk Management/Supply Chain / Operations Management

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipal Finance Intern"

POST 11/67 : **TRANSFORMATION SERVICES INTERN REF NO: LPT/INT/05 (X1 POST)**
 Branch: Corporate Management Services
 Directorate: Transformation Services
 For 24 Months

STIPEND : R7 043.25 per month

CENTRE : Polokwane

REQUIREMENTS : Degree in Social Work / Psychology. Honours Degree / Registered with the statutory professional bodies, i.e. SACSSP or HPCSA will be an added advantage.

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Transformation Services Intern"

POST 11/68 : **INTERNAL AUDIT REF NO: LPT/INT/05 (X1 POST)**
 Branch: Shared Internal Audit Services
 For 24 Months

STIPEND : R7 043.25 per month

CENTRE : Polokwane

REQUIREMENTS : National Diploma / Degree in Internal Audit / Accounting

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7012

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 or Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley or email Z83 Application and Comprehensive CV to applications@nccoghsta.onmicrosoft.com
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 19 April 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in the Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

OTHER POST

- POST 11/69** : **TOWN & REGIONAL PLANNER: GRADE A REF NO: HS 3/03/2024**
 Directorate: Human Settlements Programmes and Projects
- SALARY** : R687 879 per annum, (all-inclusive salary package), (OSD)
- CENTRE** : Provincial Office (Larry Moleko Louw Building)
- REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification Three (3) years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Experience in various facet of town planning & regional planning and built environment legislation/policies. A valid driver's licence is a prerequisite. Willing to travel extensively. Skills: Programme and project management. T&R principles and methodologies. Technical Consulting. Computer aided applications. Research development. Computer literacy. Analytical skills. Interpersonal skills. Presentation and facilitation skills. Financial Management. Insight. Creativity. Decision making and Knowledge of relevant legislation.
- DUTIES** : Provide town planning services for human settlements development. This will include the following: Evaluate Town Planning business plan within the regions. Facilitate the contract and make recommendation for the allocation of funds and report on the expenditure. To provide town planning support to the municipalities within the specific region in order to facilitate housing delivery. Report on progress with town planning projects in accordance with specification and contractual deliverables. Provide project management support for human settlements projects in the region. Facilitate land acquisition for human settlements development. Facilitate the process of upgrading of informal settlements within the province. Ensure the application of town and regional planning principles in land development/human settlement development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines.
- ENQUIRIES** : Mr. M. Marindili Tel No: (053) 830 9515

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 22 April 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 11/70** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: AGR 08/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher) in Pomology, Horticulture or related field; A minimum of 6 years experience in an agricultural environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate (BSc Hons and/or MSc degrees or higher qualification); Practical experience in: Pome/stone fruit, citrus or berry production; Research and development as well as adaptive research; Mentoring, coaching and supervision of pomology related extension; Networking with fruit industry and related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural pomology production sector; Soil crop relations, climatic conditions for crops in the province; Rural pomology advisory services and related policies; Land reform and applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills needed: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and technical intelligence capabilities.
- DUTIES** : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in Pome, stone citrus and berry production spheres; Develop technical, economic and business acumen of extension officers regarding pomology production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.
- ENQUIRIES** : Mr. J. Aries Tel No: (021) 808 5103
- POST 11/71** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): AGRICULTURAL ENGINEERING SERVICES REF NO: AGR 39/2023 R1 (X2 POSTS BASED IN VREDENDAL AND ELSENBURG)**
- SALARY** : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng) in Civil Engineering; A minimum of 3 years post qualification engineering experience in Agricultural water use and irrigation. Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Financial management Skills needed: Networking; Decision making skills; Customer focus and responsiveness; Planning and organising skills; Written and verbal communication skills; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare

and consolidate inputs for the facilitation of resource utilization; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr P Keuck Tel No: (021) 808 5340

POST 11/72 : **ADMINISTRATION CLERK: FARM SERVICES (NORTIER) REF NO: AGR 11/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate administrative experience. Competencies: A good understanding of the following: Application of relevant legislation ;Working knowledge of systems (EPS, Microsoft Word, Excel, PowerPoint) Skills needed: Written and verbal communication; Interpersonal/Listening; Typing/MS Computer literacy; Organising/Record keeping; Analytical thinking/Problem solving; Negotiation; Ability to work well in a team; Ability to work under pressure; Self-motivated and reliable.

