



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 05 OF 2020**

**DATE ISSUED: 07 FEBRUARY 2020**

### **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).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
COOPERATIVE GOVERNANCE	A	03 - 04
DEFENCE	B	05 - 06
EMPLOYMENT AND LABOUR	C	07 - 09
ENVIRONMENTAL AFFAIRS	D	10 - 13
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	E	14 - 16
HIGHER EDUCATION AND TRAINING	F	17 - 19
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	20 - 29
MILITARY VETERANS	H	30 - 35
MINERAL RESOURCES	I	36 - 37
NATIONAL PROSECUTING AUTHORITY	J	38 - 39
NATIONAL SCHOOL OF GOVERNMENT	K	40 - 43
NATIONAL TREASURY	L	44 - 49
OFFICE OF THE PUBLIC SERVICE COMMISSION	M	50 - 51
PUBLIC SERVICE AND ADMINISTRATION	N	52
PUBLIC WORKS AND INFRASTRUCTURE	O	53 - 57
RURAL DEVELOPMENT AND LAND REFORM	P	58 - 71
SOCIAL DEVELOPMENT	Q	72 - 75
TRADE AND INDUSTRY	R	76 - 78
TRANSPORT	S	79 - 80
THE PRESIDENCY	T	81 - 83

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
EASTERN CAPE	U	84 - 132
FREE STATE	V	133 - 137
GAUTENG	W	138 - 185
KWAZULU NATAL	X	186 - 210
NORTHERN CAPE	Y	211 - 212
WESTERN CAPE	Z	213 - 233

**DEPARTMENT OF COOPERATIVE GOVERNANCE**

*The vision of the Department of Cooperative Governance is one of having a well-co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056, submitted electronically via email: cogta62@ursonline.co.za or via fax: 086 415 5709, Enquiries regarding applications and Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 21 February 2020
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, certified copies of ID and qualifications, as well as SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below post is a senior management post. Candidates should therefore possess managerial skills. Candidates, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

**MANAGEMENT ECHELON**

- POST 05/01** : **DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE REF NO: 24847/01**  
(Five Year Contract Post)  
Re-advertisement and candidates who had previously applied are encouraged to re-apply

- SALARY** : R1 978 533 per annum. (Level 16) (An all-inclusive remuneration package)  
The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
: An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA plus 8 to 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Technical Competencies: Inter-Governmental Relations Frameworks. Municipal System Act and Structure Act. Government systems and structures. Political landscape of South Africa. Provincial and local government systems. Public Service Transformation. Public Finance Management Act. Public Service Act. Public Service Regulations.
- DUTIES** : As the Director-General, the successful candidate will perform the following duties: Provide strategic leadership and support on the coordination and drive back to basic activities across the Department and government as a whole in order to create change on the ground. Provide strategic leadership and support in building institutional resilience in the local government system through system development, governance, capacity building and revenue management. Provide strategic leadership and support in promoting an integrated and coordinated system of disaster management and fire services. Provide strategic support and overall management of community works programme within the three spheres of government. Provide strategic leadership and support with regard to financial management service in the Department. Provide strategic leadership and support on integrated corporate services to the Department. Provide strategic direction in Internal Audit and Risk Management as indicated in the PFMA and Treasury Regulations.
- ENQUIRIES** : Ms M.G. Mahlangu, Tel.No: (012) 334 0517

## DEPARTMENT OF DEFENCE



- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed
- CLOSING DATE** : 21 February 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POST

- POST 05/02** : **DEPUTY DIRECTOR ARMAMENT ACQUISITION, REF NO: CFO 20/1/1**  
This post is advertised internally and broader Public Service Circular
- SALARY** : R733, 257 per annum (Level 11) All- inclusive salary package.
- CENTRE** : Finance Management Division, Chief Directorate Budget Management:  
Sub-directorate: Budgeting, Erusmaskloof, Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year Bachelor Degree/three year National Diploma in Financial Management/Management Accounting (NQF level 6/7). A minimum of five (5) years working experience in Budget Management, Capital Acquisition, Budget Preparation, Cost Accounting and Reporting at a level of Assistant Director or Equivalent. Knowledge: A thorough working knowledge of the Project Management process and capital projects acquisition. Good working knowledge of Public sector/Private Sector budgeting processes (Medium Term Expenditure Framework), project management and risk management. Vast knowledge of the project financial management process including project financial ceilings

and project expenditure. Proficient in financial regulatory frameworks in the Public Sector/Private Sector (Public Finance Management Act, Treasury Regulations), augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Competencies: Understand and interpret financial prescripts of the Public Sector or Private Sector. Experience in report writing and effectively apply budget policy. Project management skills, Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). People management and empowerment, good leadership skills. Accuracy and attention to detail. Excellent analytical and numerical skills particularly regarding the financial management of multi-year acquisition projects. Ability to work well under pressure and respond appropriately under difficult situations towards senior and military personnel.

**DUTIES**

: Execute all Armament Acquisition responsibilities for the Services and Division as specified by the Public Finance Management Act (PFMA), the Treasury Regulations and budget policy. Manage South African National Defence Force capital projects financial ceilings by effectively monitoring financial baselines. Provide financial information and advice to the Armament Acquisition Control Board. Evaluation of the Special Defence Account estimates and ensures that projects are properly executed. Maintain and update the Department of Defence Project Information Navigation Tool (PINT). Preparation of submissions to senior members, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions are taken regarding their projects. Monitor and report on project expenditure trends. Create and maintain a costing data-base, which is accurate, valid and reliable. Management of Armament Acquisition budget by providing advice to Project Officers and budget managers. People management and empowerment by ensuring continuous competency improvement of personnel within the span of control. Attend to other tasking by the leadership of financial management division.

**ENQUIRIES**

: Ms O.M. Gopane, Tel No: (012) 355 5808

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**NOTE**

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies( Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver's license where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

**MANAGEMENT ECHELON****POST 05/03**

: **CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/01**

**SALARY**

: R1 251 183. per annum (All inclusive)

**CENTRE**

: Compensation Fund, Pretoria

**REQUIREMENTS**

: Four year qualification or NQF7 (recognized by SAQA) in Financial Management or Accounting Qualification. 5 years' experience in a Senior Management position. Demonstrated experience and performance in the field of financial management. Knowledge: Finance, Technical standard/procedures, HR matters, Training, Managerial functions, Financial Regulations, Public Service Regulations, Public Service Act. Legislative requirements: Public Financial Management Act, Public Services Regulations Act, Treasury Regulations, Supply Chain Management prescripts. Skills: Research and development, Computer literacy, Policy formulation, Communication, Knowledge Management, Advanced Financial Management, Planning and organizing.

**DUTIES**

: Provide strategic leadership, support and advice to the Compensation Fund regarding financial management functions according to the PFMA and other relevant regulations. Implement strategic financial control, budget and internal systems as prescribed by the PFMA, Treasury Regulations and relevant prescripts. Manage the finances, assets and supply chain management functions and revenue generation of the Fund. Represents the

Fund at relevant structures to enhance the value of CF operations. Oversee the management and collection of revenue and accounts receivable functions of the Fund. Responsible for the resources and performance management of staff the Chief Directorate Finance sections.

**ENQUIRIES** : Mr V Mafata Tel No: (012) 313 9118  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume Street, Delta Building, Pretoria.  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
**CLOSING DATE** : 21 February 2020

#### OTHER POSTS

**POST 05/04** : **MEDICAL OFFICER GRADE 3: OCCUPATIONAL MEDICINE REF NO: HR 5/1/2/3/02**

**SALARY** : R938 964 - R1026 693 per annum (OSD)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : An MBCHB Degree and Diploma in Occupational health (DOH). Minimum of 5 years appropriate experience after registration with HPCSA and at least 3 years' experience in Occupational Medicine practice Post incumbent may be required to travel to see clients. Knowledge: National Health Act, Public service, Department of employment and labour, Compensation Fund regulations, policies and procedures. CF relevant stakeholders, Customer services principles (Batho Pele).Fund values, required information technology knowledge. Compensation Fund information technology operating systems, DPISA guidelines on COIDA;COID Act; Occupational Health and Safety Act( OHS),PFMA and National Treasury Regulation; Promotion of Access to information Act; PAJA, Constitution Act 108 of 1996.General knowledge of the Public service regulations. Skills: Required technical proficiency, business writing, knowledge management, basic computer skills, programme management change management, service delivery Innovation, problem analysis and solving ,accountability, decision making, people management and empowerment, Client orientation and customer focus, Communication, work ethic and self-management, Risk management and corporate governance, Medical skills, environmental awareness.

**DUTIES** : Research and do benchmarking on Occupational Medicine standards and protocols. Develop policies and guidelines on occupational injuries and diseases. Analyse and report on occupational injuries and disease/medicine trends. Assist in establishing and maintaining mutually-beneficial relationships with key stakeholders in Occupational related fields. Provide technical advice and expertise on all medical aspects of compensation claims.

**ENQUIRIES** : Dr B Ndzuta Tel No: (012) 406 5856  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume Street, Delta Building, Pretoria.  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
**CLOSING DATE** : 21 February 2020

**POST 05/05** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HR 4/4/7/73**

**SALARY** : R376 596 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Three (3) year qualification in Office Management/Administration/Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Support environment. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Listening and observation, Innovative Analytical, Verbal and written communication.



**DUTIES** : Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Co-ordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

**ENQUIRIES** : Ms N Njwambe Tel No: (013) 655 8775  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni  
**CLOSING DATE** : 24 February 2020

**POST 05/06** : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/8/249**

**SALARY** : R376 596 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Three (3) year qualification in Communication Science/Marketing/Public Relation/Media Studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in in a media/public relations/marketing/communication services. Knowledge: Departmental policies and procedures, Public Financial Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation Event Management.

**DUTIES** : Provide public relations and media liaison services at Provincial level including including performing duties and responsibilities as spokesperson for DEL in the provide (daily). Organise stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DEL at Provincial level (monthly). Manage DEL internal communication such as management of notice boards, posting if information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days etc. (yearly)

**ENQUIRIES** : Ms E Maneli Tel No: (051) 505 6203  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Bloemfontein  
**CLOSING DATE** : 24 February 2020

**POST 05/07** : **SECURITY TRAINING OFFICER REF NO: HR 4/20/02/01HO**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Security/Risk Management. One (1) year functional experience in Security Training services. PSIRA registration Grade "C". Knowledge: Batho Pele principles, Personnel Security, Document Security, Communication Security. Skills: Communication, Presentation, Computer literacy, Problem solving, Leadership, Analytical.

**DUTIES** : Facilitate and coordinate Security Awareness training within the Department of Labour. Manage Security training administration as per individual's PDP. Provide Human Resources Support services within the Security Services Directorate. Administer Security Compliance. Conduct OHS and Security Inspection in the Department.

**ENQUIRIES** : Ms M Moitsi Tel No: (012) 309 4224  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office  
**CLOSING DATE** : 24 February 2020

**DEPARTMENT OF ENVIRONMENT AFFAIRS**

*The National Department of Environment Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 24 February 2020
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.
- ERRATUM:** Kindly note that the post of IT LAN/Desktop Support Manager with Ref No: COO30/2019 advertised in the Public Service Vacancy Circular 04 dated 31 January 2020, has been withdrawn. Sorry for the inconvenience

**OTHER POSTS**

- POST 05/08** : **DEPUTY DIRECTOR: ACQUISITION & DEMAND MANAGEMENT REF NO: CFO15/2019**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree/National Diploma in Supply Chain Management or equivalent relevant qualification. A minimum of 3 years 'relevant experience in Supply Chain Management. Knowledge of acquisition management, procurement and business practices. Ability to establish and manage acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Understanding of Government budgeting processes. Knowledge of Public Service financial legislative frameworks; Understanding of Financial management; Risk Management; Knowledge and understanding of contract management.
- DUTIES** : Manage contract administration and receipt of Service Level Agreements (SLA). Ensure receipt of vetted contract/SLA for record purposes. Ensure extension of contracts is in line with National Treasury practice notes, SCM and Financial delegation. Administer contracts in terms of expiry dates. Efficient demand management framework. Ensure effective acquisition management. Ensure compliance with Supply Chain Management prescripts. Check and verify approval for outstanding of good/services. Ensure timeous advertisement of bids requirements. Manage proper recording of bid proposals. Manage the administration of supplier database

and supplier performance. Reviews of Supply Chain Management Policies and external reporting, deviation reporting.

**ENQUIRIES** : Ms L Nesane Tel No: (012) 399 9045  
**POST 05/09** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CHEMICALS AND WASTE REGULATION AND POLICY REF NO: CWM01/2019**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four (4) year degree in environmental or natural science or equivalent qualification coupled with at least six (6) years post qualification experience. Experience in the implementation of environmental law will be an added advantage. Three (3) years working experience in the field of pollution, chemicals and waste management. Understanding of the policy and legislative framework governing environmental management in general and pollution and waste management and legislative processes. Proven experience in policy development and legislative drafting. Proven experience in coordinating public participation and engagement with multiple stakeholders. Experience in project management. Skills required: Negotiation skills, good interpersonal relations, well-developed communication skills, and excellent project management skills, conflict management. The incumbent must have ability to work independently and efficiently under pressure. The incumbent may be required to travel from time to time, hence a driver's license is one of the requirements

**DUTIES** : Manage the development of national policies and strategies on chemicals, pollution and waste management. Support the development of national legislation and regulations on pollution and waste management. Support the development of appropriate norms and standards for all aspects of chemicals, pollution and waste management. Support provincial environmental departments when drafting legislation and regulations that are aligned to national policy. Support municipalities to draft by-laws that are aligned to national policy. Assess that domestic legislation supports ratified Multilateral Environmental Agreements (MEAs). Liaise with line functions in the development of national policies, strategies and legislation on pollution and waste management. Promote public participation in processes for the development of national policies, strategies and legislation on pollution and waste management. Participate in departmental and government forums on law reform and legislative processes. Coordinate multi-stakeholder forums for pollution and waste management. Represent the department in inter-Departmental forums and industry forums on law reform relating to chemicals, pollution and waste management. Coordinate the implementation of the NEMWA and its subordinate legislation. Manage projects in the sub directorate. Facilitate the implementation of the Social Economic Impact Assessment System of government in relation to the NEMWA

**ENQUIRIES** : Mr K Mokoena, Tel No: (012) 399 9825

**POST 05/10** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA LANNING REF NO: CCAQ14/2019**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four (4) year degree in Environmental or Natural Science or equivalent relevant qualification plus 6 years post qualification experience in related field; and appropriate experience or knowledge of current air quality management and other environmental issues. The incumbent must have experience in or an advanced knowledge of the implementation of the National Environmental Management Air Quality Act 39 of 2004, air quality management planning, experience and/or knowledge of sophisticated information and communication technology, data and information management techniques, emissions inventory database development and management, sound knowledge of industrial and energy generation processes; and experience in working with multi-stakeholder groups. The

incumbent must also poses the following skills: organizational and administrative skills, knowledge of project management, research skills, good communication (include verbal and exceptional scientific report writing skills); and must have the ability to develop and apply policies.

**DUTIES** : Priority Area Identification; Development of the Priority Area Air Quality Management Plans; Conducting a review for the Priority Area AQMP; Priority Area reporting; providing support to Provincial Departments with respect to identification, planning and implementation related to provincial priority areas. Conducting research and collect data relevant to air quality management within the priority areas.

**ENQUIRIES** : Dr V Gololo Tel No: (012) 399 9203

**POST 05/11** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ATMOSPHERIC LEGISLATION AND REGULATION**

**SALARY** : R495 219 per annum (OSD)

**CENTRE** : Pretoria

**REQUIREMENTS** : An LLB Degree plus 6 years post qualification experience in a relevant field. Specialist knowledge of environmental law, ability to draft, interpret, review and amend legislation and subordinate legislation. The ability to interpret and provide legal opinion and advice. Knowledge of: National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004); Environmental issues, especially those relating to air and the atmosphere; and Air quality management governance. In addition, applicants must have general knowledge of: Environmental quality and protection policies, strategies and priorities; Government's standard administrative procedures; and (c) general administration practices.

**DUTIES** : To ensure that the national air quality legislation and subordinate legislation developed and implemented are of the best quality with a view of protecting and defending the right of all South Africans to air and atmospheric quality that is not harmful to health and well-being. Ensuring that the department's air quality related legislation and regulation functions are carried out efficiently and effectively. To this end, the successful candidate will be responsible for the following key performance areas: National legislation and regulations development and review; Sector legislation and regulations development and review; Legislation and regulations development and implementation support; Air quality legal advisory support to the Chief Directorate: Air Quality Management; and Support to Provincial Departments.

**ENQUIRIES** : Dr V Gololo Tel No: (012) 399 9203

**POST 05/12** : **ASSISTANT DIRECTOR: HR PLANNING AND HR INFORMATION REF NO: COO32/2019**

**SALARY** : R376 596 per annum (excluding benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma in Human Resource Management or equivalent relevant qualification. Minimum of 3 years' relevant experience. Knowledge of the Human Resource Management Legislation and regulatory framework. Knowledge of Public Service Regulatory Framework, Public Finance Management Act and Treasury Regulations and HR practice and procedures, administrative procedures, project management, personnel management, Human Resource Planning, Human Resource development, and organizational information. Good strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organizing, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison and interpersonal-relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually, in team, under extreme pressure and with difficult persons and to resolve conflict.

**DUTIES**

: The successful candidate will be responsible to provide human resources planning and information support services through the following key performance areas: Coordination of Human Capital Management compliance reporting. Maintain HR Information and statistics. Development and implementation of the HR Plan. Maintain HR dashboard information service.

**ENQUIRIES**

: Mr G Ntshane; Tel. No: (012) 399 – 8628

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

***GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.***

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 21 February 2020
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The original certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

**OTHER POSTS**

- POST 05/13** : **DEPUTY DIRECTOR: RADIO PRODUCER REF NO: 3/1/5/1 – 20/07**  
Directorate: Media Production
- SALARY** : R733 257 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria (Hatfield)
- REQUIREMENTS** : The Candidate should have a National Diploma or equivalent qualification in Radio Production (NQF level 6) and or Degree (NQF 7). The ideal candidate will have the following competencies: think creatively, work under pressure & meet deadlines, work independently as well as part of a team. Candidates must be in possession of a valid driver's license. Good radio presenter skills will be an added bonus. Candidates must have at least three years' experience in radio production and one year at a management/supervisory level. Job Knowledge: Candidates must have sound management skills and detailed knowledge of radio production, both from a technical aspect and from a content perspective.
- DUTIES** : The incumbent is required to: provide leadership to and manage the GCIS radio unit, including financial, human resource and logistical management; oversee all productions of the unit; develop plans for the further development

of the unit; build relations with stakeholders such as other government departments and the community radio sector; provide support to the director of Media Production in planning and managing campaigns as well as the overall management of the directorate. The incumbent will be expected to work after hours and travel extensively.

**ENQUIRIES**  
**NOTE**

: Mr. A Mohamed Tel No: (012) 473 0015  
: Candidates will undergo a practical test in radio production.

**POST 05/14**

: **REGIONAL COMMUNICATION COORDINATOR REF NO: 3/1/5/1 – 20/08**  
Chief Directorate: Provincial and Local Liaison

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

: R376 596 per annum  
: Chris Hani District (Queenstown)  
: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in Chris Hani District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES**

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Chris Hani District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES**

: Mr N Pinyana Tel No: (043) 7222 602/09

**POST 05/15**

: **FREELANCE DATABASE MANAGERS REF NO: 3/1/5/1 – 20/09**  
Directorate: Marketing and Distribution

**SALARY**  
**CENTRE**

: Per assignment allocated (benefits excluded)  
: Pretoria

**REQUIREMENTS**

: Applicants must be in possession of an appropriate three-year degree or related accredited qualifications in Database Administration. Experience: At least three years' experience in Database Administration. In-depth understanding of the South African media landscape, Government landscape and communication environment. Experience in developing, programming, troubleshooting, managing, verifying and maintaining databases. The ability to network and work independently and under pressure. Good communication/liaison, networking, planning, problem-solving and research skills. Inclination to pay attention to detail and willingness to take initiative. Advanced computer skills especially in Microsoft Excel.

**DUTIES**

: Make daily telephonic calls to confirm exiting data or to collect new data to have an updated and complete dataset. Database verification. Verification of proof of delivery details vs the database and update of the database where required. Overlooking database design. Merging of datasets. Determining the best possible method of organising data, recording and implementing it. The type of database and data to be dealt with will depend on GCIS or client. Secure and maintaining database results by setting and enforcing standards and controls. Oversee projects and ensure all members of your team are working on the right thing at the right time to keep databases in order. Developing protocols for data processing. The Database Manager will assist a number of people within GCIS, as well as assist in the smooth operation of the business as a whole. For example, depending on requirements, GCIS may use the data for communication purposes or for targeted marketing. Preparation for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming. Keep senior technical management informed by preparing reports on system performance and problems. To help non-technical people understand how to use the database system and ensure it is used properly. The Database Manager may write reports, training manuals and also be involved in direct training, either of your own team or of employees that will use the system i.e. training colleagues on how to input and extract data. Setting up and testing new database and data handling systems. Upgrading of hardware and software by assessing transaction processing and database production options. Monitoring database efficiency, maintenance of database performance by troubleshooting problems. Accomplish platform upgrades and improvements by supervising system programming. Applicants will be expected to work from the GCIS head office situated in Hatfield Pretoria, must be flexible and be able to work under pressure with tight timelines.

**ENQUIRIES  
NOTE**

: Ms N Prinsloo, Tel No: (012) 473 0203  
: Payment rates will be discussed with shortlisted candidates. Interviewees will be expected to perform a practical aligned to their area of application.



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

- APPLICATIONS** : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).
- CLOSING DATE** : 28 February 2020 at 12:00
- NOTE** : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and driver’s license (where applicable) please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

**OTHER POSTS**

- POST 05/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: ADHR/01/2020**  
Campus: Central Office
- SALARY REQUIREMENTS** : R376 596. per annum (Level 9) plus benefits as applicable in the Public  
: Appropriate Bachelor’s degree or National Diploma (NQF level 6/7) in Human Resource Management/Public Administration and/or Industrial Psychology, 5 years’ relevant experience in a corporate organization and at least 2 years’ relevant supervisory experience in a TVET College, University or similar educational institution. Recommendations: Conflict management skills with regard to people management. Good communication and writing skills. Knowledge of Public Service Act, Employment of Educators Act, Labour Laws (Basic condition of Employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc.) PFMA. Must be able to understand and interpret HR prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. Computer literacy (MS Word, Excel and PowerPoint). A valid driver’s licence and willingness to travel when required. Key Performance Areas: Human Resources Services: Provide HR planning and monitoring services by developing policies, processes and procedures; monitoring consistent compliance with prescripts; and monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff; advertising and filling of vacancies; managing pension, medical aid and housing allowance for staff; and providing general HRA services including HR registry and Leave Management. Facilitate the

maintenance of record management of the HR filing system and Persal. Performance management: Provide performance management services by currently using tools like IQMS (lecturing staff), PMDS (office-based lecturing staff) and EPMDS (non-lecturing staff). Human resource development: Provide training to staff by identifying training needs, coordinating training, developing and implementing WSP, conducting skills audits and maintaining skills profiles for staff Administer bursaries (Currently offered by DHET, ETDP SETA, etc.) and internships. Labour Relations: Provide labour relations services by promoting and monitoring labour peace. Provide dispute and grievance services by handling disputes, facilitating speedy conclusion of disputes and resolving grievances within approved mandates Provide disciplinary services by facilitating effective coordination of disciplinary matters within the relevant legislative framework. Unit management. Compile and implement HR unit's annual performance plan. Compile and manage the unit's budget and cash flow. Conduct performance reviews with unit's staff, arrange and monitor personal development plans. Conduct meetings with unit staff and plan and assign work within the unit. Mr KA Shangase Tel. No: (034)3264888

**ENQUIRIES**

:

**POST 05/17**

:

**SENIOR ADMIN OFFICER: LABOUR RELATIONS REF NO: SAOLR/02/2020**  
Campus: Central Office

**SALARY**

:

R316 791 per annum (Level 8) plus benefits as applicable in the Public Service Minimum Requirements: Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with three (3) years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and a valid driver's licence. Recommendations: Knowledge of Persal. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirements for the post.

**DUTIES**

:

Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. Promote sound labour peace within the College. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the College's planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff on labour related matters. Attend to audit queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Human

**ENQUIRIES**

Resource Manager in achieving the strategic objectives of the College on labour relations management. Be willing to undergo continuous training and development. Attend and run meetings.  
: Mr KA Shangase Tel.No: (034) 3264888

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 24 February 2020

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

## OTHER POSTS

**POST 05/18** : **DEPUTY DIRECTOR: LEASES AND DISPOSAL REF NO: 20/17/CFO**

**SALARY** : R733 257 – R863 748 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : relevant Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or Equivalent Qualification; 3 years related leases and disposal management experience; Knowledge of PFMA, Treasury Regulations, Accounting Systems, Asset Management system and relevant Prescripts; Knowledge and proper understanding of the Supply Chain Management framework; Knowledge of Financial Management; Knowledge of Asset Management framework; A valid driver's license. Skills and Competencies: Computer literacy (MS word, PowerPoint, Outlook, Excel, etc.); Communication skills (written and verbal); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development; Research, Monitoring, Evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Provide inputs during the preparation of the Disclosure note for the leases and the disposal for Interim and Annual Financial statements; Manage movement of new and old assets; Supervision of employees.

**ENQUIRIES** : Ms. M. Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE** : People with disabilities are encouraged to apply.

<b><u>POST 05/19</u></b>	:	<b><u>DEPUTY DIRECTOR: HR CMC1 REF NO: 20/18/HR</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Human Resource or equivalent qualification; 6 years' experience in Human Resource of which 3 years must be at managerial level; Knowledge and application of legislative requirements; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Customer services orientation; Planning and organizing; Creative thinking; Problem analysis and creative thinking; Project management; Financial management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate Job Evaluation process in the Branches; Coordinate recruitment and selection process within the Branches; Coordinate the appointment and service and benefits; Coordinate the performance management process within the branches; Coordinate skills development programmes; Coordinate Employee Relations services; Coordinate inputs from branches to HR plan and EE Plan; Coordinate the collection of data.
<b><u>ENQUIRIES</u></b>	:	Ms. M Qhamakoane Tel No: (012) 357 8591
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>POST 05/20</u></b>	:	<b><u>COURT MANAGER 04 POSTS</u></b>
<b><u>SALARY</u></b>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Mamelodi Ref No: 2020/10/GP Magistrate Tsakane Ref No: 2020/11/GP Magistrate Oberholzer Ref No: 2020/12/GP Magistrate Heidelberg Ref No: 2020/14/GP
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Administration (NQF level 6) and/or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users;
<b><u>ENQUIRIES</u></b>	:	Ms RR Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Private Bag X6, Johannesburg, 2000 7 <sup>th</sup> Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
<b><u>NOTE</u></b>	:	Separate applications must be made quoting the relevant reference.

**POST 05/21** : **ASSISTANT DIRECTOR: FINANCIAL TRANSACTION PROCESSING:  
PAYROLL REF NO: 20/15/CFO**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Finance (NQF6) or equivalent qualification; A minimum of 3 years' experience in financial management; 3 years' experience should be at supervisory level; Knowledge of PFMA, Treasury Regulations, (BAS), Persal and Salary Expense Account; Knowledge of Reconciliation of income tax; A valid driver's licence. Skills And Competencies: Communication skills (written and verbal); Computer literate (Ms Office, Ms Excel & PowerPoint); Interpersonal relationship skills; Planning and organizing skills; Problem solving skills; Report writing skills; Analytical skills.

**DUTIES** : Key Performance Areas: Manage Departmental debt; Oversee compensation of employees and manage expenditure; Review and analyse expenditure and annual reports on budget; Ensure an effective financial accounting services; Provide effective people management.

**ENQUIRIES** : Ms M Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NOTE** : People with disabilities are encouraged to apply.

**POST 05/22** : **ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT AND  
REQUEST FOR QUOTATIONS REF NO: 20/04/CFO**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A National Diploma/Bachelors Degree in Acquisitions/Administration/Finance (NQF 6) or related qualification; 3 years working experience in Acquisitions Management/Supply Chain Management at supervisory level; Knowledge of Public Finance Management Act (PFMA), BAS, Treasury Regulations and other applicable legislation; Knowledge of Financial Management; A valid driver's license. Skills And Competencies: Computer literacy (Ms Word, Ms Excel & PowerPoint); Communication (written and verbal) skills; Research and analytical skills; Accuracy and attention to details; Policy development; Presentation and facilitation skills; Monitoring and evaluation and reporting writing.

**DUTIES** : Key Performance Areas: Coordinate (synergize), review and execute the bidding process; Verify BBBEE/Sworn affidavits rating of all departmental suppliers; Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury; Follow-up on all Acquisition Management functions National and Regional; Provide effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration; Provide effective people management.

**ENQUIRIES** : Ms N Joseph Tel No: (012) 357 8646

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE** : People with disability are encouraged to apply.

<b><u>POST 05/23</u></b>	:	<b><u>ASSISTANT MASTER, MR3- MR5 REF NO: 20/19/MAS</u></b>
<b><u>SALARY</u></b>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Port Elizabeth
	:	LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. C. Msiza Tel No: (012) 315 4754
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 05/24</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 20/05/CFO (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF6; A minimum of 2 year relevant experience in Internal Control/Financial Accounting/Auditing/ Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and Persal Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyse and solve problems; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Analysis of payments, orders and journals made by the department for the detection of non-compliance with policies and prescripts; Assess and conduct determination of possible, irregular, unauthorized, fruitless and wasteful expenditure; Identify root cause and ensure the implementation of corrective action to prevent irregular, unauthorized, fruitless and wasteful expenditure; Ensure appropriate progressive disciplinary action is implemented on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect internal control weaknesses, investigate weakness in identified areas, report findings and make recommendations; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private

	:	Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. People with disabilities are encouraged to apply.
<b><u>NOTE</u></b>	:	
<b><u>POST 05/25</u></b>	:	<b><u>SENIOR HUMAN RESOURCE OFFICER REF NO: 20/14/HR (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria (Various Offices)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; 3 years relevant experience in Human Resource; Working knowledge and understanding of the legislative framework governing the public service; Working knowledge of Persal system; Skills and Competencies: Problem-solving skills; Computer literacy (Ms Office); Communication skills (verbal and written); Ability to work under pressure; Interpersonal relations; Analytical skills; Team work.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices; Handle human resource administration enquiries; Implement conditions of service and service benefits; Assist with Performance Management and Development matters; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. J Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 05/26</u></b>	:	<b><u>SENIOR COURT INTERPRETERS (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office Piet Retief Ref No: 2020/12/MP Magistrate Office Standerton Ref No: 2020/05/MP
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NQF Level 4/Grade 12. National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter; OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage Language Requirements: Afrikaans; isiZulu and English or proficiency in any official language will be an added advantage; Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and , pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance agreements and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties assigned to him/her from time to time and to assist with the necessary Administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms PP Sithole Tel No: (013) 753 9300
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional



Development, Private Bag x11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4<sup>th</sup> floor Nelspruit 1200.

- POST 05/27** : **ESTATE CONTROLLER EC1 REF NO: 20/20/MAS (2 POSTS)**
- SALARY** : R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Mahikeng
- REQUIREMENTS** : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES** : Mr. R. Chauke Tel No: (012) 315 1983
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

#### **INTERNSHIP PROGRAMME 2019/2020**

- APPLICATIONS** : Direct your application to the area of choice at postal addresses indicated below:
- National Office:** The Director-General: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Ms. Samantha Fisher Tel No: (012) 315 4843/Mr. Tokelo Moja Tel No: (012) 315 4847
- Gauteng: Applications:** The Regional Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg. Enquiries: Ms RR Moabelo Tel No: (011) 332 9000
- Mpumalanga:** The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4<sup>th</sup> floor Nelspruit. Enquiries: MR LT Mndebele Tel No: (013) 753 9300 Ext 220
- Kwazulu-Natal:** The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban. Enquiries: Ms C.S. Sikhonde Tel No: (031) 372 3000
- Northern Cape:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Enquiries: Mr. R. Muller Tel No: (053) 802 1300
- Free State:** The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Ms NM Dywili. Tel No: (051) 407 1800
- Limpopo:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. Enquiries: Mr V Lamola Tel No: (015) 287 2035 or Mr. TP Maakamedi. Tel No: (015) 287 2025
- North West:** The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. Enquiries: Ms. P. Lekoma Tel No: (018) 397 7061

**Western Cape:** The Regional Head, Department of Justice, Norton rose House, 8 Riebeeck street, 5th floor, Cape Town, For Enquiries: Mr M Ketelo Tel No: (021) 462 5471

**Eastern Cape:** The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst. For enquiries: Ms. N Nghona. Tel No: (043) 702 7000

**CLOSING DATE**

: 24 February 2020

**NOTE**

: Applicants that wish to apply for graduate programme must have completed the above mentioned qualifications. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field in which the Interns is applying for, a CV together with certified copies of qualifications as well as Identity document. Failure to submit the required documents will result in the application not being considered. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. Who should apply? Unemployed South African graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme. Note: These internships are based in all the Regions. Candidates that wish to apply for internship outside their respective Regions must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Note: Separate applications must be made for each Regional/National Office which you are applying for and quoting the relevant reference number for the centre of your choice

**OTHER POSTS**

**POST 05/28**

: **INTERNSHIP PROGRAMME 2019/2020 CANDIDATE ATTORNEY**

**STIPEND CENTRE**

: R7000 per month  
National Office: State Attorney Office  
Kimberley Ref No: CA1/No (2 Posts)  
Cape Town Ref No: CA2/No (2 Posts)  
Durban Ref No: CA3/No (2 Posts)  
Mafikeng Ref No: CA4/No (2 Posts)  
Mthatha Ref No: CA5/No (2 Posts)  
East London Ref No: CA6/No (1 Post)  
Port Elizabeth Ref No: CA7/No (2 Posts)  
Johannesburg Ref No: CA8/No (2 Posts)  
Pretoria Ref No: CA9/No (2 Posts)

**REQUIREMENTS**

: LLB

**POST 05/29**

: **INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION**

**STIPEND CENTRE**

: R5000 per month  
National Office: Masters' Office  
Kimberley Ref No: GI 1/No (X1 Post)  
Cape Town Ref No: GI 2/No (X2 Posts)  
Durban Ref No: GI 3/No (X2 Posts)  
Mahikeng Ref No: GI 4/No (X1 Post)  
Nelspruit Ref No: GI 5/No (X3 Posts)  
Bloemfontein Ref No: GI 6/No (X2 Posts)  
Grahamstown Ref No: GI 7/No (X1 Post)  
Johannesburg Ref No: GI 8/No (X3 Posts)  
Pretoria Ref No: GI 9/No (X2 Posts)  
Pietermaritzburg Ref No: GI 10/No (X1 Post)  
Polokwane Ref No: GI 11/No (X1 Post)  
Thohoyandou Ref No: GI 12/No (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/30</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Free State: Family Advocate Bloemfontein Ref No: GI 1/No (X1 Post) Welkom Ref No: GI 2/No (X1 Post) Bethlehem Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/31</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Gauteng: Family Advocate Johannesburg Ref No: GI 1/No (X1 Post) Pretoria Ref No: GI 2/No (X1 Post) Palm Ridge Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/32</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Western Cape: Family Advocate Cape Town Ref No: GI 1/No (X1 Post) George Ref No: GI 2/No (X1 Post) Worcester Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/33</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Western Cape: Family Advocate Cape Town Ref No: GI 1/No (X1 Post) Worcester Ref No: GI 2/No (X1 Post) Mitchell's Plain Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Law
<b><u>POST 05/34</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Mpumalanga: Family Advocate Vosman Ref No: GI 1/No (X1 Post) Nelspruit Ref No: GI 2/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/35</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Mpumalanga: Family Advocate

<b><u>REQUIREMENTS</u></b>	:	Vosman Ref No: GI 1/No (X1 Post) Degree in Law
<b><u>POST 05/36</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month North West: Family Advocate Mahikeng Ref No: GI 1/No (X1 Post) Klerksdorp Ref No: GI 2/No (X1 Post) Rustenburg Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/37</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month North West: Family Advocate Mahikeng Ref No: GI 1/No (X1 Post) Klerksdorp Ref No: GI 2/No (X1 Post) Rustenburg Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Law
<b><u>POST 05/38</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Northern Cape: Family Advocate Kimberley Ref No: GI 1/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/39</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Northern Cape: Family Advocate Upington Ref No: GI 1/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/40</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Limpopo Polokwane Ref No: GI 1/No (X1 Post) Sibasa Ref No: GI 2/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/41</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month KwaZulu-Natal Durban Ref No: GI 1/No (X1 Post) Pietermaritzburg Ref No: GI 2/No (X1 Post) Ntuzuma Ref No: GI 3/No (X1 Post)

**REQUIREMENTS** : National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration

**POST 05/42** : **INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION**

**STIPEND CENTRE** : R5000 per month  
: Eastern Cape: Family Advocate  
: East London Ref No: GI 1/No (X1 Post)  
: Mthata Ref No: GI 2/No (X1 Post)

**REQUIREMENTS** : National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration

**DEPARTMENT OF MILITARY VETERANS**

***The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.***

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 21 February 2020 at 16h00
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 of this advertisement, please accept that your application was unsuccessful. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test.

**MANAGEMENT ECHELON**

- POST 05/43** : **CHIEF DIRECTOR: HERITAGE MEMORIALS BURIALS AND HONOURS**  
**REF NO: DMV14/01/2020**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (preferably Anthropology) or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment. Social Worker background will be an added advantage. Knowledge of Prescripts, policies, Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the history of Political Resistance in RSA. Knowledge of the history of Liberation Movements (Struggle) Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation, Project Management, Strategic planning and management. Personal attributes: Interpersonal relations, integrity, confidential, courteous, responsive, fairness, credibility, commitment, compassionate. Must be knowledgeable in the following Core Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management and People Management and Empowerment.

**DUTIES**

:  
Oversee the implementation of military veteran's heritages and honour services/programs. Oversee and guide the development, implementation, monitoring and review of strategies, policies and plans for Military Veterans heritages, memorials, burials and honours. Oversee and guide the management of Military Veterans heritages. Oversee and guide the provision of honours services to surviving military veterans and posthumous honours to fallen military veterans. Coordinate the identification and development of military veterans' heritage and honour policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veterans' heritage and honours policies. Oversee and guide the recognition and honouring of military veterans in their life and in memorial. Oversee and guide the management, coordination and marketing of Military Veterans heritages and honours. Oversee and guide the advocacy for military veteran's heritage and honours. Oversee and guide the solicitation of external funding for military veterans, departmental and Ministerial activities by engaging donors, companies and private sector role-players. Coordinate the invitation of political figures & various structures, dignitaries, identified individuals and organisations to attend military veteran's heritages and honours. Oversee and guide the management of protocol issues in military veteran's burials and memorials events. Oversee the implementation of military veteran's burials and memorials services/programs. Coordinate the identification and development of military veterans' burials and memorials policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veteran's burials and memorial policies. Oversee and guide the undertaking of research and impact analysis pertaining to exhumation and repatriation in line with the government policies, standards and international guidelines. Oversee and guide the implementation and monitoring of all events on military veteran's burials and memorial. Oversee and guide the advocacy for military veteran's burials and memorials. Coordinate the invitation of political figures & various structures, dignitaries, identified individuals and organisations to attend military veteran's burials and memorials and oversee and guide the management of protocol issues in military veteran's burials and memorials events. Oversee and guide the identification, upgrading and maintenance of military veterans' cemeteries. Oversee the coordination of support for military veteran's families in reference to burials, re-burials and exhumations. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the department in various meetings. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Provide strategic leadership in the management of the chief directorate and the department. Provide strategic guidance and leadership in the management and maintenance of military veteran's database and benefits information. Provide strategic guidance and leadership in the management of financial and human resources of the branch. Provide strategic guidance and leadership in the management of the department in general working in unison with the Director General, other Deputy Director Generals and the entire management collective.

**ENQUIRIES**

: Ms Dineo Masemola/Mr Caiphus Mailula Tel No: (012) 765 9454

**NOTE**

: All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the 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 incumbent will have to sign an annual performance

agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 05/44** : **CHIEF DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO: DMV15/01/2020**

**SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment executing socio-economic related duties at senior management level. In depth knowledge and understanding of the Military Veterans Act. Knowledge of Socio-economic environment and its factors, Government wide policies and the ability to interpret and apply policies and legislations. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Strategic planning and Project Management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and be Compassionate. Must be knowledgeable in the following Core Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management and People Management and Empowerment.

**DUTIES** : Provide strategic guidance and leadership in relation to the provision of socio-economic support services to military veterans. Manage the development and implementation of legislative framework, policies and procedures that will guide the provision of socio-economic support services to military veterans. Provide strategic guidance and leadership in the process of ensuring that the unique socio-economic needs of military veterans are provided for. Provide strategic guidance and leadership in the provision of comprehensive socio-economic support services to military veterans and their dependents i.e housing, pensions, public transport, education and social relief of distress. Manage the engagement with other branches within the department in order to ensure that suitable military veterans are given priority when appointments and placements to posts are done. Provide strategic guidance and leadership in securing job & business opportunities and placements for military veterans. Oversee the provision of support to military veterans on all relevant economic and socially related matters. Manage the establishment of partnerships and maintenance of sound relations with stakeholders in relation to socio-economic support services. Provide strategic guidance and leadership in engaging stakeholders and sister departments and private sector organisations in securing job opportunities and placements for military veterans. Manage engagements, interactions and collaborations (network) with identified government departments, private sector business, international stakeholders and other partners on benefits and access. Oversee the maintenance of sound relations with institutions responsible for service delivery. Co-ordinate and monitor the implementation of service level agreements with departments and institutions on benefits and access. Provide strategic leadership in the management of the branch and the department. Provide strategic guidance and leadership in the management and maintenance of military veteran's database and benefits information. Provide strategic guidance and leadership in the management of financial and human resources of the branch. Provide strategic guidance and leadership in the management of the department in general working in unison with the Director General, other Deputy Director Generals and the entire management collective.

**ENQUIRIES** : Ms Dineo Masemola/Mr Caiphus Mailula Tel No: (012) 765 9454

**NOTE** : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the 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 incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### OTHER POSTS

**POST 05/45** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: WESTERN CAPE REF NO: DMV16/01/2020**

**SALARY** : R733, 257 – R863, 748 per annum (Level 11) (All inclusive)  
**CENTRE** : Western Cape

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent with 3-5 years appropriate working experience at Assistant Director Level and understanding of Stakeholder relations policies and legislation, Inter-governmental guidelines, Government wide policies, Ability to interpret and apply policies and legislations. Be able to work independently.

**DUTIES** : Co-ordinate the management of provincial offices and oversee the work performed of provincial offices. Develop and facilitate the implementation of policies and procedures that relates to provincial office management and stakeholder relations. Facilitate the establishment of fully functional provincial offices. Oversee the work of provincial offices in order to ensure that professional and ethical standards are maintained. Administer the provision of provincial office management services. Facilitate the development, implementation and monitoring of provincial operational plans. Ensure overall co-ordination of provincial offices activities. Oversee the performance of provincial offices in line with set targets. Co-ordinate the development and submission of provincial performance reports. Identify challenges in the co-ordination with partners at provincial level and identify proactively appropriate solutions. Track service provision and plan future service coverage. Co-ordinate establishment of sound relations with stakeholders. Support provincial offices in establishing and maintaining sound relations with stakeholders and in implementing stakeholder management interventions. Facilitate the implementation of regulatory framework in relation to stakeholder management. Support the provincial offices in identifying challenges related to the management of stakeholders and to devise appropriate interventions to manage such challenges. Keep provincial offices informed updated regarding upcoming events and disseminate any other information that is of relevance to provincial offices. Facilitate the development, signing and monitoring of MOU between the department and its stakeholders, and, as needed, facilitate the development of MOUs. Liaise and co-ordinate with governmental, non-governmental institutions and other structures including national as well as international with regard to services rendered to military veterans. Advise the department and stakeholders on identification of service gaps. Co-ordinate the identification of access points in all provinces. Manage the distribution of resources to provincial offices.

**ENQUIRIES** : Ms Dineo Masemola/Mr Caiphus Mailula Tel No: (012) 765 9454

**POST 05/46** : **DEPUTY DIRECTOR: RESEARCH REF NO.: DMV17/01/2020**

**SALARY** : R733, 257 – R863, 748 per annum (All inclusive)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in a relevant field with 3-5 years appropriate working experience at Assistant Director level with proven research skills and understanding of Public Service Administration, through understanding of policy analyses, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and

other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act

**DUTIES** : Conduct research programmes. Carry out research in accordance with military veterans' policies and strategies. Provide assistance with the interpretation and analysis of research-based recommendations. Conduct research on, and audit and analysis of benefits, services and other interventions unique to military veterans. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Conduct needs-based research. Conduct research and collate information on specific programmes. Assist with the compilation of research documents and research materials. Conduct research audits. Prepare reports and provide findings of research undertaken. Maintain resource centre. Maintain repository of research products. Develop partnerships and network with relevant stakeholders. Build sound and sustainable relationships with research houses. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical). Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees (if any). Ensure capacity and development of staff (if any).