DUTIES : Provide a Reception service; Provide a typing service; Provide office administration; Provide logistical support; Perform administrative and related functions.

ENQUIRIES : Mr CG Rheeder Tel No: (021) 808 7789

POST 11/73 : **ACCOUNTING CLERK: BUDGET PLANNING AND REPORTING REF NO: AGR 10/2024 (X2 POSTS)**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject; Relevant financial administration experience. Competencies: Knowledge of the following: Strong financial background specifically in Public Sector Finance Administrative procedure relating to specific working environment including norms and standards. Basic Accounting System (BAS) Skills in the following: Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Verbal and written communication; Planning and organising.

DUTIES : Standard Chart of Accounts (SCOA) Logs; IYM Projection schedules; Basic Accounting System; Expenditure Reports and uploading budgets; Medium Term Expenditure Framework (MTEF) budget process ; original budget and adjustable budget process; Inventory administration.

ENQUIRIES : Ms M Passenz Tel No: (021) 808 7730

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 22 April 2024

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

OTHER POST

POST 11/74 : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 03/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in finance or related; A minimum of 3 years relevant supervisory experience in a financial statements and reporting environment. Recommendation: A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act - PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM) Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Report writing; Ability to work independently and as part of a team.

DUTIES : Compilation of un-audited and audited annual financial statements; Compilation of the interim financial statements; Review monthly and quarterly financial reporting compliance; Research, analyse and interpret accounting information as well as changes in respect of the MCS and AMD

and to provide guidance and training thereof; General supervision of employees (including leave management and training gap analysis).

ENQUIRIES : Ms L Mannel Tel No: (021) 483 9549

DEPARTMENT OF HEALTH AND WELLNESS

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

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

MANAGEMENT ECHELON

POST 11/75 : **DIRECTOR: FINANCE**

SALARY : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: An appropriate undergraduate qualification Degree (NQF level 7) in Finance/Accounting as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in managing financial resources within a Health environment. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of best practices procurement, especially in a health environment and related legislative aspects and prescripts. Strong leadership, strategic, operational and contingency planning, managerial and organisational skills. Proven experience in financial management at managerial level within a large organisation.

DUTIES : Financial Management of supplier payments, equipment purchases and minimise irregular expenditure as well as obtaining unqualified audits. Provide policy and procedural direction on Supply Chain Management processes to staff and end users. Ensuring patient administration and revenue collection by utilising best practices, principles and thus improving financial management services. Ensuring accurate monthly projections on BMI of Management Accounting. Monitor spending of Budgets and provide monthly dashboard reports. Provide Strategic and Health Support regarding Information management systems relating to financial aspects. Ensure deployment strategies are introduced and support middle managers to align their departmental objectives. Overall responsibility for corporate governance, including all aspects of Financial Management, Supply Chain Management, Patient Administration, Revenue Management, Management Accounting and People Management with key partners within the hospital.

ENQUIRIES APPLICATIONS : Dr S De Vries Tel No: (021) 404-3178
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 26 April 2024

OTHER POSTS

POST 11/76 : **QUANTITY SURVEYOR 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

CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: **Grade A:** At least 3 years 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 SACQSP as a professional. **Grade C:** At least 26 years appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. General Administration experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. 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. 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. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr A Kumandan - Altaaf.Kumandan@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 26 April 2024

POST 11/77 : **EMS DISTRICT MANAGER GRADE 2 TO 3: RESCUE (PROVINCIAL COORDINATOR)**
Chief Directorate: ECSS

SALARY : Grade 2: R598 653 per annum
Grade 3: R919 851 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, (Metro Medical Rescue Services)
: Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT) or successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT or a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT) or a Paramedic. Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current registration as an ECT, CCA or ECP. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Experience as a Rescue Technician will serve as an advantage.