**ENQUIRIES** : Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454

**POST 05/47** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS REF NO: DMV18/01/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11) (All inclusive)  
: Pretoria  
: A relevant 3 year degree/Diploma in Communication Science/Public Relations/Social Science/Development Studies, post graduate Communications/PR/Social Science/Developmental Studies will be an added advantage. 3-5 years relevant experience in Communications/developmental communications and 3-5 years appropriate working experience at Assistant Director. The ideal candidate must have knowledge of conducting research and benchmarking. Knowledge of the Military Veterans Act. Must be able to apply skills of Communications and Stakeholder Management

**DUTIES** : Establish and maintain relationships with strategic partners within the private and public sector to facilitate service delivery of Military Veterans. Create an environment to strengthen intersectoral and community relations on behalf of the Department of Military Veterans (DMV). Facilitate all governmental relations on behalf of the Department of Military Veterans (DMV). Build sound relations with key stakeholders and ensure structured interactions with the department. Assist Directorate: Communication Services in dissemination of accurate and clear information about the Department of Military Veterans (DMV) programmes, activities and services. Develop and implement a stakeholder management strategy that ensures that the Department of Military veterans (DMV) is represented in key for decision making processes. Manage the day to day relationship with stakeholders and affected members to ensure they are Departmental Stakeholders and Develop a Stakeholder database. Conduct Departmental Stakeholder Analysis to identify the key players in stakeholder engagement and different stakeholders. Implementing continuous communications with stakeholders to understand their DMV projects. Develop appropriate management strategies for engaging stakeholders. Facilitate consultation and mobilisation platforms on behalf of the department. Manage the resources of the sub-directorate.

**ENQUIRIES** : Ms Dineo Masemola/Mr Caiphus Mailula Tel No: (012) 765 9454

<b><u>POST 05/48</u></b>	:	<b><u>WORK STUDY OFFICER REF NO: DMV19/01/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 7) plus benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National diploma or a degree in Work-study, Management Services or alternatively a certificate in management services/work-study with relevant years of experience. Three to five years of experience at clerical level executing organisational development related duties. Organisational Development and HR prescripts and directives. Communication, Report writing, Analytical decision making, Facilitation, Networking, Government wide policies.
<b><u>DUTIES</u></b>	:	Manage Organisational Development and work-study investigations. Receive and acknowledge requests in respect of structural changes or adaptations/amendments/refinements. Provide technical, administrative and clerical support in the organisational structures investigations. Conduct best practice benchmarks with other departments on organisational structures and other OD related issues. Prepare and submit draft proposals and recommendations on reviews and amendments to the immediate supervisor for consideration by management. Compile costing for the organisational structure. Facilitate the process of capturing of the organisation structure on Persal. Support the provision of advisory services and technical expertise to line functionaries in the area of organizational structural design and service delivery improvement. Support the process of the evaluation of the effectiveness of the organisational structure. Undertake work-study investigations. Undertake business process mapping/re-engineering assignments. Provide job evaluation services. Analyse and capture jobs on the EQUATE system. Develop spreadsheets in relation to the job evaluation process. Present the results of analysis to the supervisor. Provide support in quality assuring jobs that have been evaluated. Present jobs to the job evaluation moderation committee. Effect changes to jobs subsequent the sitting of the moderation committee. Render secretariat services to the job evaluation moderation committee including compilation of the agenda, taking of minutes and circulation of attendance registers. Support the implementation of job evaluation results. Support the redesign jobs after such jobs have been subjected to the job evaluation process. Manage the filing of job evaluation results and the creation of the database thereof. Support the follow-up and implementation of DPSA resolutions and other related decisions. Develop and submit draft job descriptions to the immediate supervisor for verification. Submit job descriptions to post incumbents and supervisors. Effect changes to job descriptions subsequent consultation with post incumbents and supervisors. Facilitate the signing of job descriptions by post incumbents and supervisors. Develop and maintain a database/filing of job descriptions. Update job descriptions as and when required. Ensure that each personnel file has a signed job description. Assist with the provision of job description in the process of the compilation of job specifications and the verification thereof. Support the development and review of service standards and service delivery improvement plans. Support the implementation of Batho Pele initiatives in line with the relevant prescripts and legislation. Provide support in the monitoring and the evaluation of the effectiveness of the departmental service excellence and change management programs. Provide support in ensuring an organisational culture that is conducive to the attainment of the strategic objectives of the department.
<b><u>ENQUIRIES</u></b>	:	Ms Dineo Masemola/Mr Caihus Mailula Tel No: (012) 765 9454

**MINERAL RESOURCES**

*The Department of Mineral Resources (DMR) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.*

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
- FOR ATTENTION** : Ms T Sibutha/Ms N Maseko.
- CLOSING DATE** : 21 February 2020
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's licence is a requirement, a clear certified copy must be attached (also certified within the past 3 months) it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

**OTHER POST**

- POST 05/49** : **TECHNICAL ADVISOR: OCCUPATIONAL HYGIENE REF NO: DMR/20/0001**
- SALARY** : R869 007 per annum (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Certificate in Mine Environment Control with an added advantage of Occupational Hygiene qualification. In addition, the following is also required: Five (5) years practical experience within the mining industry in the occupational hygiene and mine environment control environment. Five (5) years' experience in technical development of the occupational inspection/

auditing of the mine environment condition, Plus the following competencies:  
Knowledge: Mine Health and Safety Act, Occupational Hygiene, Mine environmental Control and Risk assessment and strategy development.  
Skills: Analytical and report writing, Investigation, inquiries, inspection and auditing, stakeholder management and planning and execution of task.  
Communication: Competent communicator (verbal and non-verbal).  
Creativity: Innovative and creative abilities.

**DUTIES**

: Provide input into the development of legislation and into research requirements. Provide integrated professional technical advice. Analysis of Occupational health incidents and trends. Participate in tripartite structures. To assist with the enforcement of uniform and consistent enforcement policies. Identify training needs, provide knowledge transfer and mentorship

**ENQUIRIES**

: Ms Constance Kekana Tel No: (012) 444 3646

**NOTE**

: This appointment will be subject to a valid certificate of fitness Coloureds and Indians are encouraged to apply.

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.*

**APPLICATIONS** : Aspirantprosecutors2020@npa.gov.za  
**CLOSING DATE** : 24 February 2020  
**NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Applicants should only apply for one chosen training centre. Should an applicant apply for more than one training centre he/she will be totally disqualified from the process. Relevant Service Certificates must accompany the application. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. Although the Aspirant Programme is in line with the NPA's/governments policy to advance youth employment, the NPA reserves the right to admit persons from previously disadvantaged backgrounds to the Programme.

**OTHER POSTS**

**POST 05/50** : **ASPIRANT PROSECUTOR TRAINING REF NO: APT2020**  
 National Prosecutions Service

**SALARY** : R198 411 – R230 259 per annum (LP-1 to LP-2) per annum  
**CENTRE** : **Eastern Cape:** Port Elizabeth; Grahamstown; Motherwell; Mdantsane; Queenstown; Mthatha  
**Free State:** Bloemfontein; Welkom; Bethlehem; Sasolburg; Kroonstad; Phuthaditjhaba  
**Gauteng:** Vereeniging, Benoni; Pretoria, Mamelodi; Johannesburg; Soweto; Westonaria; Randburg  
**Kwazulu Natal:** Pinetown; Ntuzuma; Verulam; Stanger, Madadeni; Durban; Umlazi; Pietermaritzburg; Kokstad; Port Shepstone; Ixopo; Scottburgh  
**Limpopo:** Thohoyandou; Louis Trichardt/Makhado; Polokwane; Tzaneen; Modimolle; Mokopane  
**Mpumalanga:** Middelburg, Amersfoort, Piet Retief/Mkhondo, eMakhazini Elukwatini; Nelspruit; Secunda; eMalahleni/Witbank; Kwa Mhlanga; Evander  
**North West:** Mmabatho; Klerksdorp, Ga-Rankuwa, Temba  
**Northern Cape:** Kimberley, De-Aar

**Western Cape:** George; Swellendam; Mossel Bay; Knysna; Oudtshoorn; Beaufort West; Atlantis; Goodwood; Cape Town; Wynberg; Athlone; Worcester; Bellville; Blue Downs; Kuils River; Mitchell's Plain

**REQUIREMENTS**

: Applicants who are in possession of a South African LLB degree or equivalent foreign qualification which was certified as such by SAQA, which includes at least the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes are invited to submit their applications to attend the above-mentioned prosecutorial training. Or final year LLB students with the courses listed above provided they would have completed the degree before commencement of the programme. Applicants must be South African.

**DUTIES**

: Successful candidates once appointed will undergo a 12 months programme which shall include a formal assessment at the end to determine overall competency to be appointed as a Prosecutor in South African Courts. On successful completion of the programme, the Aspirants Prosecutors will be appointed as Prosecutors in the District Courts responsible for:- conducting prosecutions and attending to all matters incidental thereto; act as the gatekeeper of criminal law; represent public interest in the criminal justice process. Conditions: When carrying out their duties, Prosecutors are required at all times to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination will be allowed to the next level of the selection process. It is anticipated that the programme will commence on 1 August 2020.

**ENQUIRIES**

: Gija Maswanganyi Tel No: (012) 845 6944

**THE NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department.*



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001 HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION ENQUIRIES** : Ms L Raseroka,  
: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
- CLOSING DATE** : 21 February 2020 at 16h00.
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Candidates are required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**OTHER POSTS**

- POST 01/51** : **DEPUTY DIRECTOR: RESEARCH /NSG 03/2020**
- SALARY** : R733 257 per annum, (An inclusive remuneration package) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 11).
- CENTRE REQUIREMENTS** : Pretoria.  
: Appropriate 3 year degree and/or equivalent (NQF level 7). A post graduate degree with research methodology will be an added advantage. Six (6) to ten (10) years relevant experience with at least three years' experience in research. Demonstrable skills thus presumed to provide proof of academic output(s). Knowledge: In-depth knowledge and understanding of the public sector and its key programmes. Deep (in-depth) knowledge of the wide technical scope of research as a discipline. In-depth knowledge of research and research methodology. Specialized knowledge to prepare datasets for quantitative and qualitative data analysis. Highly specialized knowledge of a wide variety of statistical data analysis techniques. Thorough knowledge of multi-disciplinary research and research environments. Theoretical and practical knowledge of the human sciences and its associated research methodologies. Ability to integrate, interrogate and interpret knowledge and information (Knowledge management). Technical knowledge of a wide range of referencing methods. Knowledge to develop and validate research instruments/methods. Knowledge of the education/training landscape including needs analysis, curriculum design, facilitation of training and the monitoring and evaluation thereof. Knowledge on assessing the effects of projects, applying new developments and innovation. Competencies/skills: Advanced methodological proficiency. Capacity to write research proposals. Design research models and conduct independent research. Multi- and



trans-disciplinary. Competencies. Advanced analytic and problem solving skills. Research report writing. Academic communication skills (e.g. presentation of research and conferences). Ability to communicate at management level. Advance deductive and inductive reasoning skills. Information seeking skills (e.g. literature review). Operationalizing research. Advanced qualitative, quantitative and data synthesis skills. Advance numeracy skills. Advanced research project management (i.e. conceptual ability to plan, organize and effect change with reference to a research project). Technical skills. Skills to develop research tools/methods. Advanced computer literacy in the MS suite of products especially MS Excel and data analysis software (i.e. SPSS and Atlas T.I). Decision making skills. Advanced literacy. Intermediate language skills. Basic project management. Basic training skills (i.e. Research Capacity Building and Skills Audit Capacity Building). Basic statistical analysis skills Advanced operational planning skills. Personal Attributes: Emotional intelligence. Professionalism and work ethics. Honesty, trustworthiness and integrity. Innovative and energetic. Interpersonal skills. Ability to function in a team and independently. Ability to work accurately under pressure. Analytical and objective. Systematic, organized and orientated to detail. Life-long-learner. Conduct stakeholder consultation to conceptualise the need for research. Compile research proposals. Conduct literature reviews for specific research projects. Describe the target population and draw the sample. Obtain permission to conduct identified research projects. Develop, pilot and refine research instrument(s). Draft an initial report on research instrument(s) and circulate for approval. Rollout of the data gathering phase. Code the instrument(s) and manage capturing of data. Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate findings obtained from the data reduction process. Report on findings. Conduct stakeholder consultation to conceptualize the need for TNA and or skills audit interventions. Customize/develop the TNA and or Skills Audit tool(s) to address client needs as identified during the consultation process. Conduct stakeholder consultation to finalize TNA and or Skills Audit tool(s) and to obtain buy-in. Upload the finalized TNA and or Skills Audit tool(s) on an electronic platform (i.e. lime survey). Distribute the electronic link to relevant stakeholders to pilot the electronic diagnostic tool(s). Implement TNA and or Skills Audit tool(s). Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate the findings obtained from data reduction process. Report on findings. Disseminate the findings to the client with recommendations. Disseminate the findings to the relevant NSG stakeholders. Undertake and present papers at either national and/or international conferences. Submit academic journal articles for publication to generate knowledge and enhance the reputation of the NSG. Edit journal articles in preparation for publication. Organise research colloquia or roundtable discussions to stimulate debate, insight and understanding. Disseminate research findings (research colloquia, conference papers, publications for accredited journals etc.) Provide inputs on matters pertaining to research. Provide specialized research related inputs on NSG task teams/committees/forums. Provide inputs to external stakeholders in the field of research and development. Collaborate with institutions of higher learning and other government departments on research matters. Provide research related capacity interventions as requested by departments.

**DUTIES**

:

**ENQUIRIES**

:

**POST 05/52**

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**ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM /NSG 02/2020**

**SALARY CENTRE REQUIREMENTS**

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R376, 596. per annum (level 9) (plus competitive benefits cost to company).  
Pretoria  
Appropriate B degree or equivalent in Human Resource Management/Development. Appropriate relevant 1 – 2 years functional

specialist experience. Knowledge: Knowledge of the Performance Management and Development System and Training and Development environment. Knowledge of the Public Service Act, Public Service Regulations and applicable Determinations. Knowledge of Public Service policies, directives and collective agreements. Good knowledge of the Skills Development Act, Skills Levy Act, NQF, SAQA, PSETA, etc. Thorough knowledge of the principles, procedures and practices of performance management incentive calculations and transaction. Exceptional knowledge of Departmental HRD & PMDS policies and practices. Good understanding on how to implement performance management incentives on the system. Good understanding of HR & Payroll Systems. In depth knowledge of the Public Service Act & Regulations, Labour Relations Act. Competencies/skills: Proven ability to utilize information technology (database systems, spreadsheets, MS Word). Good communication skills (literacy/writing and structuring of reports and submissions). Basic financial management skills. Human Resource Management skills. Supervisory Skills. Planning and execution quality of work. Policy interpretation and analytical thinking skills. Good Technical skills. Personal Attributes: Flexible. Ability to achieve results through teamwork; Good interpersonal and negotiation skills. Honesty and Integrity. Must take initiative. Open minded. Accepting of responsibility. Professional demeanour. Ability to maintain a high level of confidentiality.

## DUTIES

: Facilitate and present training and development interventions for all department staff. Conduct training needs analysis for all employees in the Department. Plan, organize and implement an internal induction programme. Develop Branch training plans. Categorise and analyse the PDPs. Develop and implement training schedule/calendar. Advice and input on all HRD policies and governmental skills programmes. Compile the Departmental WSP and Quarterly QMR and Expenditure reports to PSETA. Facilitate the implementation of skills audit results. Identify training interventions in line with skills audit needs. Implement training and development programmes to close the skills audit gaps. Provide accurate training and expenditure reports. Implement in-house training programmes. Organise and facilitate training workshops for employees including induction. Identify accredited training providers and maintain a service provider database. Conduct advocacy sessions on the training and development implementation plan. Match Personal Development Plans to Organisational competency Framework. Co-ordinate procurement of service providers and training material for the delivery of programmes. Identify employees trained per quarter in line with identified competencies & skills gap. Draft up to date and accurate statistic of trainings attended monthly and quarterly. Co-ordinate and arrange Quarterly Induction Programme for newly appointees at the NSG within 3 months of appointment. Co-ordinate the Skills Audit for the department. Prepare guideline for the selection of learners/interns. Procurement and liaison with external service providers and training materials for the delivery of programmes. Prepare and submit internship/learnership information to SDF for the PSETA and DPSA quarterly and annual reporting. Facilitate interviews and placements of learners/interns. Provide secretarial support for the Selection Committee. Prepare presentation, reports and packs for Selection Committee. Implement action list from the Committee meetings and compile the minutes. Maintain internship/learnership databases. Provide support and advice including training on the administrative/application of the PMDS systems in general and particularly during the workplan development, performance appraisals and processing of performance incentives. Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary levels and etc. Compile probation reports of qualifying employees. Track agreements and follow up on all outstanding agreements/appraisals. Effective record keeping of records. Compile database and submit monthly and quarterly statistics of PMDS documents received. Provide secretarial and technical advisory support to the Branch Moderating Committees (BPMC). Prepare PMDS calculators by using DPSA prescribed calculator and capture on spreadsheet. Conduct quality checks

of Performance Agreements and Appraisals against approved check lists. Prepare performance rewards submission and outcome letters for approval. Ensure Performance Agreements and probation reviews are captured on PERSAL and approve the relevant transactions. Quality assure captured performance rewards payments and pay progressions for approval on PERSAL. Provide annual statistics on performance awards paid for HR Oversight Report and other compliance reports. Ensure effective record keeping. Co-ordinate the training programmes throughout the lifespan of allocated training in line with the requirements of the approved NSG Policy. Prepare guideline for bursary awards. Provide secretarial support for the Departmental Bursary/Training Committees. Prepare presentation, reports and packs for Committee Meetings. Implement action list from the Committee meetings and compile the minutes. Audit of bursary files. Provide accurate expenditure reports. Provide support to bursary holders and ABET learners when need arises. Maintain ABET and bursary awards databases. Implement the process for recognition of improved qualifications relevant to the NSG. Update database of all qualifications and training. Supervise the resources (Human, Financial and Physical) within the sub unit. Provide reports on the performance of the sub unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work. Ms Z Lamati, Tel No: (012) 441-6019

**ENQUIRIES**

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**NATIONAL TREASURY**

*The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.*

**APPLICATIONS** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts.

**MANAGEMENT ECHELON**

**POST 05/53** : **CHIEF DIRECTOR: EXPENDITURE PLANNING REF NO: S021/2020**  
Division: Budget Office (BO)  
Purpose: To advise on the entire National Budget planning process and reforms pertaining to the implementation of estimated expenditure, publication of budget documentation and assessment of impact of budgets on outcomes over the Medium-Term Framework (MTEF) in accordance with relevant legislation and policies.

**SALARY CENTRE REQUIREMENTS** : R1, 251,183 per annum (all-inclusive remuneration package)  
: Pretoria  
: A minimum Degree in Economics/Public Administration/Public Finance. A minimum 5 years' experience at a senior managerial level (Director) obtained in government budget planning and fiscal policy development. In-depth knowledge and experience of the government policy framework on budget planning. In-depth knowledge and experience of policies and procedures pertaining to the Budget planning process.

**DUTIES** : Some key Outputs include: Budget Reform: Research and consider proposals on global budget reform trends and relevance for South Africa. Develop and implement guidelines on changes to the budget process. Develop and implement guidelines on changes to the preparation and presentation of budgets to improve the quality of budget publications. Medium Term Policy Planning: Provide inputs into vertical policy for division of revenue and the implementation, thereof. Initiate the development of funding for norms and standards on contingency reserves. Monitor and evaluate government programmes in line with available budgets. Implement a robust expenditure reviews process. Develop policies for the approval of national departments' cash flows. Appropriation Bills and In-year adjustments: Design the main Appropriation Bill for consultation with stakeholders. Define the utilisation of the adjusted Appropriation Bill in alignment with the MTEF process. Initiate and maintain a special Appropriation Bill on adjustments to expenditure. Issue allocation letters to various stakeholders in line with approved budget allocations. MTEC Process and Budget Documentation: Initiate the coordination of Medium-Term Expenditure Committee (MTEC) meetings. Develop and implement a

platform and capability to engage in e-procurement. Prepare recommendations on proposed budget allocations. Develop and maintain guidelines for Estimates of National Expenditure and Adjusted Estimates of National Expenditure implementation. Maintain a database of budget proposals and allocations in consultation with the CD: Public Finance Statistics. Formulate a project planning process for the Estimates of National Expenditure and Adjusted Estimates of National Expenditure publication. Provide inputs for the relevant chapters of the Budget Review and Medium-Term Budget Policy Statement

**ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.  
**APPLICATIONS** : may be sent via e-mail to [Recruit.BO@treasury.gov.za](mailto:Recruit.BO@treasury.gov.za)  
**CLOSING DATE** : 24 February 2020 at 12:00 pm.

**POST 05/54** : **CHIEF RISK OFFICER REF NO: S012/2020**  
Division: Office of the Director-General (ODG)  
Purpose: Support the achievement of objectives for the department by providing advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives in the optimisation of opportunities that would enhance institutional performance.

**SALARY** : R1, 251,183 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Risk Management/Auditing/Finance/Business Administration/Leadership. A certification in Enterprise Risk Management will be an added advantage, A minimum 5 years' experience at a senior managerial level (Director) obtained in the risk management field. Knowledge of risk management principles and the application thereof.

**DUTIES** : Some key Outputs include: Strategic Risk Management: Align the National Treasury's strategic plan with the risk management business plan. Ensure effective and efficient management of resources. Develop professional risk management processes and procedures for implementation. Provide Internal Audit with an updated Consolidated Risk Register for the National Treasury. Keep abreast of local and international developments in the Risk Management field and ensure that National Treasury operates at best practice Risk Management principles. Facilitate the development and monitor the management of Business Continuity Plans across National Treasury. Develop, review and maintain best practice, implementable emergency, disaster and business continuity plans. Sensitise the Budget Office on possible security breaches during the National Budget and MTBPS Integrated Risk Management Systems: Engage ERM strategy to MANCO and Audit Committees to enhance governance of risks. Integrate annual risk assessment processes within the National Treasury and mitigate the implementation of risk strategies. Develop a risk dashboard that provides a high-level overview of the key risks challenges indicators of how the risk ratings have evolved and what new risks have emerged. Monitor the consolidated risk register for the National Treasury and provide a real time view of risk exposures. Support the monitoring of the entities reporting to the Minister of Finance. Quantify cost and report risk exposures to the Director-General, which include assessment of the adequacy/ inadequacy of steps taken by management to mitigate the risk. Identify risks which have multiple risk owners and adopt the co-ordination of a cost-effective approach. Review Internal audit reports with the view of corroborating management's assertions on residual risk ratings Establish Minimum Anti-Corruption Capacity (MACC): Develop and implement a Fraud Prevention Plan. Develop and implement a Corruption Case Management Framework for the National Treasury Security Management: Provide a safe and secure working environment. Develop, review and maintain an effective vetting strategy. Oversee compliance of information security minimum standards requirements Facilities Management: Implement appropriate security measures to mitigate against the risk of information breaches. Provide and optimize adequate accommodation for National Treasury employees.

Oversee the maintenance and upkeep of all National Treasury accommodation Awareness on Risk and Security Management Interventions: The risk & security strategies and all their interventions communicated across Treasury to enhance implementation. Risk & security management training provided. Positive risk & security management culture embedded within the National Treasury business.

**ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.  
**APPLICATIONS** : may be sent via e-mail to [Recruit.ODG@treasury.gov.za](mailto:Recruit.ODG@treasury.gov.za)  
**CLOSING DATE** : 24 February 2020 at 12:00 pm.

**POST 05/55** : **CHIEF DIRECTOR: SCM INFORMATION, COMMUNICATIONS AND TECHNOLOGY REF NO: S014/2020**

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: To modernise the state procurement system, by leveraging information, to be fair, equitable, transparent, competitive and cost-effective and transparent utilisation of financial and other resources for improved service delivery to enable the promotion and enforcement of management and performance of state procurement.