DUTIES : Establish and maintain a governance system within EMS operations and ensure implementation and oversight of improvement projects. Ensure community and organisational stakeholder engagement to allow better responsiveness to the community, inclusive of collaborative engagement with volunteer organisations and volunteers to strengthen partnerships. Responsive coordination and management of operations as it relates to emergency and non-emergency care within the province. Ensure adequate capacitation and agility for Major Incident Response and Disaster situations. Manage the health and safety of patients, staff and working environments. Ensure, through oversight and intervention, that all People Management policies and procedures are adhered to within operations and act as a strategic link between finance, supply chain management and operations. Ensure that complaints, queries and compliments are responded to in a timeous manner.

ENQUIRIES APPLICATIONS : Ms S Modack-Robertson Tel No: (021) 932 1966
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates may be subjected to a practical assessment.

CLOSING DATE : 26 April 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 22 April 2024

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only

available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 11/78 : **CHIEF DIRECTOR: HUMAN SETTLEMENT IMPLEMENTATION REF NO: DOI 27/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in the built environment; A minimum of 5 years relevant senior managerial level experience; A valid driving licence or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification in the built environment; Professional registration with relevant bodies (ECSA / SACQSP / SACAP / SACPCMP). Competencies: Proven knowledge of applicable policies, guidelines, designs standards, best practices, procedures and legislation; National and Provincial human settlements strategic goals, objectives, targets, activities; National Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge and practical application of the Construction Industries Development Board (CIDB) guidelines, national Home Builders registration Council (NHBRC) guidelines, as well as the National Building Regulations; Engineering, legal and operational compliance; Project design and management in the built environment; Human Settlements and local Government delivery challenges; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Economic, financial analysis; Legal Administration; Strategic Planning; Collaborative Relationship Building; Business acumen; Presentation skills.

DUTIES : Render the following services: A professional development advice service regarding human settlement development; An architectural design and technical support service with regard to housing and building related projects; An engineering and project management support service; A building inspection support service. An administrative support service; Coordinate departmental engagement with municipalities and render human settlement development support and services with a regional focus in regions 1, 2 and 3; Strategic Management; Change Management; People Management; Participation in Financial Management at Chief Director Level.

ENQUIRIES : Ms. L Schuurman Tel No: (021) 483 2955

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

OTHER POSTS

POST 11/79 : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R4**

SALARY : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE : Department of Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and

formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr I Haupt Tel No: 021 483 6453

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

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

CLOSING DATE : 22 April 2024

POST 11/80 : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 25/2024**

SALARY : Grade A: R687 879 - R739 509 per annum, (OSD as prescribed)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : iNiAn appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required. A valid Code B driving licence. Competencies: Knowledge of the following: National and provincial human settlements strategic goals, objectives, targets and activities; Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Housing Act; Western Cape Housing Development Act; National Housing Code and guidelines; Built environment related to human settlements; Town and regional planning; Town and regional planning legal compliance; Project co-ordination, integration, communication and control of project activities; Local authorities, national departments and other provincial departments; Municipalities, inter-governmental relations and community dynamics; Human settlement planning and budgeting processes; Project management/Project administration; Human settlement fraternity/delivery; Functioning of the province of the Western Cape and activities of sister departments; Managing stakeholder engagement processes; Public Finance Management Act; National Treasury Regulations; Provincial Instructions; Financial legislation, prescripts, policies, guidelines, delegation, norms and standards, procedures and best practices in the public sector; Staff Performance Management System (SPMS) and PERMIS; Skills needed: Written and verbal communication; Proven computer literacy (MS Office and other relevant software packages); Financial skills; Project management/project administration; Time management; Planning and organising; Customer, client liaison and networking; Dispute, conflict resolution and problem solving; Implementation and monitoring; Report writing; Analytical thinking; Research skills.