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree in Information Technology, Information Systems, SCM, Business Administration/ Strategic Sourcing. A certification with the relevant supply chain and/or information technology professional body will be an added advantage. A minimum 5 years' experience at a senior management level (Director) obtained in the implementation and management of large-scale public and/or private sector procurement ICT solutions. Experience in business process engineering and business transformation. Experience in transforming and modernizing of procurement ICT within a large public entity, Multi-national Corporation. Experience with Enterprise Resource Planning (ERP), such as Oracle and SAP, and other equivalent procurement ICT solutions. Extensive experience in the development of enterprise-wide procurement ICT architecture.

**DUTIES** : Some key Outputs include: Develop State Procurement ICT Systems, Solutions and Tools: Improve the performance and efficacy of the state procurement system. Develop ICT procurement solutions and tools. Provide support in the development of the IFMS procurement module. Develop and Implement the State Procurement ICT Architecture: Align the state procurement ICT architecture to be responsive and supportive of the legislative frameworks. Align the state procurement ICT architecture to enable the implementation of procurement reforms, frameworks, norms and standards. Develop and Implement a State Procurement ICT Capability: Develop and implement a state procurement ICT capability that will establish: Support research, knowledge and information management, pertaining to procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, Implementation and monitoring of state procurement performance against procurement standards and measurement metrics, Develop and implement a national price reference system and the management of transversal term contracts, Enable the monitoring of complex, critical, high-value and high-risk procurement projects at key stages, Enable management of key critical government supply chains processes and evaluating major capital projects, Monitor, assess and enforce compliance with established procurement measures, in line with key procurement policy, regulations, norms and standards, Implement and monitor procurement performance standards and measurement metrics (performance management system) in conjunction with reporting and review systems for procurement-related information. Establish a National Public State Procurement ICT Solution: Establish a National state procurement ICT solution, that: Provide transparency and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders. Develop and implement a platform and capability to engage in e-procurement. Develop,

implement ICT tools to improve procurement performance and stakeholder transparency: Develop ICT tools that contribute to improved procurement performances. Develop ICT tools that contribute to improved stakeholder transparency.

**ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.  
**APPLICATIONS** : may be sent via e-mail to [Recruit.OCPO@treasury.gov.za](mailto:Recruit.OCPO@treasury.gov.za)  
**CLOSING DATE** : 24 February 2020 at 12:00 pm.

**POST 05/56** : **DIRECTOR: E-TENDERING REF NO: S013/2020**  
Division: Office of the Chief Procurement Officer (OCPO)  
Purpose: To design, develop, implement and maintain e-tendering functionality in the state procurement system for national, provincial and local sphere of government with a view to contribute towards efficient and effective procurement practises.

**SALARY** : R1, 057,326 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Degree in Information Technology/Information Systems/Strategic Sourcing. Registration with a Supply Chain/Information Technology professional body, will serve as an added advantage. Minimum 5 years' experience at a middle management level in the implementation of public and private sector procurement ICT solutions. Experience in the development of enterprise-wide procurement ICT architecture. Experience in business process engineering and business transformation. Experience and in-depth exposure in the transformation and modernization of procurement ICT within State Owned Corporations (SOC's)/ Multi-National Corporations/National Government Departments.

**DUTIES** : Some key Outputs include: Development, Design and Implementation: Initiate and oversee research regarding international and national e-procurement standards and practices. Design e-procurement systems for all spheres of government (e-tendering, e-reporting, procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement, benchmarks and performance management system). Develop e-procurement system for all spheres of government. Maintain and enhance e-tendering system for all spheres of government. Establish capability of e-procurement system of government: Design and develop training programmes for system users as well as suppliers. Provide support to users and suppliers in operating the e-tendering system of government. Provide training and capacity building to users (officials and suppliers) of the e-tendering system of government. Monitoring and report on proficiency of users and take recommended action where required. Develop capability of provincial treasuries to optimise the e-tendering system Monitoring and Evaluation of e-procurement information: Design and develop an e-tendering performance management tool to measure effectiveness and efficiency including performance against procurement standards and measurement metrics. Provide transparent and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders. Publish quarterly reports and press releases on procurement information in accordance with SCM metrics. Enable e-engagement with suppliers on SCM performance information and queries. Maintain reporting portal/website. SCM IFMS Module development and implementation: Contribute to development of SCM IFMS module. Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities. Contribute to optimising return on investment of SCM IFMS investment.

**ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.  
**APPLICATIONS** : may be sent via e-mail to [Recruit.OCPO@treasury.gov.za](mailto:Recruit.OCPO@treasury.gov.za)  
**CLOSING DATE** : 24 February 2020 at 12:00 pm.

#### **OTHER POSTS**

**POST 05/57** : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: S019/2020**  
Division: Office of the Procurement Officer (OCPO)  
Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government.

**SALARY** : R733, 257 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma/Degree in Economics/Business Economics/Supply Chain Management/Logistics Management/Purchasing Management. A minimum 4 years' experience in supply chain management within the public sector environment. Knowledge of strategic procurement and the broader public SCM legislative and regulatory environment. Knowledge and experience of policy analysis and development. Knowledge of data gathering, analysis and dissemination.

**DUTIES** : Some key outputs include: Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Assist with and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial and local spheres). Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans. Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres. Service Delivery Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required). Contribute to the client environment and strategic procurement-related reports and diagnostics. Assist with the development and implementation of strategic procurement plans to ensure that value for money is achieved and benefits are leveraged. Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Assist with the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements. Assist with the monitoring and reporting on the progress of strategic procurement interventions. Development Knowledge and Information Management: Manage and perform research and benchmarking on strategic procurement good-practices. Contribute to identification and recommendation of new and alternative solutions to strategic procurement services. Report on strategic procurement trends analysis.

**ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.  
**APPLICATIONS** : may be sent via e-mail to [Recruit.TPFSP@treasury.gov.za](mailto:Recruit.TPFSP@treasury.gov.za)  
**CLOSING DATE** : 24 February 2020 at 12:00 pm.

**POST 05/58** : **TRANSVERSAL CONTRACTING SUPPORT REF NO: S017/2020 (X3 POSTS)**  
Division: Office of the Chief Procurement Officer (OCPO)  
Purpose: The incumbent will be required to: To provide contract management support to ensure efficient tender administration process, contracting administration process and supplier relationship management

**SALARY** : R257, 508 per annum (excluding. benefits)  
**CENTRE** : Pretoria



- REQUIREMENTS** : A minimum Grade 12 qualification coupled with a certification in Office Administration from a reputable institution, A minimum 2 years' experience obtain in Supply Chain Administrative environment, Knowledge in the administration and management of tender documents.
- DUTIES** : Tender Information Support: Prepare and capturing and opening of tender documents, Preparing address list for the tender documents, Ensure that all tender documents are numbered, Manage tender closing process of the National Treasury in accordance to strict time frame, Convert manual bids to electronic submission through Electronic Respond System (ERS) and Procure, Assist with arranging and attending of the Bid Adjudication Committee and Bid Specification Policy Committee meeting, Advice public and prospective bidders on the tender related queries, Attend to the tender box on closing date of the tender, Tender Admin Support: Create tender pack (SBD's and all other relevant documents, Creation of bid/pricing schedule on the e-procurement system before BQRC meeting, Uploading of tender documents on the e-tenders system and eProcurement system, Filing documents according to the filing plan at each milestone of the tender process (volume document files) and I drive, Take critical notes of the BQRC meeting, Advertise on e-Tenders portal and Government Printing Works in consultation with TIC for closing date of the bid, Scheduling, preparation of various committee meetings (BSC, BQRC, Briefing Sessions, BEC) and taking minutes, code of conduct, declaration of interest and attendance registers, Assist ASD with prequalification evaluation and identify administrative discrepancy that requires clarification in the bid documents, Issue Clarification letters to bidders, Issue letter of award/regret letters, Contract Admin Support: Manage request for pre and post participation process, Issue request for participation letters to state institutions, Guide prospective participants on the process to follow when requesting for participation, Receive, process and keep records of participation requests, Create a folder on master document (I-drive) for filing and volume files as per filing plan, Contract amendment administration (Price adjustment, post participation, any amendment to be loaded on the website and communicated to all the users (Institutions and Suppliers), Stakeholder Relations & Support: Manage central emails for queries and timeous response, Allocate emails to D, DD, ASD and follow ups until the query is closed, General support to D, DD and ASD.
- ENQUIRIES** : Human Resources Management on Tel No: (012) 315 5100.
- APPLICATIONS** : may be sent via e-mail to [Recruit.IREP@treasury.gov.za](mailto:Recruit.IREP@treasury.gov.za)
- CLOSING DATE** : 24 February 2020 at 12:00 pm.

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 28 February 2020, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission.

## OTHER POST

- POST 05/59** : **ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL REF NO: AS/DDG/01/2020**
- SALARY** : R257 508 – R303 339 per annum (Level 7)
- CENTRE** : Commission House, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: A Secretarial Diploma (NQF Level 5) or equivalent qualification coupled with two to three years' experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver's license.
- DUTIES** : The successful candidate: Will be responsible for the smooth operation of the Deputy Director-General's. He/she will serve as a Personal Assistant to the Deputy Director-General's. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administering office correspondence/documents/reports. Assist in

the expenditure control for the office of the Deputy Director-General. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/ workshops and taking minutes during meetings. Administering the Deputy Director-General's diary. Acting as a receptionist for the Deputy Director-General and the Office.

**ENQUIRIES**

: MS I Mathenjwa Tel No: (012) 352 1109

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001
- CLOSING DATE** : 24 February 2020
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Faxed and emailed applications will not be considered. Applications can also be submitted online at [www.ejob.gov.za](http://www.ejob.gov.za) and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job).  
**ERRATUM:** Kindly note that the posts advertised in Public Service Vacancy Circular no 04 of 2020 dated 31 January 2020, the year was in correct its 2020 not 2019 sorry for the inconvenience

## OTHER POST

- POST 05/60** : **ADMINISTRATIVE CLERK REF NO: DPSA 07/2020 (X 2 POST)**  
(12 Months Contract)
- SALARY** : R173 703 per annum (Basic salary) plus 37% in lieu of service benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate/Matric or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting of statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy, Planning and organization, Interpersonal relations, Good verbal and written communication skills and Teamwork.
- DUTIES** : To render general clerical support service. To provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component
- ENQUIRIES** : Mr. Z. Khuzwayo Tel. No: (012) 3361407

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

## OTHER POSTS

**POST 05/61** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2020/21**

**SALARY** : R869 007 per annum  
**REQUIREMENTS** : A three year tertiary qualification in Social Sciences, registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and at least 3 years in social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy.

**DUTIES** : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with

government sector, internal stakeholders and NGO's; Manage service providers.

**ENQUIRIES** : Mr R Mahlatjie Tel. No: (012) 337-2689

**APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**CLOSING DATE** : 21 February 2020 at 16H00

**POST 05/62** : **EXECUTIVE OFFICER MANAGER: FACILITIES MANAGEMENT REF NO: 2020/22**

**SALARY** : R733 257. per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Social Science, Administration, Building Sciences, Financial or related field plus appropriate junior management experience related to office management. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

**DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch Coordinate and manage projects in the office of the DDG To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Risk and compliance management; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)management of section performance within the sub-directorate; Report on the performance of the unit against annual performance plan, operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage

compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

**ENQUIRIES APPLICATIONS** : Ms N Sharma Tel No: (012) 406 2044  
: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION CLOSING DATE** : Ms NP Mudau  
: 21 February 2020 at 16H00

**POST 05/63** : **CONSTRUCTION PROJECT MANAGER REF NO: 2020/23**  
Re-Advertisement: Those who applied previously are encouraged to re-apply)

**SALARY CENTRE REQUIREMENTS** : R718 059 – R766 278 per annum (All-inclusive salary package) (OSD)  
: Johannesburg Regional Office  
: A National Higher Diploma/BTech in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, BTech in the Built Environment field and a minimum of 4 years' experience in the built environment/Honours degree in any Built Environment field with a minimum of 3 years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or furnish proof that you have applied to register with professional council and paid the prescribed application and registration fees. A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES APPLICATIONS** : Adv JM Monare: Tel No: (011) 713 6051  
: The Regional Manager, Johannesburg Region, Department of Public Works Private Bag X3, Braamfontein, 2017 or Hand delivered at, Corner De Beer and De Korte Street, Mineralia Building, Braamfontein.

**FOR ATTENTION CLOSING DATE** : Mr M Mudau  
: 21 February 2020 at 16H00

**POST 05/64** : **LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (M5) REF NO: 2020/24**  
Re-Advertisement: Those who applied previously are encouraged to re-apply

**SALARY CENTRE** : R373 389 - R912 504per annum (All-inclusive salary package) (OSD)  
: Johannesburg Regional Office

**REQUIREMENTS** : LLB degree with minimum of 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2004(Engineering and Construction works) JBCC (Principal Building Agreement) and GCC Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrate Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).

**DUTIES** : Assist in administering Departmental contracts. Assist in the acceptance of bids and enter into contracts on behalf of the department. Assist in safe keeping of guarantees and contractual documents. Ensure completeness of contract documents for safekeeping. Provide information and access to document to documentation to auditors and project managers. Assist Regional Offices and Head in registering financial details of contractors. Facilitate the release of guarantees upon completion of construction projects. Extract information from the works control system (WCS) and interact/liaise with officials from other Department and member of the public. Prepare techno-legal opinion and peruse and comment on a variety legal documents to ensure that they are legally complaint. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature. Receive and peruse correspondence from various Offices of the State Attorney's to ensure that they are in accordance with the instructions of the Department. Receive and Peruse summonses served on the Department, consider the claims and instruct the Office of the State Attorney with clear mandate on whether to settle or defend the claims. Assist in labour relations issues by presiding over misconduct hearings and /or initiate on behalf of the Department and appear on behalf of the Department before the relevant bargaining council. Assist supervisor in the training and management of staff.

**ENQUIRIES** : ADV R Mogatle Tel No: (012) 406 2109  
**APPLICATIONS** : The Regional Manager, Johannesburg Region, Department of Public Works Private Bag X3, Braamfontein, 2017 or Hand delivered at, Corner De Beer and De Korte Street, Mineralia Building, Braamfontein.

**FOR ATTENTION** : Mr M Mudau  
**CLOSING DATE** : 21 February 2020 at 16H00

**POST 05/65** : **SENIOR ADMINISTRATIVE OFFICER: LEASING AND ACQUISITION**  
**REF NO: 2020/25**

**SALARY** : R316 791 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Three year tertiary qualification in Property Management/Real Estate/Property Law, Financial Management, Accounting, Internal Auditing plus extensive experience in acquisitions of property or rights in fixed property and property administration. Computer literacy. Knowledge and understanding of government procurement 75 processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively

**DUTIES** : Procure leased fixed properties or rights in fixed properties to be utilized by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilization of leased buildings. Manage lease renewals to ensure that leases are renewed in time.



Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

**ENQUIRIES** : Mr L Nelwamondo (JHB) Tel No: (011) 713 6218

**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**CLOSING DATE** : 21 February 2020 at 16H00

**POST 05/66** : **ARTISAN PRODUCTION A: WORKSHOP REF NO 2020/26**

**SALARY** : R190 653 – R211 596 per annum (All-inclusive salary package) (OSD)

**CENTRE** : Cape Town Regional Office  
Bricklayer (X1 Post)  
Electrician (X1 Post)

**REQUIREMENTS** : Proof of passing a trade test in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act :Knowledge of Occupational Health and Safety Act and Regulations. It is expected of an officials to have a general knowledge to their respective Trades, Valid Driver’s license

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. It will be expected of the incumbent to climb ladders for inspection, to work in a confined space and do maintenance in the government building, adherence requirement of the job.

**ENQUIRIES** : Messer’s: L Dunga: 2336, Tel No: (021) 402 2346, M. Gazi 2185, M Stephens Tel No: (021) 402 2334

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms.E.Booyesen

**CLOSING DATE** : 21 February 2020 at 16H00

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

<b><u>CLOSING DATE</u></b>	:	21 February 2020 at 16:00
<b><u>NOTE</u></b>	:	DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three 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 DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

## MANAGEMENT ECHELON

<b><u>POST 05/67</u></b>	:	<b><u>SURVEYOR GENERAL REF NO: 3/2/1/2020/052</u></b> Re-advertisement, applicants who applied previously must reapply. Office of the Surveyor General
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	North West (Mafikeng)
<b><u>REQUIREMENTS</u></b>	:	Pre-entry Certificate for Senior Management Services (SMS). BSc (NQF level 8) in Geomatics/Land Survey. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience at Senior Managerial level. Appropriate Cadastral Survey experience. Job related knowledge: Cadastral Survey, Technical System and Cadastral Spatial Information, Performance Management and Monitoring, Government Systems and Structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting systems, Dealing with Misconduct, Internal Control and Risk Management, Project Management principles and tools, The Political Landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget forecasting, Computer Literacy, Resource planning, Problem solving and decision making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Approve diagrams, general plans and Sectional Plans in compliance with legislation and provide tenure security and sustainable rural and urban

development. Examine cadastral documents for approval in accordance with the Land Survey Act and all applicable statutory consents. Ensure complete, accurate, current Cadastral Spatial Information development. Update the spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Compile a decentralised delivery system. Train Professional Land Surveyors, Technologists, Survey Technicians and Geomatics Officers as well as in general administration from targeted groups. Provide support to various programmes including Land and Tenure Reform, Restitution Programmes and Land Administration Institutions. Provide technical support and advice as well as information from time to time. Manage the implementation of the Land Survey Act, Number 8 of 1997 (LSA). Ensure that all surveys performed in South Africa are compliant with LSA. Manage allocated resources. Oversee the transformation process in the office in line with the new vision for the Public Service as contained in the White Paper on Transformation of the Public Service and other relevant Policy documents continuously. Ensure compliance with all lawful requirements imposed by way of Laws, Ministerial Directives, Cabinet Decisions, Cabinet Circulars, Treasury instructions and communications from the Public Service Commission and Auditor-General at all times. Ensure that assurance arrangements appropriate to the Surveyor-General information systems are implemented timeously. Manage allocated funds efficiently. Monitor the utilisation of equipment including vehicles facilities. Take responsibility for measures aimed at promoting representativeness in the Departments personnel structure (including putting in place Employment Equity Plans on an on-going basis). Ensure that powers/responsibilities are clearly specified and formally delegated within the Office of the Surveyor-General at all times. Ensure that appropriate internal controls and reporting systems are established and maintained on a regular basis. Develop service delivery improvement of the component.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
 : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

: Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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

**POST 05/68**

: **CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES REF NO: 3/2/1/2020/053**  
 Re-advertisement, applicants who applied previously must reapply  
 Office of the Chief Surveyor General

**SALARY**

: R1 251 183 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE  
REQUIREMENTS**

: Pretoria  
 : Pre-entry Certificate for Senior Management Services (SMS). A Degree (NQF 7) In Geomatics/Surveying. Registration with South African Geomatics Council as a Professional Land Surveyor. Registration as a Sectional Tile Practitioner. 5 years' appropriate experience at a senior managerial level. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Performance Management and Monitoring,

Government systems and structures, Government decisions making processes, Programme setting process, Understanding of management information and formal reporting system, Dealing with misconduct, Internal Control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Forecasting, Computer Literacy, Resource Planning, Problem Solving and Decision Making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times. A valid driver's licence.

**DUTIES**

: Manage and oversee special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Facilitation of State Survey undertakes through the private sector (Public-Private Partnerships). Survey on surveyed State and Trust Land. Survey of State Domestic Facilities (SDF). Manage and oversee Cadastral Research and Development. Research ways of transforming improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislatives framework, compare with other systems, propose amendments and report findings. Attend relevant workshop's, conferences/seminars and courses for internal and career path findings and make recommendations. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/Investigate concerns, proposals for amendments and streamlining of legislation. Assist Chief Surveyor General with administration and control of Survey Regulations Broad (SRB). Manage and oversee the Provision of internal and external Professional Advisory and Support Services. Research, compile reports and supply information in respect of internal and external cadastral matters and request from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislations and time frame, client's request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in compliance with legislation. Manage the research, investigation and resolving of anomalies in the Republic of South Africa international boundaries. Manage advisory services on the Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Manage and oversee the registration of Professional Land Surveyors, Sectional Title Practitioners, Professional Surveyors, Technical Surveyors. Train Professional Land Surveys, Professional Surveyors, Survey Technicians. Monitor Surveyor General Practical Training Program (PLS-30 days) in accordance with Plato Training Schedule. Monitor examination for registration in compliance with South African Geomatics Council (SAGC) requirements, including moderating. Oversee the training of Pupil Survey Officers, Candidate Professional, Candidate Technologist and experiential geomatics students and interns. Manage and oversee the preparation of technical procedure and standards. Assist Chief Surveyor General in management of updating Surveyor General procedure and standards, in compliance with legislative and in consultation with professional/stakeholders. Investigate effects of technological advancement of Technical Procedures and Standards transforms accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and Survey Regulations Boards (SRB) for review of regulations framed under the Act.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
 : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

: Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry->

programme/. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

**POST 05/69** : **CHIEF DIRECTOR: NATIONAL GEO-SPATIAL INFORMATION REF NO: 3/2/1/2020/054**

Re-advertisement, applicants who applied previously must reapply.  
Chief Directorate: National Geo-Spatial Information

**SALARY** : R1 251 183 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Western Cape

**REQUIREMENTS** : Pre-entry Certificate for Senior Management Services (SMS). A Bachelor's Degree in Geomatics/Surveying (NQF Level 7). Registration with South African Geomatics Council in the Professional Category. 5 years' appropriate geomatics experience at a Senior Managerial level. Job related knowledge: Geo-spatial information management, Topographic framework information, Spatial data infrastructure, Performance management and monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the Management Information and Formal Reporting System, Dealing with misconduct, Internal Control and risk Management, Project Management principles and tools, The political landscape of South Africa, Geodetic surveying, Photogrammetry and remote sensing, Cartography. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Time Management, Business, Communication and Strategic Management. A valid driver's licence.

**DUTIES** : Manage survey services. Determine Policy and standards for National Spatial Referencing System. Oversee control survey networks. Oversee the collection of geo-spatial data. Undertake development projects. Manage earth imagery and geo-spatial data. Determine Policy and standards for national aerial imagery and national topographic surveying. Collect and maintain earth imagery and geo-spatial data. Process topographical, land cover and land use data and maintenance of Integrated Topographic Information System. Undertake development projects. Manage the provision of mapping services. Determine Policy and standards for national mapping and related products. Produce line maps. Produce orthophoto images, maps and elevation data. Undertake development projects. Manage the provision of geo-spatial information and professional support. Determine Policy and standards for dissemination of products. Provide geo-spatial information products and services. Provide professional support and advisory services. Provide technical training. Provide management support services. Oversee client relations and marketing, including promotion of map literacy. Oversee quality assurance. Provide management information and reporting. Preserve geomatics records. Ensure the preservation of geomatics records of the Chief Directorate: National Geo-Spatial information.