DUTIES : Ensure the application of town and regional planning principles in land development; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Dr RN Robertson Tel No: (021) 483 5609

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

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

CLOSING DATE : 22 April 2024

POST 11/81 : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (HEALTH), REF NO. DOI 24/2024**

SALARY : R527 298 per annum (Level 10)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream) or equivalent qualification (Building/ Civil and structural streams); or an N3 and a passed trade test in the building environment; Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Extensive practical experience in the construction industry including maintenance work; Proven Project Management experience in a built environment. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr Terence Fester Tel No: (021) 483-3882/ Cell 082 497 7542
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

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

CLOSING DATE : 22 April 2024

POST 11/82 : **ENGINEERING TECHNICIAN (PRODUCTION): STRUCTURES REF NO: DOI 48/2023 R1**

SALARY : Grade A: R353 013 - R376 806 per annum
Grade B: R398 865 - R428 619 per annum
Grade C: R451 587 - R531 117 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Pr Techni). OR submitted application to ECSA for registration as Professional Engineering Technician (registration becomes mandatory within 6 months from appointment).; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Knowledge of the following: Structural engineering design of minor road structures (culverts); Hydrology and hydraulic design of road structures; Computer-Aided Design Software (AutoCAD or OpenRoads); Frame and finite element analysis of minor structures with the aid of computer software (Prokon); Relevant road infrastructure technical manuals, standards and procedures; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

DUTIES : Provide technical input for road infrastructure design; Produce design deliverables (drawings, BoQ, specifications etc.) for road structures (bridges, culverts etc.) and ensure through evaluation that designs are based on sound engineering principles and according to norms and standards

and code of practice; Evaluate road structure designs based on sound engineering judgment and relevant standards; Implement and adhere to existing technical manuals, standards and procedures; Ensure training and development of candidate technicians; Liaise with relevant internal and external bodies on engineering matters.

- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 3107
- NOTE** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 22 April 2024

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 22 April 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 11/83** : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 04/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
Department of Local Government, Western Cape Government
An appropriate 3-year B-Degree (equivalent or higher qualification) in Town Planning, Development Studies, Public Management or related field; A minimum of 3 years management level experience in integrated development planning or local government planning; A valid code B driving licence. Recommendation: Registration with SA Council for Planners as a Professional Planner. Competencies: Knowledge of the following: Financial Management; IDP policy, legislation and guiding manuals; Skills needed: Communication (written and verbal); Proven computer literacy (MS Office packages); Project Management; Presentation and facilitation; Customer, client, liaison pr networking skills; Financial Management; Negotiation.
- DUTIES** : Assess the quality of municipal integrated development plans; Monitor and report on annual municipal integrated development planning review and implementation; Assist in national and provincial budget planning and alignment with the municipal with municipal IDPs; Provide integrated development planning support; Assist in sector planning support initiatives; Provide access to integrated development planning, training and capacity building; Maintain an integrated development planning document database in paper and electronically that is accessible to all spheres of government.
- ENQUIRIES** : Ms N Zamxaka Tel No: (021) 483 4449
- POST 11/84** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (LEGAL INVESTIGATIONS) REF NO: LG 06/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
Department of Local Government, Western Cape Government
A recognised 4-year legal qualification or LLB; A minimum of 8 years experience in providing legal support; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law, criminal law and administrative law; Certified Fraud Examiner designation or similar investigative experience into municipalities. Competencies: Knowledge of the following: Applicable policies, acts, prescripts, legislation and procedures; Legislation pertaining to forensic investigations; Interpretation of legislation; Skills needed: Written and verbal communication; Interpersonal; Analytical thinking; Analysing and fact finding; Proven computer literacy; Project

management; Ability to take statements during investigations; Ability to compile accurate and complete forensic reports based on facts determined during investigation; Display professional and ethical conduct in a diverse working environment.

DUTIES : Case/Project planning and conducting investigations; Case closure and finalisation; Reporting on fraud, theft, corruption risks and control issues; Liaise with stakeholders and proactive investigations; Performance and information management and reporting; Manage the operation of the sub-directorate.

ENQUIRIES : Adv G Birch Tel No: (021) 483 3113

POST 11/85 : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS) REF NO: LG 05/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Applicable legislation, prescripts, policies, acts and procedures; Skills needed: Proven computer literacy; Planning and organising; Communication (written and verbal); Project management; Problem solving; Ability to work independently and within a team.

DUTIES : Plan, conduct, assess and report on investigations in terms of Section 106 of Systems Act and the Western Cape Monitoring and Support of Municipalities Act; Performance and information management and reporting; Perform an oversight role over expenditure in terms of the procurement of service providers and consultants.