**ENQUIRIES** : Ms B Mathulwe Tel No: (012) 060 0351

**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE** : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

- POST 05/70** : **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/055**  
 Re-advertisement, applicants who applied previously must reapply  
 Office of the Surveyor General
- SALARY** : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.
- DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Knowledge and application of all relevant land administration legislation, Policies and information to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in

connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES**  
**APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

: Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

**POST 05/71**

: **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/056**  
Re-advertisement, applicants who applied previously must reapply  
Office of the Surveyor General

**SALARY**

: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE**  
**REQUIREMENTS**

: Limpopo (Polokwane)  
: Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

**DUTIES**

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Knowledge and application of all relevant land administration legislation, Policies and information to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory

services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
 : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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**POST 05/72**

: **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/057**  
 Re-advertisement, applicants who applied previously must reapply Office of the Surveyor General

**SALARY**

: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE  
REQUIREMENTS**

: Mpumalanga (Nelspruit)  
 : Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

**DUTIES**

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system.



Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Knowledge and application of all relevant land administration legislation, Policies and information to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
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**POST 05/73**

: **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/058**  
 Office of the Surveyor General  
 Re-advertisement, applicants who applied previously must reapply

**SALARY**

: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE  
REQUIREMENTS**

: Eastern Cape (East London)  
 : Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of

information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

#### **DUTIES**

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Knowledge and application of all relevant land administration legislation, Policies and information to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

#### **ENQUIRIES APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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**POST 05/74** : **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/059**  
Office of the Surveyor General  
Re-advertisement, applicants who applied previously must reapply.

**SALARY** : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : western Cape (mowbray/cape town)

**REQUIREMENTS** : Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of information and Formal Reporting System, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

**DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Knowledge and application of all relevant land administration legislation, Policies and information to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**ENQUIRIES** : Ms B Mathulwe Tel No: (012) 060 0351

**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

- NOTE** : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.
- POST 05/75** : **DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2020/060**  
Re-advertisement, applicants who applied previously must reapply.  
Office of the Surveyor General
- SALARY** : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : North West (Mafikeng)
- REQUIREMENTS** : Pre-entry Certificate for Senior Management Services (SMS). An appropriate Bachelor of Technology (NQF 7) in Surveying/Geomatics. Registration with the Geomatics Profession registration body (as a Professional Surveyor, Surveyor or Survey Technician). 5 years' of experience at middle/senior management level. Extensive 5 to 10 years' experience in Cadastral Surveys. Experience in supervision of other Professional Land Surveyors, Land Surveyors in Training and Technical Surveyors. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Latest survey technology and methods, Legal principles and presumptions, Servitudes and Real Rights, Performance Management and Monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting system, Dealing with misconduct, Internal Control and Risk Management, Project management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Management, Computer literacy, Resource planning, Problem solving and decision making, Creative, Legislation and Policy making, Time Management, Business, Communication, Empowerment, Information Technology. The ability to work efficiently and effectively at all times.
- DUTIES** : Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide Personal Computer support to normal users within a 24 hour period. Provide Information Technology related training upon pre-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the Electronic Cadastral Survey System (E-CSS) aligned with e-government programme. Note approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant Geographic Information System (GIS) services as and when requested by clients. Maintain cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

**ENQUIRIES** : Ms B Mathulwe Tel No: (012) 060 0351  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.  
**NOTE** : Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

**OTHER POSTS**

**POST 05/76** : **SYSTEM ANALYST REF NO: 3/2/1/2020/061**  
 Chief Director: Cadastral Spatial Information

**SALARY** : R869 007 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Pretoria  
**REQUIREMENTS** : 3 Year National Diploma/Degree in an Information Communication Technology related field (Information Technology or Software Development or Computer Science) (NQF 6). 5 years' of experience in the design of new IT solutions, modifying, enhancing or adapting existing systems. Team leadership experience. Implemented designs and implemented projects experience. Experience in modelling using modelling tools e.g. Visio etc. Understanding of principles of system design and architecture. The Open Group Architecture Framework (TOGAF) certification. Information Technology Infrastructure Library (ITIL) certification (Foundation level and above). Ability to work in a legislated environment. Real estate and/or software industry experience. Experience in vendor liaison will be an added advantage. Job related knowledge: Understanding of Geo-Spatial Information environment. Familiar with the following methodologies: Systems development life cycle, Program Development Life Cycle, Agile, Waterfall. Knowledge of Cadastral Spatial Information Framework, Geo-Spatial Database, production processes and procedure. Familiarity with project management tools. Knowledge of Public Finance Management Act (Supply chain management procedure, tenders, specification writing, call for quotations). Job related skills: Communication, administrative and Public Financial Administration. A valid driver's licence.

**DUTIES** : Conduct research and development and advise National Geomatics Management Services (NGMS) on maintaining currency and efficacy of the Cadastral Information System. Coordinate activities related to the design, configuration and implementation of the Cadastral Information System. Gather, analyse and document requirements for the selection, implementation, integration and support of Cadastral Information Systems. Collaborate in the testing of configurations with Department representatives, communicate with internal customers, network and server administrators and vendors to ensure the NGMS is using the systems to their full potential and in accordance with best practices. Develop and deploy strategies, standards, methodologies and best practices for implementation, maintenance and upgrades of information systems. Provide management and oversight of multiple technology projects. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concerns. Coordinate and manage activities related to the design, configuration and implementation of

the Cadastral Information Systems. Collaborate in the testing of software programmes and applications. Communicate with network and server administrators, vendors, end-users and software developers to ensure quality assurance, program logic and data processing. Develop, implement and disseminate information on best practices for application usage. Coordinate feasibility studies for software and system products under consideration for purchase and provide findings and recommendations. Develop and coordinate training including development of training materials, user procedures and training curriculum. Conduct training sessions as necessary. Develop and maintain user documentation, implementation and maintenance plans. Create custom administrative and quantitative reports for internal customers based on business requirements. Facilitate the maintenance, support and upgrade of existing systems. Coordinate and communicate software upgrades, enhancements and changes with vendors, consultants and internal customers. Oversee integration between multiple systems either through in-house or outsourced development. Compile and maintain an inventory of all software and system assets and corresponding contracts and agreements. Analyse technical literature and provide explanations understandable to end-users.

**ENQUIRIES** : Ms B Mathulwe Tel No: (012) 060 0351  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

**POST 05/77** : **PROJECT COORDINATOR: COMMUNAL TENURE REF NO: 3/2/1/2020/062 (3 POSTS)**  
 Re-advertisement, applicants who applied previously must re-apply  
 Directorate: Tenure Reform Implementation

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Limpopo (Waterberg, Capricorn/Sekhukhune, Vhembe/Mopani District)  
**REQUIREMENTS** : National Diploma or Bachelor Degree in Law, Anthropology, Archaeology, Economics, Geography/Human Geography, History, Linguistics, Political Science, Psychology, Sociology and Public Health. 3 - 5 years' relevant working experience in Land Reform Environment. Working experience in Extension of Security of Tenure Act (ESTA), Interim Protection of Informal Land Rights Act (IPLRA), Labour Tenants Act (LTA) and Land Title Adjustment will be an added advantage. Job related knowledge: Land Reform prescript and Policies (ESTA, Upgrading of Land Tenure Rights Act, IPLRA, Labour Tenants Act and Land Title Adjustment), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Computer literacy, Interpersonal relations, Communication, Research, Analysis, Reasoning abilities, Project Management, Facilitation, Report writing, People Management, Analytical, Research, Supervisory. Ability to manage document and correspondence. Ability to manage tasks and resources efficiently. A valid driver's licence.

**DUTIES** : Facilitate the implementation of Interim Protection of Informal Land Rights Act (IPLRA). Facilitate community relations on site demarcations, state land disposal/long term leases, servitudes and hunting rights. Facilitation of dispute resolutions on communal land and among Tribal Authorities pertaining to boundaries. Facilitate implementation of Labour Tenants Applications. Conduct land rights enquiries to determine nature and extent of rights of applicant. Draft a notice to the owner and serve them. Where agreements are reached, draft settlement agreement and procure their signature. Obtain approval of certification memoranda and present to Departmental Committees. Keep records and file records. Facilitate implementation of Land Title Adjustment. Receive applications and verify information. Prepare terms of reference for identification of a Commissioner. Prepare memorandum to Minister for designation and appointment of Commissioner. Develop implementation plan. Facilitate implementation of

distribution and transfer of Certain State Land Act. Facilitate implementation of Extension of Security of Tenure Act (ESTA). Facilitate resolution of disputes between farm owners and farm dwellers. Conduct land rights awareness campaigns to different stakeholders. Identify land to secure land tenure rights. Facilitate legal representation for farm dwellers.

**ENQUIRIES  
APPLICATIONS**

: Mr M Shai Tel No: (015) 284 6303  
: Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.

**NOTE**

: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 05/78**

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2020/063**  
Office of the Chief Surveyor General

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 9)  
: Pretoria  
: National Diploma in Public Administration/Public Management/Business Administration. 3 years' of experience in supervisory level in the administration environment. Job related knowledge: Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Accounting System (PASTEL) and Logistics Information Systems (LOGIS), Relevant procurement legislation and statutory provisions, Human Resource Management, Finance, Supply Chain Management and Asset, Delegation and instructions, Performance management and monitoring, Government decision making processes, Programme setting process. Understanding the management information and formal reporting system, Internal control systems and risk management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Team Management, Business, Communication, Ability to interpret directives, Accounting and financial, Organising and planning. The ability to work efficiently and effectively at all times. A valid driver's licence. Ability to work under pressure. Ability to adhere to deadlines.

**DUTIES**

: Manage the human resources services and administration. Facilitate the recruitment process. Coordinate service benefits. Ensure the performance management system is in place. Facilitate training and development. Facilitate employee health wellness programme. Coordinate labour relations services. Management of supply chain management services. Coordinate the development of Demand Management Plan. Facilitate the acquisition process. Coordinate the logistics in the office of the Surveyor- General. Coordinate transport and travelling. Render asset management services. Render financial management and advisory support services. Facilitate the budget of the office of the Surveyor-General. Ensure the collection of revenue. Approve payment of sundries. Management of facilities management services and support. Management of office allocation. Coordinate security to the office of Surveyor-General.

**ENQUIRIES  
APPLICATIONS**

: Ms B Mathulwe Tel No: (012) 060 0351  
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

: African, Coloured Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 21 February 2020
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 05/79** : **CHIEF DIRECTOR: SOCIAL INSURANCE Ref NO: F1/A/2020**  
Branch: Comprehensive Social Security
- SALARY** : R1, 251,183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Harlequins Office Park, (Groenkloof)
- REQUIREMENTS** : An under-graduate qualification (NQF level 7) as recognised by SAQA in Economics, Public Finance or Business Administration plus five years of experience at a senior managerial level in the social security or related field. A Master's degree will be an added advantage. Understanding of social protection, particularly social insurance. Knowledge of the relevant social security provisions in South Africa, and understanding of relevant international standards and practice. Knowledge of relevant public finance and labour market policies. Knowledge of the relevant Public Service legislation. Competencies: Programme and project management skills. People Management and empowerment skills. Financial management skills.



Communication (verbal, written and liaison) skills. Client orientation and customer focus. Policy development and formulation skills. Strategic capability and leadership skills. Computer literacy. Change management skills. Interpersonal skills. Problem-solving and analysis skills. Service delivery innovation skills. Good quantitative and qualitative research skills .Attributes: Good interpersonal and negotiation skills. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity.

**DUTIES** : Key Responsibilities: Develop and review policies and provisions for social insurance benefits including retirement, survivor and disability benefits. Facilitate the establishment of an appropriate institutional architecture, including the benefit design, legislation and service delivery platforms to ensure a coherent, efficient and responsive social insurance system in the country. Develop and review policies for the financing of social insurance benefits to ensure coverage for all workers in both formal and informal employment settings. Cultivate and maintain good working relationships with related government departments and institutions to promote coherence in the design, implementation and oversight of social insurance policies. Promote and facilitate civil society involvement in the development and design of social insurance schemes. Develop and promote good working relations with all key stakeholders in social security. Promote and support regional and international cooperation in social security policy and practice.

**ENQUIRIES** : Ms B Sibeko, Tel No: (012) 741-6803

**POST 05/80** : **DIRECTOR: GENDER FOCAL POINT REF NO: F1/B/2020**  
Chief Directorate: Strategy Management and Transformation

**SALARY** : R1,057,326 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE** : Pretoria, HSRC Building

**REQUIREMENTS** : An An appropriate recognized Bachelor's Degree in Social Science or equivalent qualification (NQF level 7) as recognised by SAQA plus 5 years middle/senior management experience in the gender field. Knowledge of the Public Service legislation. Expertise on gender issues. Knowledge of legislation and policies on gender and transformation. Knowledge of women empowerment. Knowledge of PFMA. Knowledge of the supply chain processes. Competencies needed: Project management skills. Internal and external networking skills. Policy development and analytical skills. Financial management skills. Interpersonal skills. Communication (written, verbal and liaison) skills. People management and empowerment skills. Client orientation and customer focus skills. Negotiation skills. Strategic planning skills. Presentation skills. Problem solving-skills. Attributes: Emotional intelligence. Creative. Honesty and integrity. Innovative. Computer literacy. Ability to work under pressure. Assertiveness.

**DUTIES** : Key Responsibilities: Manage and monitor the development of policies, legislation, minimum norms and standards, practice in respect of gender issues. Manage capacity development for women empowerment and gender equality matters. Advocate for gender issues to be considered in the departmental planning processes. Adopt a wide set of options for governance and institutional development. Adopt a wide set of options for women empowerment and gender equality. Manage the advocacy and lobbying on gender issues. Provide support to various Directorates for compliance with international and national reporting obligations. Manage the compilation of regular reports for various gender stakeholders and organs of Government.

**ENQUIRIES** : Ms D Moema, Tel No: (012) 312-7394

## OTHER POSTS

- POST 05/81** : **DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: F1/C/2020**  
Directorate: Supply Chain Management
- SALARY** : R733 257 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or National Diploma in financial management and purchasing management Plus 3 year's middle management experience in supply chain. Knowledge of the Public Service legislation. Knowledge of: supply chain management framework and procurement prescripts, LOGIS and BAS, PFMA, Treasury Regulations, fleet management and contract management. Must be in possession of a valid driver's license. Competencies needed: Communication (written, verbal) and liaison skills. Analytical skills. Problem-solving skills. Coordination skills. People management and empowering skills. Strategic capability and leadership skills. Project management skills. Presentation skills. Research skills. Facilitation skills. Policy development and implementation skills. Client orientation and customer focus skills. Monitoring and evaluation skills. Attributes: Innovative and creative. Confidence. Integrity. Compliant. Patient. Accuracy. Diplomacy. Assertiveness. Ability to work under pressure. Ability to work in a team and independently. Trustworthy.
- DUTIES** : Facilitate the provision of departmental fleet services. Manage administration services of the department cellular phones and data cards in terms of the telecommunication policy. Manage departmental movable assets. Manage logistics services of the department. Develop and implement logistics and assets management strategies, policies and guidelines. Oversee the management of LOGIS system.
- ENQUIRIES** : Ms S Mgwaba, Tel No: (012) 312-7844 / 7543
- POST 05/82** : **SUPPLY CHAIN CLERK (TRANSPORT) REF NO: F1/D/2020**  
Directorate: Supply Chain Management
- SALARY** : R173 703. per annum.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. An unrestricted code B drivers license. Knowledge of the Traffic Regulations. Basic knowledge and insight of the Public Service Financial legislation (PFMA & Financial Manual). Basic knowledge of financial functions and practices. Competencies needed: Driving skills. Problem-solving skills. Communication (written, verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Coordination skills. Attributes: Ability to capture data and operate computer. Ability to work in a team and independently. Ability to work under pressure. Systematic. Assertiveness. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relations. Accuracy and thoroughness. Commitment.
- DUTIES** : Issue GG vehicles and facilitate GG shuttle services. Inspect government vehicles prior to issuing as well as when they are returned. Facilitate maintenance of vehicles, book vehicles for service, deliver cars at service point and re-collect the after service. Liaise with G-Fleet officials to report the condition of the vehicles and register all problems of government vehicles. Facilitate the cleaning and tidying of government vehicles.
- ENQUIRIES** : Ms S Mgwaba, Tel No: (012) 312-7844/7543
- POST 05/83** : **FINANCE CLERK (SALARIES) REF NO: F1/E/2020**  
Directorate: Financial Administration and Accounting
- SALARY** : R173 703. per annum.

**CENTRE REQUIREMENTS** : HSRC Building, Pretoria  
: A Grade 12 Certificate or equivalent qualification with Accounting as a subject. Knowledge of the relevant Public Service Regulations and Acts. Knowledge and understanding of PERSAL and BAS. Basic knowledge and insight of the Public Service Financial Legislation, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial functions and practices. Competencies needed: Financial skills. Problem-solving skills. Communication (written, verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Coordination skills. Attributes: Ability to capture data, operate computer and collate financial statistics. Ability to work in a team and independently. Ability to work under pressure. Systematic. Ability to analyze and interpret financial statements. Assertiveness. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relations. Accuracy and thoroughness Commitment.

**DUTIES** : Process advices received (capture allowances and deductions on Persal). Administer departmental debt. Capture all financial transactions. Reconciliation of payroll. Pay over of revenue collected. File all documents.

**ENQUIRIES** : Ms RC Henning, Tel No: (012) 312-7844/7543

**POST 05/84** : **FINANCE CLERK (PAYMENTS) REF NO: F1/F/2020**  
Directorate: Financial Administration and Accounting

**SALARY** : R173 703 per annum  
**CENTRE** : HSRC Building, Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with Accounting as a subject. Knowledge of the relevant Public Service Regulations and Acts. Knowledge and understanding of BAS. Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial functions and practices. Competencies needed: Financial skills. Problem-solving skills. Communication (written, verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Coordination skills. Attributes: Ability to capture data, operate computer and collate financial statistics. Ability to work in a team and independently. Ability to work under pressure. Systematic. Assertiveness. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relations. Accuracy and thoroughness. Commitment.

**DUTIES** : Verify all requests for payments received for allocation codes and supporting documentation. Capture all payments on BAS and LOGIS. Ensure payments adhere to legislation, government prescripts and departmental policies and procedures. Perform monthly reconciliation of accounts to ensure all invoices are paid in time. Attend to queries related to payments. File all documents.

**ENQUIRIES** : Ms RC Henning, Tel No: (012) 312-7844/7543

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application.
- CLOSING DATE** : 21 February 2020
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).

## MANAGEMENT ECHELON

- POST 05/85** : **DIRECTOR: SKILLS FOR THE ECONOMY REF NO: SEZET/SKILLS ECO 014**  
 Overview: To Manage policies and programmes for the Skills of the Economy.

- SALARY CENTRE REQUIREMENTS** : R1,057,326 per annum, (Level 13) (All-inclusive remuneration package)  
 : Pretoria  
 : An undergraduate qualification (NQF Level 7) in commercial sciences, social sciences, public administration or related field. 5 years' relevant experience at a middle/senior managerial level in a skills development environment or related. Key Requirements: Experience in the development and implementation of skills development programmes. Experience in financial reporting and monitoring and evaluation. Experience in advocacy. Experience in Project Management, Financial Management, Stakeholder Management, Risk Management, People Management and Empowerment. Strategy capability, planning and organising skills, communication (Verbal and excellent writing skills), Accounting and analytical skills, presentations skills, client orientation and problem-solving skills. Knowledge and understanding of Preferential Procurement Policy Framework Act, Public Service Regulations, PFMA, Treasury Regulations and Public Service Act. Proficient in MS Packages.

- DUTIES** : Guide the structuring of work with internal and external partners through appropriate implementation network. Manage the alignment of skills supports to the IPAP priorities and the dti mandate. Manage the development of new programmes to respond to specific skills requirements. Manage an equitable geographic spread in the skills interventions of the unit. Create platforms for the overall advancement of the skills unit's work. Manage the development and implementation of stakeholder agreements. Manage the appointment of service providers/expert committees to augment the work of the Chief Directorate. Liaise, consult and network with appropriate and relevant stakeholders involved in the Skills for Economy. Represent the department in the stakeholder forums and focus groups addressing the challenges in skills programmes. Manage the key stakeholders. Monitor the implementation of skills programmes. Manage the

implementation of corrective measures when required and ensure the timely completion of programmes. Manage the availability of the latest information on the programmes on the dti website and in print publications. Showcase the successes of the skills programmes on strategic platform. Management of staff, finances and strategic planning of the unit.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

**NOTE** : In terms of the dti 's EE requirements, preference will be given to male and Indian female candidates.

#### **OTHER POST**

**POST 05/86** : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND TRANSFORMATION**  
**REF NO: CMSD/OD&T 020**

Overview: To manage transformation by developing transformation policies and strategies that will drive employment equity, integrate of Persons with Disabilities; empower women and gender mainstreaming within the dti

**SALARY** : R869,007 per annum, (Level 12) (All-inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma/B Degree in Human Resources/Organisational Psychology/Behaviour/Transformation and Development Studies. 3 Years' experience in a transformation environment in the public/private sector. Key Requirements: Experience in developing and implementing policies. Experience in research and analysis as well as monitoring and evaluation. Experience in reporting. Experience in strategic planning, financial management, people management and empowerment, change management, relationship management, planning and organising and problem solving. Knowledge and understanding of the dti business, international protocols, transformation papers, Transformation Charter, Affirmative Action, project management, diversity management, analytical and thinking skills, and policy analysis. Interpersonal skills, communication skills (verbal and written). Proficient in Ms Office packages.

**DUTIES** : Develop, implement and continuously review policies, plans and methodologies related to Employment Equity (EE), Disability Management and Gender Mainstreaming. Develop guidelines for non-discriminatory employment practices, and monitor their implementation and impact. Develop Women development and Job access for the People with Disabilities framework. Provide implementation support to all Divisions and guide the work of Employment Equity, Disability management; Women empowerment and Gender mainstreaming to ensure alignment with the dti's strategic plans. Develop and implement all transformation strategies and procedures, focusing on diversity management programmes. Facilitate the implementation of all the transformation strategies, policies and procedures. Coordinate and facilitate transformation related workshops. Plan and organise seminars, workshops and conference for the internal staff on disability mainstreaming in the dti. Provide guidance to Divisions through liaising, consulting and providing relevant Transformation interventions. Participate in all forums of the department and focus addressing transformation challenges. Advise all the dti employees on transformation related issues. Represent the Department in the inter-departmental collaboration committees and advise Department on the Governmental priorities. Build and maintain relationship with transformation stakeholders, including other Government departments, organisations for people with disabilities, Women organisations and the three tiers of government, organised business and Higher Learning Institutions. Identify gender mainstreaming agencies and the needs of other stakeholders related to women empowerment and particularly, gender mainstreaming. Present to management and the dti divisions on transformation and other related matters. Conduct research, undertake analysis of best practice and their relevance to Employment Equity, Disability management and Gender mainstreaming and recommend or develop appropriate strategies and

interventions to the dti. Conduct research and draft speeches and briefing notes for the Ministry and Executive management of the Department on Employment Equity; Disability management and Gender mainstreaming. Benchmark against international and national best practices. Conduct annual reviews with regards to the impact of interventions implemented and compile reports. Conduct divisional reviews with regards to the implementation of all the transformation policies and strategies. Conduct EE surveys, monitor progress and evaluate findings to determine if systematic discrimination exists. Investigate employment practices or alleged violations of EE to document and correct discriminatory factors. Develop and implement and review the dti's Divisional cascaded Employment Equity plan and/or report annually. Prepare the Department of Labour (DOL) annual report. Provide inputs into the annual business plans, MTEF and MTST. Manage responses to all enquiries and requests regarding disability management, gender mainstreaming, diversity management and EE initiatives. Compile progress reports on a monthly basis on the projects with regards to timelines and budgets.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

**NOTE**

: In terms of the dti's EE requirements, preference will be given to African and White male and Coloured female candidates as well as people with disabilities.

### TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 21 February 2020
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

### OTHER POST

- POST 05/87** : **DEPUTY DIRECTOR: INCOME AND EXPENDITURE REF NO: DOT/HRM/2020/02**  
(Branch: Chief Financial Officer)  
(Chief Directorate: Financial Administration and Supply Chain Management)  
(Directorate: Financial Administration)  
(Sub-directorate: Income and Expenditure)
- SALARY CENTRE** : R733 257 per annum (Level 11) (All-inclusive salary package)  
: Pretoria
- REQUIREMENTS** : A three-year Bachelor's Degree/Diploma in Financial Accounting with at least seven years Financial Management experience in Government Accounting of which five years should be at Assistant Director Level. Good Knowledge and experience in Income and Expenditure Management, Working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and The Treasury Regulations, Intermediate MS Excel skills, Excellent interpersonal and communication skills (verbal and written), Sound Mathematical and Accounting skills, Planning and Organizing skills, Management and Leadership skills and Decision making skills.
- DUTIES** : Implement departmental accounting policies, procedures and processes. Manage the issuing, recording, reconciliation, replenishment, safeguarding and accounting of petty cash. Manage the payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Manage receivables due to the department, including the recording, collection, banking and write-off of irrecoverable amounts. Perform general ledger reconciliations, including bank, suspense and interdepartmental accounts. Manage the BAS interface exceptions. Perform the month end and year-end accounts closure process. Provide accounting and financial information and advice. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and

guidelines. Institute and review internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income and Expenditure.

**ENQUIRIES**

: Mr. J Nel, Tel No: (012) 309 309 3627



**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Mr Thabiso Moloji
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. The shortlisted candidates will be required 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. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

**MANAGEMENT ECHELON**

<b><u>POST 05/88</u></b>	:	<b><u>DIRECTOR-GENERAL AND SECRETARY OF THE CABINET REF NO: PRS/20/01</u></b> (5 year contract)
<b><u>SALARY</u></b>	:	R1 978 533 per annum (level 16) (All-inclusive remuneration package) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules plus 10% non-pensionable HOD allowance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification and a post graduate qualification (NQF level 8) as recognized by SAQA. Must have 8-10 years Senior Management experience (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The successful candidate must have executive management experience with strong leadership capabilities and extensive experience in strategic and managerial positions at an executive level. He/she must also have an experience in monitoring and evaluation of Government policies which will serve as a strong recommendation. The successful candidate must have a thorough understanding of policy and administrative processes of Government. He/she will be innovative and have organizational abilities, good writing skills, computer literacy and good interpersonal skills. He/she must have good understanding of political and government issues.
<b><u>DUTIES</u></b>	:	Provide strategic support to the President to effectively and efficiently execute his constitutional responsibilities as the Head of State and Head of the National Executive of the Republic of South Africa. Provides support to the Deputy President to carry out his responsibilities and other functions as delegated by the President, including his appointed role as a Leader of

Government Business. Provide support to the Minister and Deputy Minister in The Presidency in carrying out their responsibilities regarding the planning, monitoring and evaluation as assigned to them by the President, where such support falls outside the ambit of the respective Department of Planning, Monitoring and Evaluation. Provide oversight of the executive management of the strategic agenda of Government and advice to the President. As a Secretary of the Cabinet, oversee the work of the Cabinet Office to ensure that Cabinet business is effectively and efficiently carried out, particularly Cabinet agendas, content and logistical arrangements. Oversee the disclosure of financial interests by Cabinet members and Deputy Ministers in terms of the Executive Members' Ethics Act of 1998, and act as custodian of the disclosure of financial interest by the Public Service Commissioners. Provide strategic leadership and support to the Forum of South African Directors-General (FOSAD) and its Management Committee (MANCO). Provide overall leadership for all nation building activities performed by the Presidency such as serving in the role of Chancellor of National Orders. Provide overall management and administrative support on all matters relating to the execution of declared state and official funerals of Public Office Bearers, relevant members of the judiciary and distinguished South Africans. Exercise overall management and administrative oversight on the services rendered to Former Presidents, Deputy Presidents, and their Spouses. Ensure adherence to the minimum Information Security Standards. Serve as Secretary to the National Security Council (NSC), in particular, overseeing the work of the Secretariat to the NSC to ensure that the NSC's business is effectively and efficiently performed. Serve as Chief Information Officer in terms of the Access to Information Act. Accompany the Principals on international engagements as and when required. The duties outlined above are not exhaustive of all the duties expected of the Director General and Secretary of the Cabinet.

**ENQUIRIES**

: Mr Thabiso Moloi Tel No: (012) 300 5866

**POST 05/89**

: **CHIEF OPERATIONS OFFICER REF NO: PRS/20/02**  
(5 Year contract)

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

: R1 978 533 per annum (level 16) (All inclusive remuneration package)  
: Pretoria

: A postgraduate degree in Business Administration or equivalent qualification (NQF level 8), supported by at least 8-10 years' experience (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) in executive management whilst project management skills and in depth knowledge of Public Finance Management Act, Public Service Act and other relevant legislation is paramount. It is expected of the successful candidate to have excellent people interaction and analytical skills and advanced communication skills. Expert-level computer literacy in all the MS Office Suite packages is a prerequisite, as is broad understanding of Internal Audit, Risk Management, Strategic Management, Corporate Services, IT, Financial Management, HRM and Organisational Development as well as corporate governance, is essential. The successful candidate will be a seasoned professional with a proven track record of managerial success in a significant public or private organisation, who has the drive and tenacity required to lead a senior-level multidisciplinary professional team, reporting to the Director-General and Secretary of the Cabinet.

**DUTIES**

: The Chief Operations Officer's core functions are to serve as the Accounting Officer of The Presidency and provide operational support for the implementation of strategic business plans by all the branches in The Presidency, to enable them to achieve their targets. He/she will: Assist the Director-General and Secretary of the Cabinet in his work relating to cross-branch co-ordination of inputs, feedback and implementation measures. Provide leadership in MTEF processes. Assist in meetings and other forums, including interaction with various stakeholders. Consolidate and monitor performance reports, including delivery on targets through day-to-day interaction with finance, human resources, procurement and IT services.

**ENQUIRIES**

: Ensure service excellence from The Presidency to its stakeholders, in line with the relevant operational plans. Ensure alignment of policies and procedures with the relevant laws and prescripts.  
Mr Thabiso Moloi Tel No: (012) 300 5866

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
PROVINCIAL TREASURY**

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

**APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho

**FOR ATTENTION** : Ms Bonelwa Ndayi

**CLOSING DATE** : 21 February 2020

**NOTE** : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Please Further Note: NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECPT EE Plan and to achieve equitable representation across race and gender. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

**MANAGEMENT ECHELON**

**POST 05/90** : **DIRECTOR: PROVINCIAL MOVABLE AND IMMOVABLE ASSET MANAGEMENT REF NO: PT 01/02/2020**

**SALARY CENTRE** : R1 057 326 per annum (Level 13) (An all-inclusive remuneration)  
: Head Office

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, A Three year degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Management/Public Finance/Procurement and/or related field coupled with Minimum of seven (7) years' relevant experience of which 5 years' experience should be at a Middle Management (Deputy Director Level) /Senior Management level. 5 years' Accounting and Auditing experience, including knowledge of Annual Financial Statements preparation. CA (SA) will be an added advantage.
<b><u>DUTIES</u></b>	:	Develop And Maintain Movable and Immovable Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Develop and implement strategies to address gaps identified by assessment results. Monitor and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Assist with development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Monitor and support the review and implementation of annual provincial GIAMA implementation plan by DRPW. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Assist Provincial Departments with Asset Management Capacity Building. Conduct annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Conduct workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area Of Responsibility: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support, and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Preference will be given to African Female/Colored Female/White Female and People with disabilities
<b><u>ENQUIRIES</u></b>	:	Ms B Ndayi Tel No: (040) 1010 072/071
<b><u>POST 05/91</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT 02/02/2020</u></b> (Fixed 12 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (Level 13) (An all-inclusive remuneration) Head Office Senior Certificate, Bachelor degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project/Building/Construction Management or Civil/Structural

**DUTIES**

Engineering. Minimum of 7 years' relevant experience in management of infrastructure delivery programmes

: To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery & Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme/project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklisting, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles. Preference will be given to African Female/Colored Female/White Female and People with disabilities

**ENQUIRIES**

: Ms B Ndayi Tel No: (040) 1010 072/071

**OTHER POSTS**

**POST 05/92**

: **DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT REF NO: PT 03/02/2020**

**SALARY**

: Senior Certificate, R733 257 per annum (Level 11) (An all-inclusive remuneration)

**CENTRE REQUIREMENTS**

: Head Office  
: Senior Certificate, A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

**DUTIES**

: Provide Guidance And Assistance On The Technical Application Of Accounting Standards In Compliance With The Financial Reporting Framework As Required By The Municipal Finance Management ACT: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out trainings, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with

recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, coordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to minimise financial misstatements errors. Conduct sessions and provide Financial Standard Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To Provide Assistance, Support and Control Mechanism on Issues of Compliance to Supply Chain Management (SCM), Asset Management (AM): Develop Analytical Assessment Framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor the development and implementation of Contract Management by municipalities. Coordinate the monitoring and support to municipalities on the reduction of the Irregular Expenditure in the Province Monitor Compliance with Financial Assets and Liabilities and Revenue Management: Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and

facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage Area of Responsibility: Supervise and coordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and Presenting Quarterly Operational Reports to the Relevant Key Stakeholders. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projection NB: Preference will be given to Coloured Female/ White Female and People with disabilities.

**ENQUIRIES**

: Ms B Ndayi Tel No: (040) 1010 072/071.

**POST 05/93**

: **ADMIN OFFICER: PROVINCIAL SCM, MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 04/02/2020**

**SALARY CENTRE REQUIREMENTS**

: R257 508 per annum (Level 07) (An all-inclusive remuneration)  
 : Head Office  
 : Senior Certificate, A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration, Financial Management or any other related qualification coupled with Minimum of 2 years working relevant experience

**DUTIES**

: Render Administrative Support Services To The Chief Directorate: Ensure effective flow of information and documents to and from the office of the Chief Director. Co-ordinate Chief Directorate reports: Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions/reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required, Collect, analyse and collate information as requested. Coordinate travel arrangements for the Chief Directorate. Manage leave register for the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents pertaining to the Chief Directorate. Provide Secretariat Support Services To The Chief Directorate: Collect and compile necessary documents for the Chief Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Chief Director as required. Coordinates logistical arrangement for the Chief Directorate meetings. Provide Financial Administration Support Services For The Chief Directorate: Collect and coordinate all documents related to the Chief Directorates budget. Assist the Chief Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor



expenditure and alert the Chief Director of possible over – and under spending. Check and collerate BAS reports, and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director and compile memoranda for this purpose.NB: Preference will be given to Colored Male/African Male/White Male and People with disabilities.

**ENQUIRIES** : Ms B Ndayi Tel No: (040) 1010 072/071

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

***The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to. Further succession planning and retention and attraction policies of the Department will be enforced.***

**APPLICATIONS** : quoting reference number must be addressed to Mr S. Meligana. But will be received at Foyer until 15H30 on the closing date. Applications must be posted to The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHISHO, 5605. NB: No late, emailed or faxed applications will be accepted.

**CLOSING DATE** : 21 February 2020

**NOTE** : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, bar coded identity document, academic records and comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates will be subjected to personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Communication will be limited to selected candidates only. If you do not hear from us within six (6) months of the closing date, please accept that your application is unsuccessful.

**OTHER POSTS**

**POST 05/94** : **DEPUTY DIRECTOR: COMMUNITY DEV. FACILITATION REF.NO: COGTA: 01/01/2020**

**SALARY** : R869 007 - R1 023 645 per annum (Level 12)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate, (NQF Level 7) in Social Science/Development Studies. A post graduate degree will be an added advantage. Five (5) years' experience at junior management level of which three years' experience must be in the relevant field. Rural Development facilitation experience will be an added advantage. A valid driver's licence code 08. Computer literacy. Competency: Management skills including people management and understanding of Traditional leadership legislation and other relevant government legislation and regulations including the Public Finance Management Act, Public Service Administration Act and Regulations including labour. Understanding of government planning and budgeting process.

**DUTIES** : To coordinate and monitor facilitation of the involvement of Traditional Leaders in development initiatives. Assist in promoting co-operative relations with developmental partners and Government Departments. Facilitate the assignment of functions by other Departments to Traditional Institutions. Support Traditional Councils on development planning. Mobilise donors for funding development programmes in Traditional Communities.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/95** : **DEPUTY DIRECTOR: IGR REF.NO: COGTA 02/01/2020**

**SALARY** : R869 007 – R1 023 645 per annum (Level 12)  
**CENTRE** : Joe Gqabi Distric Support centre  
**REQUIREMENTS** : Senior Certificate, (NQF level 7) in Public Management/Administration Planning or Development Management. Five (5) years' experience at a junior management level. A valid Code 8 (EB) drivers licence. Competencies: Experience in an intergovernmental related environment at Assistant Director level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing skills.

**DUTIES** : Promote and facilitate intergovernmental relations as well as municipal international relations (twinning arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion of agreements/memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage and coordinate district/regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of written reports. Responsible for efficient Management of the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/96** : **CANDIDATE GIS PROFESSIONAL: SPATIAL PLANNING REF.NO: COGTA 05/01/2020**

**SALARY** : R797 670. per annum (OSD)  
**CENTRE** : Bisho  
**REQUIREMENTS** : Senior Certificate, Diploma or Degree in Geographic Information System (Geomatics) Computer Sciences or equivalent as accredited by SAGI Registration as GIS Technician in accordance with the Geomatics Professions Act, 2013, (Act No 19 of 2013) with SAGI. Registration as GIS Technologist and post graduate qualification will be an added advantage. Valid driver's license Code 08. Competencies: ArcGIS online experience. GPS Capturing. Have proven GIS skills, expertise and experience. Knowledge and experience of GIS application and database development.

**DUTIES** : Provide technical support within Department and Municipalities (Sarah Baartman District Support Centre including its Local Municipalities. Acquisition and management of Spatial Information with reference to Sarah Baartman DSC including its Local Municipalities. Upload and publish information on to PSDF and update GIS website. Customisation of mapping production.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/97** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF.NO: COGTA: 03/01/2020**

**SALARY** : R733 257 - R863 748 per annum (level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate, (NQF Level 7) in Public Finance /Management/Administration/Accounting/ Economics and Logistics or any other related field of qualification as recognised by SAQA and at least 5 years at junior management level of which 3 years in Asset & Fleet Management/ Finance role. Valid driver's licence. Computer literacy programmes: MS word, MS Excel, PowerPoint, Outlook. Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, Asset

Management, Supply Chain Management Guidelines and Frameworks. Financial Management Systems (PERSAL, BAS & LOGIS). Proven working knowledge of asset and fleet management. Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written) skills.

**DUTIES** : Implement, monitor and review Departmental Asset and Fleet Management policies, procedures and processes. Responsible for procurement and management of Departmental assets and fleet. Ensure the management of Departmental assets through verification (physical condition, functionality, utilisation and financial performance). Monitor and review allocation of assets and fleet for the Department. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Oversee and review the monitoring of assets and fleet in accordance with the relevant policies and procedures. Monitor and review the capturing of all physical assets (moveable and immovable) assets in the physical asset management register. Manage disposal processes of the Department. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for asset and fleet management within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 03/98** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND RESEARCH REF.NO: COGTA (04/01/2020)**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748. per annum (Level 11)  
: Bhisho  
: Senior Certificate, (NQF level 7) in Public Management/Project Management/ Programme Management. Five years' experience at junior management level in Public Service of which three years must have been in strategic planning environment. Code EB Driver's License. Competencies: Knowledge of Public Financial Management Act and Treasury Regulations, Frame Work for strategic and annual performance plans. Knowledge of strategic Planning. Advanced Computer skills. Good Communication Skills (Written and Verbal) and interpersonal skills. Analytical skill problem solving. Facilitation Skills and supervisory skills.

**DUTIES** : Coordinate and facilitate strategic planning process within the department. Provision of technical strategic planning support throughout the department including the development of scientific tools, appropriate approaches, systems and formats for strategic alignment of the strategic planning documents with relevant legislation, policies and frame works. Development of strategic planning documents (Strategic Plan, Annual Performance Plan and Operational Plan) for the District Support Centres and the Department. Supervise the effective and efficient utilization of resources allocated to the directorate.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/99** : **ASSISTANT DIRECTOR: DISASTER MANAGEMENT REF.NO: COGTA: 06/01/2020.**

**SALARY CENTRE** : R470 040 – R553 677 per annum (level 10)  
: Amathole District Support Centre

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 7) in Disaster Management Studies. 5 years experience at Supervisory Level in Disaster Management. Understanding of Information systems or GIS and knowledge of early warning systems will be an added advantage. Valid driver's license Code 08.
<b><u>DUTIES</u></b>	:	To facilitate and oversee the sourcing and disseminate early warnings and related information inclusive of preventative and mitigate measures and strategies. Develop and implement SOP's for sourcing and dissemination of alerts, advisories and early warnings. Develop and implement mechanisms and capacities needed to generate and disseminate timely and meaningful warning information of possible extreme events or disasters (e.g. Floods, drought, fire, earthquake and Tsunamis) that threatens people's lives. Assist with the analysis risk factors associated to alerts, advisories & warnings to determine related effects & impact prior, during and post disaster incidents and emergencies. Collaborate with internal and external role- players to actively involve communities at risk (CARs), to create awareness, effectively disseminate messages and warnings to create a state constant preparedness. Facilitate and conduct research to continuously improve the development of technological instruments to enhance early warnings disseminations. Facilitate the establishment of partnerships for use of remote sensing technology and systems to enhance early warnings. Facilitate the development and assessment of risk profiles and mapping of high risk areas in the Province. Facilitate the mapping of high risk areas including proposed developments in the Province using relevant Geographic Information Systems (GIS). Collate hazards and disaster risk information and develop analytic report to inform early warnings and preparedness. Support the integration of risk and hazard maps and risk profiles into Provincial and Municipal development plans. Support the establishment and functionality of intergovernmental relations across the three spheres of government for early warnings. Facilitate process to establish working relations, communication links and information sharing platforms with disaster management role-players for the purpose of early warnings and information dissemination. Provide and support the operational efficiency of the DOC and tactical operations with GIS data and information as and when required. Advocate for the enhancement and advancement of early warning systems in various strategic and operational IGR structures.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF.NO: COGTA: 07/01/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470 040 – R553 677 per annum (level 10) Alfred Nzo District
<b><u>DUTIES</u></b>	:	Senior Certificate, (NQF Level 7) in Accounting/Financial Administration/Financial Management/Auditing. Three years working experience at supervisory level in Financial Management field. Computer Literacy (MS word, MS Excel, PowerPoint and outlook). Code 08 drivers License.
<b><u>DUTIES</u></b>	:	Monitor and assist municipalities on update of books of Accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection level. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: LED/UD/(SMALL TOWN REG) REF.NO: COGTA 08/01/2019</u></b>
<b><u>SALARY CENTRE</u></b>	:	R470 040 – R553 677 per annum (Level 10) OR Tambo

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 7) in Public Administration/Development Studies/ Social Science. Three years at junior management level experience in Local Economic Development. MS Word, MS Excel, MS PowerPoint, MS Office, Outlook. Driver's Licence Code EB. Knowledge of Monitoring and Evaluation will be an added advantage. Competencies: Good Communication Skills, Report writing, Project Management, Financial Management, Problem solving and analysis, Innovative and Creative.
<b><u>DUTIES</u></b>	:	Facilitate, coordinate and monitor the implementation of Public Employment Programmes (Community Work Programme and Expanded Works Programme). Facilitate, coordinate and monitor the implementation of Small Town Development Programme. Facilitate, coordinate and monitor the implementation of Integrated Urban Development Programme.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/102</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGRATED DEVELOPMENT PLANNING (IDP) REF.NO: COGTA 09/01/2019</u></b>
<b><u>SALARY</u></b>	:	R470 040 – R553 677 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 07) in Development Studies or Senior Policy Studies or Public Administration/Management plus three (3) years appropriate experience in the related field. Code 08 driver's license. Computer Literacy. Core Competences: the prospective candidate will be characterised by service delivery innovation, client orientation and customer focus, people management and empowerment, financial and project management and knowledge management skills.
<b><u>DUTIES</u></b>	:	Promote, Facilitate, co-ordination, monitor and analyse the development process process of integrated development planning and plans of Sarah Baartman District Municipal area, Eastern Cape. Promote, Facilitate, co-ordinate, strengthen, monitor and analyse intergovernmental and interspherical development planning in Sarah Baartman District of the Eastern Cape. Promote, Facilitate, co-ordinate, strengthen, monitor the use and have the ability to interpret STATS information for the benefit of the Integrated Development Planning purpose. Responsibility for the administrative function within the Directorate i.e. submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate. Good communication skills and interpersonal relations as well as client and results oriented.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/103</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF. NO: COGTA: 10/01/2020</u></b>
<b><u>SALARY</u></b>	:	R470 040 – R553 677 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Joe Gqabi District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 7) in Accounting/Financial Administration/Financial Management/Auditing. Three years working experience at supervisory level in Financial Management field. Computer Literacy (MS word, MS Excel, PowerPoint and outlook). Code 08 drivers License.
<b><u>DUTIES</u></b>	:	Monitor and assist municipalities on update of books of Accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection level. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/104** : **VALUER: VALUATION SERVICES REF.NO: COGTA 40/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R470 040 – R553 677.per annum (Level 10)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate An appropriate degree/diploma in Property Valuations supported by a minimum of one-year experience in the valuation environment. Registration or eligibility to register as a Professional Associated Valuer. Computer literacy, Microsoft Office Application, MS excel, Project and Power- point. Valid code 8 driver's license. Eligible to register as a candidate valuer with the SACPVP and candidate value attended and pass practical work school programme.