ENQUIRIES : Ms J Louw Tel No: (021) 483 9071

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 22 April 2024

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

OTHER POSTS

POST 11/86 : **DEPUTY DIRECTOR: ENERGY RESILIENCE REF NO: DOTP 17/2024**
(Project Manager 24-month contract)

SALARY : R958 824 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 4-year B-Degree/Honours, equivalent or higher qualification (NQF 8) in any of the following fields: chemical, mechanical, electrical or other engineering; Or natural, environmental or sustainability-related sciences; Or energy, finance, economics or law; 8 years relevant experience in energy or related fields Recommendation: Driver's licence (code EB/B); Relevant post-graduate academic qualification in energy or related field; Experience in energy project or programme design, implementation and / or management. Competencies: Knowledge of the following: Applicable policies and procedures; Electricity Regulation Act (and amendments); National Environmental Management Act; Integrated Resource Plan; Public Finance Management Act; Municipal Finance Management Act; Carbon Tax and Carbon Border Adjustment Mechanisms; Integrated Energy Policy; Public Service procedures; Following skills: Project management, financial management, relationship management, monitoring and evaluation, contract management, people management; computer literacy, communication (written and verbal) and report writing.

DUTIES : Facilitate the implementation of the Western Cape Energy Resilience Programme and related energy projects in the province; Manage and provide specialist and technical comment, advice, and guidance on energy systems, projects and programmes; Render energy related strategic and policy development services; Drive collaboration with key stakeholders for the implementation of energy resilience programmes and projects; Manage ME systems for Western Cape Energy Resilience Programme projects; Manage and perform financial and people management, including general office management.

ENQUIRIES : Mr Lourenco Pick at email address: lourenco.pick2@westerncape.gov.za

<u>POST 11/87</u>	:	<u>STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 40/2023 R1</u>
<u>SALARY</u>	:	LP 7: R844 572 per annum, (all-inclusive salary package), (OSD as prescribed) LP 8: R991 233 per annum, (all-inclusive salary package), (OSD as prescribed)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	LLB-Degree with admission as an Advocate or Attorney, LP 7: A minimum of 5 years' appropriate practical post qualification legal experience, LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following:Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law; Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; Well developed innovative problem solving and analytical skills; sound organising and planning skills.
<u>DUTIES</u>	:	Researching formulating drafting and editing legislation; Providing legal technical comments on draft legislation;Providing legal advice (including formal written opinions) on substantive legal issues;Scrutinising, drafting and editing legal documents and memoranda submissions and legal technical correspondence.
<u>ENQUIRIES</u>	:	Ms A Vosloo at Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
<u>POST 11/88</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOTP 14/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR’s); Provincial Treasury Directives/Instructions (PTI’s); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting.Skills needed: Communication (written and verbal); Computer literacy; Supervisory;Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.
<u>DUTIES</u>	:	Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.
<u>ENQUIRIES</u>	:	Mr R. Williams Tel No: (021) 483 0598
<u>POST 11/89</u>	:	<u>ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: DOTP 13/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A 3-year B-degree in Industrial Psychology / HRM (equivalent or higher qualification) with a minimum of 3 years’ relevant experience. Recommendation: A Degree in Industrial Psychology or Industrial Psychology as a major; Experience in Strategic Human Resource Planning and/or Industrial Psychology. Comprehensive understanding of the DPSA Directive on HR Planning and the WCG People Management Strategy; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Competencies: Knowledge of the following: Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; A comprehensive understanding of People Management (Human Resource Management) legislation and policies within a strategic context is essential. Workforce Planning (HR Planning) Skills in the following: Analysing (incl. Analytics) • Creating and Innovating • Formulating Strategies Concepts • Advanced Writing and Reporting skills • Deciding Initiating Action skills • Delivering Results Meeting Customer Expectations • Entrepreneurial and Commercial Thinking • Presenting and Communicating Information (incl. Basic Consultancy Skills) • Leading and Supervising skills • Learning

Researching & Applying Expertise Technology (incl. Intermediate Computer literacy in MS Office, namely MS Word, Excel, Power-point, Outlook)

DUTIES : Provide a comprehensive strategic workforce planning service to ensure Workforce Plans are in place to address the current and future people capability needs of the eleven provincial departments; Facilitate, co-ordinate and annually report on the implementation of the workforce planning interventions of the eleven provincial departments.; Provide an Annual People Management (M) Planner support service to senior managers of the eleven provincial departments to assess their ongoing people capability needs; Annually assess WC Provincial Departmental Workforce Plans and Reports for compliance and quality; Render the "Office of the Premier" (OTP) role in respect of Workforce Planning in the Western Cape Province; Management and Supervision responsibilities

ENQUIRIES : Ms I Mackay at Ilse.Mackay@westerncape.gov.za

POST 11/90 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 07/2024**

SALARY : R359 517 per annum (Level 08)

CENTRE : Department of Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in Accounting or Financial Management; A minimum of 1-year appropriate experience in a financial accounting working environment. Competencies: Knowledge of the following: Sound knowledge of Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Managerial knowledge of Financial systems; Experience in drafting of Financial Statements ; Computer literacy in MS Office (Word, Excel and Outlook); Sound knowledge of the legacy systems; Strong Financial background; Generally Recognised Accounting Practices; Compilation of Financial statements; The ability to provide training; Presentation skills; Good written and oral communication skills.

DUTIES : Overall assessment of the AFS Template, research and analysis of the relevant/most updated Accounting Standards, Accounting Manual for Departments, and adhoc guidelines and directives issued by National and Provincial Treasury AFS. Compilation of the IFS/AFS consisting of primary and secondary financial information and assist with implementation/compliance of IFS/AFS disclosure notes. Completion and submission of of Audit file and regular reporting. Provide guidance/advice around accounting issues in respect of IFS/AFS. Reporting as per requirement of the PFMA.

ENQUIRIES : Mr LJ Petersen Tel No: (021) 483 5758

PROVINCIAL TREASURY

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

CLOSING DATE : 22 April 2024

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

MANAGEMENT ECHELON

POST 11/91 : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT REF NO: PT 13/2024**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive salary package)

- CENTRE REQUIREMENTS** : Department of Provincial Treasury, Western Cape Government
 : An appropriate Honours Degree (NQF8); A minimum of 8 years' relevant senior management experience; A valid Code 8 driver's license (or alternative mode of transport for people with disabilities; and Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. (Refer to note 4 below) Recommendation: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: People and Financial Management; Financial norms and standards; Supply Chain and Asset management; Financial management systems; Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.
- DUTIES** : Strategic, People and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these; Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; and Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.
- ENQUIRIES** : Ms J Gantana Tel No: (021) 483 3604

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 22 April 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 11/92** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 18/2024 (X4 POSTS)**
- SALARY CENTRE** : R432 348 - R500 715 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government:
 Kraaifontein
 Eeste River
 Khayelitsha
 Metro East
- REQUIREMENTS** : 4 year Degree qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the car support protection and development of vulnerable individuals groups; Families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 812 0910

<u>POST 11/93</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MOSEL BAY) REF NO: DSD 19/2024</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	4 year Degree qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from social instability in any form. Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr Q Arendse Tel No: (021) 812 0910
<u>POST 11/94</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 14/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3-5 years relevant experience. Recommendation: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za
<u>POST 11/95</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 15/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government: Overstrand Cape Agulhas Swellendam Cape Winelands Overberg
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well

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

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

ENQUIRIES : Ms L Louw Tel No: (023) 348 5300

POST 11/96 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 16/2024 (X12 POSTS)**

SALARY : Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Gugulethu
Athlone
Philipi
Mitchells Plain
Wynberg
Retreat
Metro South
Fishhoek

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms P Magadla Tel No: (021) 001 2674

POST 11/97 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2024 (X6 POSTS AVAILABLE IN KHAYELITSHA AND KRAAIFONTEIN)**

SALARY : Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Mr Q Arendse at Tel No: (021) 812 0910

POST 11/98 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO. DSD 21/2024 (X7 POSTS))**

SALARY : Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Delft
Milnerton
Cape Town
Langa

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop,

advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

ENQUIRIES : Ms M Swart Tel No: (021) 483 7673

POST 11/99 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 17/2024 (X6 POSTS)**

SALARY : Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government:
Bonnytown
De Novo Treatment centre
Horizon
Lindelani Child and Youth Care Centre
Outeniekwa Child and Youth Care Centre
Vredelus Child and Youth Care Centre

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Case Work; Assessment /profiling; Implementation of Intervention; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 11/100 : **ACCOUNTING CLERK: GOVERNANCE REF NO: DSD 20/2024**

SALARY : R202 233 per annum (Level 05)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendation: None. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial

legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual; Written and verbal communication skills.