**DUTIES** : Support and monitor the implementation of the Municipal Property Rates Act, 2004 as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/105** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF.NO: COGTA 41/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R470 040 – R553 677per annum (Level 10)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : Senior Certificate B. Degree An undergraduate qualification (NQF Level 7) in Public Management/ Social Sciences qualification. Three years' experience at supervisory level in the related field in the private/public sector, non – governmental or community based organisation. Computer Literacy (Microsoft Office Applications) Competencies: Full understanding of Local Government: Municipal Systems Act & other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal): interpersonal relation skills; ability to work under pressure; attention to details; analytical skills; presentation skill; meticulous planning and organizational skills. Excellent communication, including producing quality reports.

**DUTIES** : Responsible for supporting municipalities with institutionalisation of PMS i.e. development of PMS framework. Assist in the timely preliminary assessment of Sec 46 reports from municipalities. Assist in the assessment of Sec 46 reports for the purpose of the development of Sec 47 report. Assist in the development of a high quality Sec 47 report for the province. Assist in compiling timely responses of parliamentary questions by the sub-directorate. Assist in the management and monitoring of the directorate financial and non-financial resources. Assist in providing hands on support on development of Performance Agreements (PAs) of Sec 54 and 56 Managers of municipalities. Assist in analysing PAs, monitor signing and timely submission of Pas as required by the legislation.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/106** : **CONTROL SURVEY TECHNICIAN GRADE A: LAND SURVEY AND CADASTRAL INFORMATION MANAGEMENT REF.NO: COGTA 38/01/2020**  
Re-advertisement. Candidates who previously applied are encouraged to re-apply

**SALARY** : R446 202 – R510 189 per annual (OSD)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A National Diploma in Land Surveying/Geomatics or an equivalent NQF level 6 qualification recognised by the South African Geomatics Council (SAGC). Registration as a Survey Technician with SAGC, plus four (4) years post registration experience. Valid drivers licence Competencies: Knowledge of Local Government environment, and other relevant Land Survey and Land Use Legislation Management and development procedures. Have strong project management knowledge and experience.

		Have good financial management, interpersonal & self-leadership skills. Knowledge of Geographic Information System (GIS) will be an added advantage.
<b><u>DUTIES</u></b>	:	Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in the interpretation of Land Survey and Planning legislation and processes. Assist in the efficient execution of functions of the division, maintenance of discipline, promotion of sound labour relations and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the municipalities and other clients.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/107</u></b>	:	<b><u>ASSISTANT DIRECTOR: GENDER FOCAL PERSON: SPECIAL PROGRAMMES UNIT REF.NO: COGTA: 11/01/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 - R443 601 per annum (level 09) Bhisho Senior Certificate, (NQF Level 7) in Social Science /Development Studies or Public Administration or relevant NQF Level 7 qualification. Three years' experience at supervisory level in administration related field. Computer literacy and valid driver's Licence. Competencies: In- Depth knowledge of gender related policies, mainstreaming of issues of designated groups and monitoring equity. Communication skills (verbal and written) are essential. Ability to analyse programme reports with a gender lense. Organisational management, team work/interpersonal skills, result orientation/ service focus. Incumbent must have worked in Special Programmes Field with thorough of gender, provincial, national and international instruments. In-depth of knowledge gender related policies mainstreaming of issues of designated groups and monitoring equity. Communication (verbal and written) skills are essential. Ability to analyse programme reports with a gender lense. Advanced computer skills in MS Office. Presentation and report writing skills will be an added advantage.
<b><u>DUTIES</u></b>	:	Mainstreaming gender – cantered approach to departmental policy, planning, implementing and programming processes. Advise and support Department and Municipalities on all the matters pertaining to women and gender empowerment in gender development and responsive gender budgeting. Liaise with provincial, national, international gender machineries and other relevant stakeholders. Provide coordination of gender activities and programmes and develop framework for effective implementation of gender and women programmes in the Department. Monitor, analyse and evaluate departmental programs & plans on gender budgeting and development. Compile the gender reports on gender programme. Assess (at the beginning of budget year) whether adequate funds have been allocated to implement gender – centred aspects of Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/108</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SERVICES (PMDS) REF.NO: COGTA: 12/01/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 - R443 601 per annum (level 09) Bhisho Senior Certificate, (NQF level 7) Management in Training/Public Management. Three years' experience at supervisory level in the management of PMDS. Computer literacy (MS word, Excel, and PowerPoint. Driver's license. Certificate in advanced Public Management will be an added advantage. Competencies: Communication Skills. Presentation Skills, Integrity and Honesty, Interpersonal Relations and Financial Management.
<b><u>DUTIES</u></b>	:	Ensure proper management/administration of departmental individuals 'performance. Give advice on the implementation and maintenance of PMDS matters in the Department. Provide management with relevant

	:	information and changes pertaining PMDS. Ensuring the alignment of PMDS with strategic objectives of the department.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/109</u></b>	:	<b><u>ASSISTANT DIRECTOR: REBATES REF.NO: COGTA: 13/01/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R443 601 per annum (level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 7) in Commerce/Accounting/Financial Management coupled with Three years relevant experience at supervisory level of which three years should be in Rebates Section. Professional registration Accounting. Computer skills (MS Word, Excel, and PowerPoint). Competencies: Must have working knowledge of Government Financial System i.e. Basic Accounting System (BAS) and PERSAL system. Good writing, communication and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Report writing skills, proven interpersonal skills and excellent financial management skills.
<b><u>DUTIES</u></b>	:	Perform monthly and yearly tax reconciliation and pay-over to SARS on prescribed time. Ensure that TAX certificates have been issued for all employees and final tax calculations are done for every service termination and tax year. Monitor and control income tax account monthly. Manage and effect deductions and perform distributions functions. Draw PERSAL exception reports, identify reconciling items and perform PERSAL/BAS reconciliation. Ensure Public Financial Management Act requirements regarding payroll certification are fully complied with. Monitoring proper filing systems and procedures relating to financial matters. Supervise, manage performance and maintain discipline within sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/110</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT AND CM PERFORMANCE REPORTING REF.NO: COGTA: 14/01/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R443 601 per annum (level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF Level 7) in Supply Chain Management/ Auditing/Finance related field or equivalent qualification. Three years' experience at supervisory level. Computer literacy (MS Office and Excel). A valid Driver's Licence. Competencies: Communication Skills (Verbal and written). Planning and Organising Skills. Project Management skills. Client orientation and customer focus skills. Financial Management skills. Presentation and facilitation skills. Good interpersonal relations. Information analysis skills. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislations as well as applying the in the work environment. Report writing and listening skills. Good English proficiency (read write & speak). Good document scanning skills and document safekeeping skills. Ability to work effectively with officials across all levels within the Department. Good Team Work and Management skills. Ability to work under pressure. Good telephone and e-mail etiquette. Willing to work irregular hours.
<b><u>DUTIES</u></b>	:	Assist, monitor, receiving and recording of all procurement transactions. Review compliance reports on analysed reports. Prepare and present mandated monthly, quarterly, half yearly and compile annual reports. Present compliance report findings to the evaluating body. Assist and maintain the irregular expenditure and deviation registers. Perform Supply Chain Management risk functions. Provide technical assistance to cost centres, to promote sound financial management. Draw reports and interpret financial data and present to immediate supervisor in preparation for management meetings. Assist in management of monitoring of budget and



		personnel. Assistant in gathering information and responding to audit queries.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/111</u></b>	:	<b><u>OFFICE MANAGER: CHIEF FINANCIAL OFFICER REF.NO: COGTA 15/01/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R454 920 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, (NQF level 7) in Public Administration or any related field. Three years' experience at supervisory level or as a Personal Assistant in administration/finance related role. Microsoft Word, Excel, PowerPoint, Outlook. Valid Driver's licence. Office Management experience will be an added advantage. Competencies: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
<b><u>DUTIES</u></b>	:	Provide support and coordination for all activities in the Office of the Chief Financial Officer. Render administrative support to the Chief Financial Officer. Prepare Delegations of Financial Powers in terms of the PFMA for newly appointed Senior Managers. Support the consolidation and management of budgeting processes in the Chief Directorate. Assist in the preparation of the In-year Monitoring report for submissions to Departmental Budget Planning and Management directorate. Manage and organise Chief Directorate monthly meetings. Provide secretariat support for Finance and Supply Chain Management meetings. Coordinate Chief Directorate's quarterly review sessions. Consolidate financial and non- financial reports for the Chief Directorate. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF.NO: COGTA: 42/01/2020</u></b> Re-advert candidates who previously applied are encourage to re-apply
<b><u>SALARY</u></b>	:	R376 596 - R443 601 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B Degree (NQF Level 7) in Law/LLB or equivalent qualification. Three years' experience at supervisory level in Contract Management. Computer literacy. Competencies: Knowledge of constitution, PFMA and other relevant legislations and ability to implement these prescripts. Strong communication (Verbal and written) and negotiation skills. Problem solving. Thorough knowledge and experience in project management and monitoring. Ability to do presentations, interpretation of reports and policies. Ability to work effectively with officials across all levels within the Department. Attention to detail. Self-starter with good negotiation skills. Ability to manage multiple tasks. Ability to make high level of submission.
<b><u>DUTIES</u></b>	:	Draft contracts and service level agreements. Evaluate the performance of contract of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide whether to renew the contract or re-advertise the requirements. Provide guidance in recommendation of variation orders or extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Assist in management of budget and personnel. Assist in compiling and maintaining a contract management register. Assist in assessment of performance risks in the sub directorate in order to provide

correct mechanisms. Provide support for safe keeping and maintenance of records, information and knowledge in the directorate. Assist in gathering information and responding to audit queries.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/113** : **ASSISTANT DIRECTOR: PROCUREMENT ADMINISTRATION REF.NO: COGTA: 43/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R376 596 - R443 601 per annum (Level 09)

**CENTRE** : Bhisho

**REQUIREMENTS** : Senior Certificat, B Degree (NQF Level 7) in Logistics/Supply Chain or relevant qualification. Three years' experience at supervisory level in Supply Chain Management. Computer literacy (Ms Word, Excel and Power point). Competencies: Sound knowledge of PFAMA, PPPFA and other relevant legislations & ability to implement these prescripts. Knowledge and understanding of the LOGIS system as well as a departmental reporting framework. Ability to prepare and analyse data. Management skills. Ability to work independently. Ability to work effectively with official across all levels within the department. Attention to detail. Communication skills (Verbal and written). Self-starter with good negotiation skills. Ability to manage multiple and complex tasks. Ability to make high level of submissions.

**DUTIES** : Compile financial monthly and quarterly reports for departmental commitments as per national requirements. Assist in implementation of efficient and effective systems in transit, procurement (logistics) and LOGIS units to optimise performance. Assist in management of implementing procurement reforms. Assist in resolution of queries related to commitments. Assist in management of budget and personnel. Develop and review performance Draft contracts and service level agreements. Evaluate the performance of contract of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time work plans and related plans and supervise collection of information for performance and regulatory audit for submission for the Deputy Director. Manage the order creation process. Assist in assessment of performance risks in the sub directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in sub directorate. Assist in gathering information and responding to audit queries.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/114** : **ASSISTANT DIRECTOR: MUNICIPAL CAPACITY BUILDING REF.NO: COGTA 44/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R376 596 - R443 601 per annum (Level 09)

**CENTRE** : Joe Gqabi

**REQUIREMENTS** : Senior Certificate B Degree (NQF Level 7) in Human Resource Management Public Administration/Management. Three (3) years' experience at supervisory level in the field of training and development. Computer Literacy. Valid Code 08 drivers licence. Competencies: Knowledge and understanding of MFMA, EEA, Treasury Regulations. Public Service Act, LRA, BCEA, Public Service Regulations, Municipal Systems Act, Municipal Structures Act and relevant Local Government Regulations and policies. Sound knowledge of Human Resource Policies, strategies and related matters. Good writing and oral communication skills, report writing, customer care. Change management, coordination and planning. Strong planning skills and conflict management skills.

**DUTIES** : Monitor compliance on recruitment of section 54 & 56 Senior Managers in Municipalities, monitor municipalities in the development and submission of Workplace Skills Plan (WSP) to LGSETA annually, support municipalities in reviewing integrated HR Plans, monitor submission of Employment Equity Plans and reports to Department of Labour annually. Support municipalities

in aligning their organograms with IDPs. Provide and coordinate training and Skills Development support services. Support municipalities in resolving Labour Relations matters through section 106 investigations. Prepare and submit consolidated monthly, quarterly, annually reports for the unit. Be able to monitor budget and supervision of staff.

- ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
- POST 05/115** : **ASSISTANT DIRECTOR: FINANCIAL CONTROL REF.NO: COGTA 45/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09)  
: Bisho  
: Senior Certificate, B Degree in Commerce/Accounting/Financial Management or equivalent NQF 6 qualification coupled with at least 3 years' experience in the field of Financial Control as Senior State Accountant or Senior Certificate with five (5) years' experience in the field of Financial Control office as a Senior State Accountant. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 driver's license is compulsory. Competencies: Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/Practice Notes, determination, financial policies and procedures. Good communication skills, strong analytic skills, report writing skills and proven interpersonal skills.
- DUTIES** : Management, control & see to it that financial control services is fully functional in the Department. Booking and bank Reconciliation Sections are up and running. Ensure that orderly Bookkeeping and its Principles is complied with in all respects as per PFMA and Treasury Regulations (Perform Month and Year and Closures. Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Exceptions and inform offices concerned for the clearance before the Month and Year End is performed.
- ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
- POST 05/116** : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: YOUTH DESK REF.NO: COGTA 46/01/2020**
- SALARY CENTRE REQUIREMENTS** : R376 596 - R443 601. per annum (Level 09)  
: Bhisho  
: A recognised three year degree in Social Science/Diploma in Public Administration or relevant NQF level 6 qualification with minimum of five years in level 7 in Administration related field or 3 years in level 8 in Special Programmes Unit. In Depth knowledge of youth related policies, mainstreaming of issues of designated groups and monitoring equity. Computer Literacy and Drivers Licence.
- DUTIES** : Mainstreaming youth-centered approach to departmental policy, planning, implementing and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all departmental levels. Provide a co-ordination framework for the effective implementation of youth programmes in the Department. Monitor and evaluate Departmental objectives on Youth Development. Develop Specific Youth Developmental Strategy as a guidance to line function. To compile the Department's reports on Youth Programme. Assess (at the beginning of the budget year) whether adequate funds have been all allocated to implement youth friendly aspects of Departmental policies.
- ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/117** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES:  
SUSPENCE ACCOUNTS REF.NO: COGTA: 16/01/2020**

**SALARY** : R316 791 - R373 167. per annum (level 08)  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

Senior Certificate, (NQF level 6) in Commerce/Accounting/Financial Management or equivalent qualification coupled with 1-2 years' experience at supervisory level in Suspence Accounts Section. Senior certificate with seven years supervisory experience in Suspence Accounts section. Computer literacy Competencies: Must have working knowledge of government financial systems namely BAS and Persal System. Good communication skills, strong analytical skills, report writing skills, proven interpersonal skills and excellent financial management skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA. Computer skills (MS Word, Excel, PowerPoint and Access).

**DUTIES** : Management of all suspence and the debt account of the department. Supervising of officials in the section that are below level 8. Clearing of all suspence accounts and ensuring a smooth monthly and year closure of books. Reconciliation of all of all suspence account at month end and year end. Maintenance of proper filling of all debts files. Monitor and control the individual transactions in each suspence account on a regular basis. Analyse the receivables vs payables of all inter- department claims.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/118** : **SENIOR ADMIN OFFICER: OFFICE SERVICES REF.NO: COGTA:  
17/01/2020**

**SALARY** : R316 791 - R373 167 per annum (level 08)  
**CENTRE** : Bisho  
**REQUIREMENTS** :

Senior Certificate, National Diploma (NQF Level 6) in Public Administration/Management/ Social Science with 1-2 years' experience at supervisory level or senior certificate coupled with seven years supervisory experience. Experience in GIAMA will be an added advantage. Computer literacy. Code Competencies: Ability to work well with people. Be able to work under pressure.

**DUTIES** : Monitoring of neatness and cleanliness of the buildings including receive and follow up on complaints regarding maintenance of buildings. Daily maintenance and supervision of telephone and cell phone contracts. Proper monitoring and control of office administration. Supervision of staff.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/119** : **SENIOR ADMINSTRATIVE OFFICER: HOUSE ADMINISTRATION  
REF.NO: COGTA: 18/01/2020**

**SALARY** : R316 791 - R373 167 per annum (level 08)  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

Senior Certificate, National Diploma (NQF Level 6) in Public Administration or relevant qualifications with 1-2 working experience at supervisory level in Local Government environment/Financial Management. Computer literacy (MS word, Excel, PowerPoint, Outlook and Internet. Valid Code 08 drivers' license. Competencies: Knowledge of Budgeting process. Must be able to compile, analyse and monitor budget. Knowledge of PFMA and other Finance related prescripts. Knowledge of planning documents. Presentation skills, people management and sound interpersonal skills.

**DUTIES** : Assist in compilation, analysis and management of budget. Assist in alignment of strategic plan documents to APP and Operational Plan. Process approval of claim for members of the House. Compile IYM and quarterly Performance Reports. Responsible for Asset Management. Assist in coordination of House programmes/events.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/120** : **PRINCIPAL COMM OFFICER/SAO: COMMUNICATION/PROTOCOL SERVICES: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF. NO: COGTA: 19/01/2020**

**SALARY** : R316 791 - R 373 167 per annum (level 08)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate, National Diploma (NQF Level 6) in communication, Journalism, Public Relations or Marketing with 1-2 years' experience at supervisory level in communication environment. Computer literacy. Valid drivers' licence. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing (proficiency in Isixhosa and English). Experience in project management. Sound interpersonal and team work skills are essential. Experience in events coordination and management. Experience in photography and journalistic writing skills.

**DUTIES** : Develop a communication plan for all House events and programmes. Liaise with internal and external stakeholder's media for purpose of marketing House events and programmes. Update and upload information in the House webpage. Write news articles for internal, external and any other departmental publication. Render photography and branding services during House events. Safe keeping and handling of House's property and equipment. Organise events of the Provincial House. Perform daily, weekly and monthly media monitoring and analysis services. Develop and maintain social media platforms. Advise management on new communication approaches and trends.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/121** : **SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: COGTA 20/01/2020**

**SALARY** : R316 791 – R373 167.per annum (Level 08)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate, National Diploma (NQF Level 6) in Commerce/Accounting/ Financial Management or equivalent qualification with 1-2 years supervisory experience serving in the Finance environment/Financial control office or Senior Certificate coupled with 7 years supervisory experience in the field of Financial Control. Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury regulations and applicable Circulars/instruction Notes Practice Notes, Determinations, Financial Policies and Procedures. Skills: Computer skills (MS Word, Excel, Good communication skills, Strong analytical skills, Report writing skills and proven interpersonal Skills.

**DUTIES** : Management of bank Reconciliations (PMG's Account of the Department) and ensure compliance in terms of Provincial Treasury Instruction Note No. 1 of 2012/13 and Instruction Note No. 1 of 2013/14 from the Office of the Accountant General of the National Treasury. Ensure that Orderly Bookkeeping and its principles is complied with in all respects as per PFMA & Treasury Regulations. (Perform Month & Year End Closures). Management of Revenue deposited into PMG account and see to it that it is being Paid-Over to Provincial Revenue Fund on a Monthly basis as required per PFMA, Sec 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit queries of the Section and reply within the required time frame. (Whilst on a management report status). Supervision of staff and give advice, guidance and training where necessary for the fulfilment and achievement of our departmental strategic goals and objectives as planned. (APP & OPS).

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/122** : **ASSISTANT DIRECTOR LEGISLATIVE COMPLIANCE REF.NO: COGTA 39/01/2020**

**SALARY** : R316 791 - R373 167 per annum (Level 10)  
**CENTRE** : Alfred Nzo DSC  
**REQUIREMENTS** : Senior Certificate B. Degree (NQF level 7) in Public Management/Administration with five years working experience at supervisory level in the relevant field. Computer Literacy (Microsoft Word, MS Excel, and Power Point) are mandatory. A valid code 8 driver's licence. Competencies: Full understanding of Local Government: Municipality Structure Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills.

**DUTIES** : Ensure Legislative Compliance by Municipalities. Assist municipalities in the review and rationalisation of by-laws and policies. Assist the MBD in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MBD Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilisation and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of state property.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/123** : **COMMUNITY DEVELOPMENT OFFICERS: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF.NO: COGTA 46/01/2020 (X2 POSTS)**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R316 791 - R373 167 per annum (Level 8)  
**CENTRE** : Joe Gqabi and Chris Hani DSC  
**REQUIREMENTS** : Senior Certificate National Diploma (NQF level 6) in Development Studies or relevant qualification Two (2) years' supervisory experience in Community Development or relative field/ Senior certificate with 7 years' supervisory experience. Rural Development experience will be an added advantage. A Valid code 8 (EB) Drivers' License. Computer Literacy.

**DUTIES** : Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting o-operative relations with developmental partners and Government Departments. Facilitate and co-ordinate trainings for projects/developmental programmes in Traditional Communities. Assist and facilitate the involvement of donors in Traditional Communities development.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/124** : **SENIOR ADMIN OFFICER: RESEARCH: HOUSE OF TRADITIONAL LEADERS REF.NO: COGTA 47/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R316 791 – R373 167.per annum (Level 08)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Recognized three-year degree in Social Science majoring in Anthropology/National Diploma. Three (3) years' experience in the research related field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing. Knowledge of legislation governing traditional leadership institution. Project management and conflict management skills. Sound interpersonal and team work skills.

<b><u>DUTIES</u></b>	:	Conduct research on relevant traditions and customs applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining traditional leadership disputes. Write and submit reports on research findings.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/125</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MUNICIPAL FINANCIAL ASSISTANCE REF.NO: NO. COGTA 48/01/2020</u></b> Re-advert candidates who previously applied are encourage to re-apply
<b><u>SALARY</u></b>	:	R316 791 – R373 167. per annum (Level 08)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate National Diploma (NQF level 6) in Accounting/Financial Administration/Economic/Development Studies or equivalent with two (2) years supervisory experience in Financial Management/Auditing or Senior certificate with 7 years' supervisory experience in Financial Management/Auditing. Computer literacy. A valid code 8 drivers licence. Competencies: Ability to analyse Annual Financial Statements. Knowledge of accounting standards. Understanding of Municipal Finance Management Act and other Local Government legislation. Communication skills) are all mandatory.
<b><u>DUTIES</u></b>	:	Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/126</u></b>	:	<b><u>SENIOR ADMIN OFFICER: BID ADMINISTRATION REF.NO: COGTA: 49/01/2020</u></b> Re-advert candidates who previously applied are encourage to re-apply
<b><u>SALARY</u></b>	:	R316 791 – R373 167. per annum (Level 08)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Public Administration/Law/Supply Chain Management or NQF level 06 relevant qualification with two years' experience in Bid Administration environment (Bid Evaluation Committee support services) experience or Senior certificate with five (5) years' experience in Bid Administration (Bid Evaluation Committee support services) experience. Computer literacy. Competencies: Good English proficiency (read, write and speak). Knowledge of bid committee duties, report writing and listening skills. Good document scanning skills and document safekeeping skills. Maintain equipment and recording systems. Ability to work effectively with officials across all levels within the Department. Good team work. Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislation as well as applying them in the work environment. Knowledge of the bidding process.
<b><u>DUTIES</u></b>	:	Assist in compilation of Bid Committees appointment letters and letters to unsuccessful bidders. Receiving and signing all Procurement Committee and BEC submissions from the Compliance section. Track all movements of Procurement Committee and BEC submissions. Facilitate sittings of Procurement Committee and BEC meetings. Provide secretariat support to the Procurement Committee and BEC committee. Ensure that BEC packs are submitted on time to the Bid Adjudication Committee (BAC). Compile Procurement Committee and BEC recommendations and award letters. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to

immediate supervisor in preparation for management meetings. Assist in management of monitoring of budget and personnel. Prepare monthly reports and quarterly reports. Assist in gathering information and responding to audit queries. Willing to work irregular hours.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/127** : **SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF.NO: COGTA 50/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R316 791 – R373 167 per annum (Level 08)

**CENTRE** : Bhisho

**REQUIREMENTS** : Senior Certificate National Diploma in Public Administration/Supply Chain Management NQF Level 6 relevant qualification with two years' experience in Supply Chain Management environment or Matric with five (5) years' experience in Supply Chain Management environment. Computer literacy Competencies: Knowledge of Specification Committee duties, report writing & listening skills. Ability to work effectively with officials across all levels within the Department. Good team work. Management skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA, BBEE and all applicable legislation as well as applying them in the work environment. Knowledge of the bidding process. Good financial management and presentation skills. Experience in Demand Management processes and policies.