DUTIES : Render Financial Accounting transactions: Receive invoices; Check invoices for correctness verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash; Perform Salary Administration support services: Receive salary advices; Process advices (e.g. check advices for correctness capture salaries bonuses salary adjustments capture all deductions etc.); File all documents; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget Identify variances; Capture allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

ENQUIRIES : Mr A Nzimande Tel No: (021) 483 6278

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 22 April 2024

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

OTHER POSTS

POST 11/101 : **DEPUTY DIRECTOR: FLEET REPAIR AND MAINTENANCE REF NO: MD 12/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in fleet management; A valid code B (or higher) driving licence.NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical/technical/engineering background. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (cir 2 of 2019). Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making; Research; Presentation; Computer literacy (MS office package);.

DUTIES : Oversee the daily activities of the GMT RM client care centre; Oversee the daily functions of the GMT Repairs and Maintenance Coordination (RMC) section; Oversee the daily functions of the GMT Quality Assurance (QA) section; Oversee the daily functions of the GMT Related Supplier Management section and the payment of RM invoices; Policy and contract management, as well as management support services; Human capital management.

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

POST 11/102 : **DEPUTY DIRECTOR: LAND TRANSPORT INTEGRATION AND OVERSIGHT REF NO: WCMD 13/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum 3 years management experience and 2 years transport planning and/or transport logistics; A valid (Code B or higher) driving licence . NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project Management processes; Built Environment field. Competencies: Knowledge of the following: Business and management principles; Supply Chain Management; Project Management; Applicable legislative and regulatory requirements in the development of Public Transport projects; Skills needed: Written and verbal communication; Problem solving and decision making ability.

DUTIES : Ensure the provisioning of public transport services and public transport infrastructure within non-metro municipalities; Support and capacitate non-metro local authorities with regard to the implementation of land transport services; Ensure the implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making, produce

reports, support integration and collaboration across government spheres; Management of the Human Resources of the sub-directorate to achieve pre-determined performance indicators and service delivery imperatives, motivated and competent staff and sound labour relations; Plan the sub-directorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions.

ENQUIRIES : Mr F Mbambo Tel No: (021) 483 7849 / Nicola.abrahams@westerncape.gov.za

POST 11/103 : **DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 15/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in Finance, Asset, Logistics or Supply Chain Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge of the following: Asset and logistics management services and processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Policy development and operational management, monitoring and review processes and systems; Public Finance Management Act, National and Provincial Treasury regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication skills; Project Management; Accounting, finance and auditing; Economical and statistical analysis; Legal administration.

DUTIES : Develop, implement and monitor departmental asset management and logistic related plans, policies, prescripts and processes; Ensure the rendering of effective and efficient asset management and logistics management services; Plan and manage the work of and account for the overall performance of the subdirectorate; People management; Financial management.

ENQUIRIES : Ms R Davids at Tel No: (021) 483 4505

POST 11/104 : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION REF NO: WCMD 11/2024 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Communication Science, Public Relations or related field; A minimum of 3 years supervisory level experience in a departmental/organisational communication working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement with the Department of the Premier (CSC); Departmental media liaison and public relations services; Departmental communication plans; Internal and external organisational communication; Media management; Printing and production processes; Communication products in a departmental context; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Numeracy and literacy; Project management and administration; Accounting, finance and auditing; Report writing; Planning and organising; Time management; Analytical thinking; Problem solving; Grooming and presentation; Customer/Client liaison.

DUTIES : Plan and coordinate external and internal communication support within the department; Provide support for the department's media management services; Team and Unit Administration; Managerial functions.

ENQUIRIES : Ms M Allie Tel No: (021) 483 9483