**DUTIES** : Track all movements of Specifications and Terms of Reference submissions. Facilitate sittings of Bid Specification Committee. Provide secretariat support to the Bid Specification Committee. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to immediate supervisor in preparation for management meetings. Prepare monthly and quarterly demand management reports. Establish needs analysis. Perform market analysis for benchmarked price. Establish procurement plans for all programmes. Ensure required quantity and specifications are correctly determined. Assist in management of monitoring of budget and personnel. Assist in gathering information and responding to audit queries. Willing to work irregular hours.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/128** : **ADMIN OFFICER: OFFICE SERVICES REF.NO: COGTA: 21/01/2020**

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : Senior Certificate, National Diploma (NQF Level 6) in Public Administration/Management/Social Science coupled with two years' experience as a Senior Admin Clerk or equivalent rank. Senior Certificate with four years working experience as Senior Admin Clerk/equivalent rank. Computer skills in MS Word and Excel Experience in telephone and cell phone contracts will be an added advantage. Competencies: Ability to work well with people. Be able to work under pressure.

**DUTIES** : Conduct regular monitoring and supervision of neatness and cleanliness of the building including cleaning staff. Receive and follow up on complaints regarding maintenance of buildings. Daily maintenance and supervision of telephone and cell phone contracts. Proper monitoring and control of office administration.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/129** : **STATE ACCOUNTANT: BUDGET PLANNING REF.NO: COGTA: 22/01/2020**

**SALARY** : R257 508 - R303 339 per annum (level 07)

**CENTRE** : Bhisho



<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, A National Diploma (NQF Level 6) in Accounting/Auditing/Economics as a pre-requisite or Bachelor Degree in Finance with two years' working experience in the budgetary environment or senior certificate with two years working experience in the budgetary environment. Computer literacy (MS Office). Must have extensive knowledge of Excel. Competencies: Knowledge of PFMA and Treasury Regulations, Analytical knowledge and understanding of departmental policies. Incumbent must possess numerical, communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Responsible for compilation and submission of In-year monitoring report to Treasury as per PFMA Treasury instructions. Responsible for processing of shifting and virements of funds in line with the prescripts. Assist in the compilation of Annual Appropriation Statement as per PFMA. Responsible for preparation of journals to correct misallocations. Assist and provide guidance to programmes on all budget related matters. Assist in the coordination of monthly financial management meetings. Perform all other duties as requested by the Assistant Director.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/130</u></b>	:	<b><u>PERSONAL ASSISTANT: TRADITIONAL LEADER'S ADMINISTRATIVE SUPPORT REF.NO: COGTA: 23/01/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, A National Diploma (NQF Level 6) in Public Management/Social Science or Senior Certificate plus a Secretarial course. Computer literacy (MS Word, Ms Excel, Project and PowerPoint) Competencies: Ability to work independently and under pressure. Good communication (verbal and written) skills with reasonable proficiency English. Competence in meetings preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondences delegated by Director. Manage the diary of the Director. Answer calls and handle queries. Manage the resources of the office of the Director. Arrange travelling and accommodation for the Director. Keep records of document flow in the office of the Director. Provide support in budget monitoring. Provide support in meetings of the Director. Ensure overall administration of the Office of the Director.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
<b><u>POST 05/131</u></b>	:	<b><u>PERSONAL ASSISTANT: MUNICIPAL PUBLIC PARTICIPATION AND RAPID RESPONSE REF.NO: COGTA: 24/01/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, A National Diploma (NQF Level 6) in Office Administration/relevant qualification or Senior Certificate plus a Secretarial course. Computer Literacy MS Word, Excel, project and PowerPoint, all mandatory. Drivers licence, formal training in Project Coordination and records management will be an added advantage. Competencies: Ability to work independently, good communication skills with reasonable proficiency in English, competency in meeting preparations and minute taking, preparedness to work extended hours, honesty & integrity.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Chief Directors' Office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Chief Director. Manage the diary of the Chief Director. Manage the resources of the office of the Chief Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Chief Director. Facilitate travelling arrangements for the Chief Director.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/132** : **PERSONAL ASSISTANT: CORPORATE COMMUNICATIONS REF.NO: COGTA: 25/01/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (level 07)  
: Bhisho  
: Senior Certificate, A National Diploma (NQF Level 6) in Public Administration/Office Management or Senior Certificate plus a Secretarial course. A relevant Degree or B Tech will be an added advantage. An exposure to municipal environment and Traditional Institutions will be further advantage. An exposure to Office Management and operations. Computer Literacy. Valid code 8 driver's licence. Competencies: Proficient knowledge of the Micro Soft Offices. Proficiency in English, Office etiquette, Time Management, Interpersonal Skills, Communication, Organisational and office Planning Skills. Ability to operate other office equipment and customer service abilities.

**DUTIES** : Facilitate the smooth running of the Director's Office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated by Director. Manage the diary of the Director. Manage the resources of the office of the Director. Digital and manual filing of documents. Preparation, recording and submission of the Directors claims to the approving authority, monitoring the submission of weekly plans for the Director, Procurement of all Office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, Procurement venues for scheduled schedules sessions and meetings and arranging the delivery of the materials needed to the meetings.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/133** : **PERSONAL ASSISTANT: PROVINCIAL HOUSE OPERATION AND SECRETARIAT SUPPORT REF.NO: COGTA: 26/01/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (level 07)  
: Bhisho  
: Senior Certificate, A National Diploma (NQF Level 6) in Office Management/Admin Assistant or Senior Certificate plus Secretariat course. Valid driver's licence. Computer literacy. Competencies: Planning, organising and time management skills. Administrative skills. Event Management skills. Accuracy and attention to details. Good verbal and written communication. Ability to work in a team. Customer service excellence.

**DUTIES** : Organising and maintaining the diary of the Director. Arranging travelling and accommodation for the Director and occasionally travel with Director to take notes in meetings. Provide general assistance during presentations. Screening phone calls, inquiries and handling requests when appropriate. Meeting and greeting visitors at all levels of seniority. Dealing with incoming and outgoing correspondence. Minute taking in meetings and report writing. Responsible for procurement of office supplies such as stationery and refreshments. Responsible for the sub- directorate commitment register and analyse expenditure patterns.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/134** : **PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP POLICY AND LEGISLATION DEVELOPMENT REF.NO: COGTA: 27/01/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (level 07)  
: Bhisho  
: Senior Certificate, A National Diploma (NQF Level 6) in Public Management/Public Administration or relevant qualification or Senior Certificate plus Secretariat course. Competencies: Knowledge of PFMA, Treasury Regulations, Public Service Act, Provincial Traditional Leadership

& Governance Act No1 of 2017, Traditional Leadership & Governance Framework Act no 41 of 2003 and other relevant legislations and mandate that is relevant to the Department. Ability to work well with people. Client orientated. Ability to work under pressure, meeting strict deadline. Good communication, report writing and presentation skills.

**DUTIES** : Answering calls and handling queries. Preparing correspondence on the Director's behalf. Managing the Directors' diary. Arrange travelling and accommodation for the Director. Booking meetings for the directorate. Managing and reviewing filing and office systems. Minute taking in meetings and report writing. Typing documents ordering stationery and office equipment. Reading, monitoring and responding to the directors' e-mails.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/135** : **PERSONAL ASSISTANT: DDG: DEVELOPMENTAL LOCAL GOVERNMENT REF. NO. COGTA 28/01/2020**

**SALARY** : R257 508 – R303 339 per annum (Level7)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate (NQF Level 6) in Office Administration or equivalent qualification or Senior Certificate plus secretarial course. Ms word, Excel and Power Point.

**DUTIES** : Facilitate the smooth running of DDG's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the DDG. Manage the diary of DDG. Manage the resources of the office of the DDG. Digital and manual filing of documents, preparation, recording and submission of the DDG's claims to the approving authority, monitoring the submission of weekly plans for DDG, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the DDG, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/136** : **STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA 51/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R257 508 – R303 339 per annum (level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Senior Certificate (NQF level 6) in Commerce/Accounting/Financial Management or equivalent qualification coupled with 2 years' experience in the field of Payments Section as senior accounting clerk or Matric with 4 years' experience in the field of general payments office. Computer skills (MS Word, Excel. Competencies: Knowledge of Basic Accounting System (BAS), logistical information system (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

**DUTIES** : Compiling of creditors & sundry payments. Capturing of payments on Bas and Logis. Resolution of queries raised by suppliers. Print, fax, file all payment stubs for various suppliers after each run within a month. Print, fax, file all payment stubs for various suppliers after each run within a month. Prepare Monitoring Tool after each run. Monthly compilation of Instruction note 34 and submission thereof to Provincial Treasury. Monthly performance of creditors reconciliation.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/137** : **PERSONAL ASSISTANT: QAUKENI KINGDOM REF.NO: COGTA 52/01/2020**

**SALARY** : R257 508 – R303 339. per annum (Level 07)

**CENTRE** : Qamata

**REQUIREMENTS** : An undergraduate qualification (NQF Level 6) in Office Administration or related qualification or Senior Certificate plus secretarial course/computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage.

**DUTIES** : Ensure the smooth functioning of the King's office. Ensure safekeeping of records at all times. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary of King and provide logistical arrangements as and when required. Monitor the servicing of the King's vehicle and the management of the Logbook. Ensure that the offices in the Kingdom are clean at all times.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/138** : **COMMUNITY DEVELOPMENT WORKERS (CDW): MUNICIPAL PUBLIC PARTICIPATION REF.NO: COGTA: 29/01/2020 (X4 POSTS)**

**SALARY** : R208 584 - R245 694 per annum (level 06)

**CENTRE** : Nelson Mandela Metro Municipality, Enoch Mgijima Local Municipality, Nxuba Yethemba Local Municipality and Buffalo City Metro Municipality

**REQUIREMENTS** : Senior Certificate, (NQF Level 5). Computer literacy (MS Word, Excel, project and PowerPoint, all mandatory). Understanding of community Development Work and other development processes will be an added advantage. Code 8 driver license Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities and good working relations with the community. Positive attitude towards public. Team building skills, Conflict Management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantage: Research skills.

**DUTIES** : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and

private sector donors, monitor and evaluate the development impact government projects and programmes in communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/139** : **SENIOR ADMIN CLERKS: TRADITIONAL INSTITUTION AND COORDINATION REF.NO: COGTA: 30/01/2020 (X20 POSTS)**

**SALARY CENTRE** : R173 703 - R204 612. per annum (Level 05)  
: Qaukeni Region: Ndimakude T/C

Taweni T/C  
Amantlane T/C  
Qaukeni Regional Office (X2 Posts)  
Dalindyebo Region: Amaqwati T/C  
Isidindi T/C  
Amaxesibe T/C  
Ebotwe T/C  
Dalindyebo Regional (X2 Posts)  
Gcaleka Region: Ntonga T/C  
Bashee T/C  
2X Gcaleka Regional Office  
Emboland Region: Ebotwe T/C (X2 Posts)  
Western Thembuland Region  
Maluti Region  
Rharhabe Region

**REQUIREMENTS** : Grade 12 Senior certificate and computer literacy and NQF level 6 will be an added advantage.

**DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/140** : **COMMUNICATION CLERK: CORPORATE COMMUNICATION REF.NO: COGTA: 31/01/2020**

**SALARY CENTRE** : R173 703 - R204 612 per annum (Level 05)

**REQUIREMENTS** : Bhisho

Senior Certificate, (NQF Level 4) in Communication/Journalism/Public Relations. Computer literacy (MS Word, MS Excel, PowerPoint and Outlook). valid driver's licence code 8. Competencies: Journalistic Writing skills, Interviewing Skills, Photography, Event organising skills, proficiency in isiXhosa and English. Knowledge and use of new media platforms will be an added advantage.

**DUTIES** : Research and write news articles for internal and external newsletters and other departmental publications. Attend departmental events for newsgathering purposes. Render photography services during departmental events. Render branding and exhibition services in the departmental and government events throughout the Eastern Cape province. Assist in organising departmental events. Safe keeping and

handling of departmental property. Provide administrative support services and any other officially delegated duty.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/141** : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF.NO: COGTA: 32/01/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612. per annum (Level 05)  
: Bhisho  
: Senior Certificate, (NQF Level 4) in Human Resource Management/Public Administration/Public Management and related qualifications. Competencies: Knowledge of Human Resource policies, procedures and prescripts/legislations. Knowledge of Persal system will be an added advantage.

**DUTIES** : Responsible for Implementation of recruitment and selection process, transfers, relocations, secondments and confirmation of probation. Implementation management of remuneration and implementation of structuring and re-structuring of SMS and MMS members. Make logistics arrangements for interview candidates.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/142** : **SENIOR ADMIN CLERK: AUXILIARY SERVICES REF.NO: COGTA 33/01/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 (Level 05)  
: Bhisho  
: Senior Certificate (NQF Level 4) in Public Administration/Management. Competencies: Computer skills in MS Word and Excel Experience in telephone and cellphone contracts will be an added advantage. Ability to work well with people. Be able to work under pressure.

**DUTIES** : Ensure regular monitoring and supervision of neatness and cleanliness of the building including cleaning staff. Receive and follow-up on complaints regarding maintenance of buildings. Assist in daily maintenance of telephone and cell phone contracts. Conduct general office administration.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/143** : **SENIOR ADMIN CLERK: FLEET MANAGEMENT REF.NO: COGTA 53/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612. per annum (Level 05)  
: Bhisho  
: Senior Certificate (NQF level 4) in Transport Management/Logistics/or any other related qualification with relevant experience in Transport Management Environment. Computer Literacy. A Valid code 8 (EB) drivers' licence Competencies: Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes.

**DUTIES** : Responsible for issuing and inspection of departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/144** : **SENIOR ADMIN CLERK: AUXILIARY SERVICES (OFFICE SERVICES) REF.NO: COGTA 54/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612. per annum (Level 05)  
: Bhisho  
: Senior Certificate (NQF level 4) Pubic Administration/Public Management. Computer Literacy.

**DUTIES** : Facilitate and administer office space for the department. Monitor and maintain cleanliness of departmental facilities. Render maintenance

services to departmental facilities and equipment. Administer telecommunication services to departmental employees. Supervise and monitor cleaning services.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/145** : **SENIOR ADMIN CLERK: FIXED ASSETS REF.NO: COGTA: 55/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R173 703 - R204 612. per annum (Level 05)

**CENTRE** : Bhisho

**REQUIREMENTS** : Senior Certificate (NQF level 4) in Finance/Public Admin/or any related qualification with relevant experience in Asset Management environment. Computer Literacy. A valid code 8 (EB) drivers licence. Competencies: Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes.

**DUTIES** : Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Councils. Write report after asset verification is done. Facilitation of asset movement, updating of inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant assets during asset verification. Assist in facilitating disposal of redundant/ unserviceable assets. Ensure asset in the department are monitored on a daily basis.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/146** : **SENIOR ADMIN CLERK: MUNICIPAL FINANCE ASSISTANCE REF.NO: COGTA 56/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R173 703 - R204 612. per annum (Level 05)

**CENTRE** : Bhisho

**REQUIREMENTS** : Senior Certificate (NQF level 4) in Accounting or financial related studies or equivalent qualification. Computer literacy.

**DUTIES** : Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/147** : **CUSTOMER CARE CLERK: CUSTOMER CARE SERVICES REF.NO: COGTA 57/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R173 703 - R204 612. per annum (Level 05)

**CENTRE** : Bhisho

**REQUIREMENTS** : ABET Level (NQF 3) in Graphic Design with one years' experience in the/graphic design field in government/ private sector/newspaper environment. Valid driver's licence Competencies: Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

**DUTIES** : Design and layout of Cogta's website to ensure that the general appearance is in accordance with the guidelines of the department of Cogta's branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in line with the corporate identity and image of

the department. Support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products. Note: Shortlisted candidates will be required to bring their portfolio.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/148** : **SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION REF.NO: COGTA: 58/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum (Level 05)  
: Rharhabe Region: Mhala T/C  
: Grade 12 Senior certificate and computer literacy and NQF level 6 will be an added advantage.

**DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/149** : **SENIOR ADMIN CLERKS: TRADITIONAL INSTITUTION AND COORDINATION REF.NO: COGTA: 59/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612. per annum (Level 05)  
: PSJ: Nyandeni T/C  
: Grade 12 Senior certificate and computer literacy and NQF level 6 will be an added advantage.

**DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/150** : **SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF.NO: COGTA 60/01/2020 (X2 POSTS)**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612. per annum (Level)  
: Bhisho  
: A National Diploma in Finance/Supply Chain Management or (NQF Level 06) relevant qualification working experience in Supply Chain Management or Matric Certificate with three years relevant experience in the relevant field. Knowledge of LOGIS. Competencies: Thorough knowledge of the PFMA



and other relevant Legislations, as well as the ability to implement these prescripts. Knowledge of transversal systems (LOGIS). Excellent computer skills (MS Word and Excel), excellent communication skills and client service orientated and excellent writing skills.

**DUTIES** : Manage the order creation process. Reconcile manual orders to LOGIS. Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/151** : **SENIOR ACCOUNTING CLERK: SUSPENSE REF. NO: COGTA 61/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R173 703 – R204 612. per annum (Level 05)

**CENTRE** : Bhisho

**REQUIREMENTS** : NQF level 06 in Commerce/Accounting/Financial Management or equivalent qualification coupled with at least one (1) year experience in Suspense/Bookkeeping Section or Matric with 3 years' experience in the field of Suspense/Bookkeeping office. Computer skills (MS Word and Excel). Competencies: Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Knowledge of Basic Accounting System. (BAS) Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

**DUTIES** : Perform daily bank reconciliations on an online BAS functionality, reconciliation of debtors accounts, process debt take on entries on BAS and perform month & year-end closure on the system. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions/expenditure misallocations/Debt suspense entries. Arrange proper record keeping and filing of source documents for Bookkeeping and suspense sections. Attend and prompt reply to audit queries of the sections. Provide the required financial information for audit purposes as and when needed by management and auditors.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/152** : **MESSANGER DRIVER: STERKSPRUIT SUB DISTRICT – UNIT 6 REF. NO: COGTA 34/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R122 595 – R144 411 (Level 03)

**REQUIREMENTS** : Grade 8/equivalent qualification. (NQF Level 1-3) Driver's license code 10 with PDP. Knowledge or Transport Regulations.

**DUTIES** : to transport officials when necessary. To collect and deliver documents. To take care of driving for the Region. To collect stationery and cleaning material from Head Office. Move assets from one place to another. See to it that vehicle is taken to service when necessary. Serves as a Messenger to Regional Offices.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/153** : **GENERAL WORKER: SARAH BAARTMAN REF.NO: COGTA: 35/01/2020**

Re-advert candidates who previously applied are encourage to re-apply

**SALARY** : R102 534 - R120 780 per annum (Level 02)

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : ABET or equivalent qualification.

**DUTIES** : Responsible for cleaning the grounds at COGTA buildings using variety of tools such as spade etc., assist in removing refuse and other unwanted goods from the buildings, Loading, off load goods and any material to the relevant destinations and delivering moving of office equipment and other delegated duties.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/154** : **CLEANER: OFFICE SERVICES REF.NO: COGTA: 36/01/2020 (X3 POSTS)**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R102 534 - R120 780 per annum (Level 02)  
: Bhisho

**DUTIES** : ABET or equivalent qualification. Three years' experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.  
: Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/155** : **GROUNDSMAN: PROVINCIAL HOUSE ADMINISTRATION REF.NO: COGTA 37/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02)  
: Bhisho

**DUTIES** : Grade 10 Certificate (Standard 8) Competencies: Good Interpersonal Skills, basic communication skills, basic cleaning skills.  
: Cleaning and maintenance of House of Traditional Leaders building. Collecting of refuse bags within the building. Lifting and moving of heavy goods such as office furniture. Assist in House of Traditional Leaders events as directed by the supervisor. Cleaning of Government Vehicles allocated to House of Traditional Leaders.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/156** : **CLEANER: CHRIS HANI REF.NO: COGTA: 62/12/2019**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R102 534 –R120 780. per annum (Level 02)  
: Chris Hani District Support Centre (DSC)

**DUTIES** : ABET or equivalent qualification. Three (3) years' experience in cleaning environment.  
: Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/157** : **CLEANER: OFFICE SERVICES REF.NO: COGTA 63/12/2019 (X3 POSTS)**  
Re-advert candidates who previously applied are encourage to re-apply

**SALARY CENTRE REQUIREMENTS** : R102 534 –R120 780 per annum (Level 02)  
: Bhisho

**DUTIES** : ABET or equivalent qualification. Three years' experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.  
: Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.

**ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

- POST 05/158** : **CLEANER: WESTERN TEMBULAND REF.NO: COGTA 64/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply
- SALARY** : R102 534 –R120 780. per annum (Level 02)  
**CENTRE** : Western Tembuland  
**REQUIREMENTS** : ABET or equivalent qualification. Three (3) years' experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure
- DUTIES** : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
- ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
- POST 05/159** : **CLEANER: DALINDYEBO KINGDOM REF.NO: COGTA 65/01/2020**  
Re-advert candidates who previously applied are encourage to re-apply
- SALARY** : R102 534 –R120 780 per annum (Level 02)  
**CENTRE** : Dalindyebo Kingdom  
**REQUIREMENTS** : ABET or equivalent qualification. Three years' experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure
- DUTIES** : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
- ENQUIRIES** : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**DEPARTMENT OF SAFETY AND LIAISON**

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

- APPLICATIONS** : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605 Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Tow, 5601
- FOR ATTENTION** : Ms NA Zuma  
**CLOSING DATE** : 21 February 2020  
**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the 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 assessments tools.

## OTHER POSTS

**POST 05/160** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: ESL/2020/01/01  
HEAD OFFICE (X3 POSTS)**

**SALARY** : Salary Range: Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.

**CENTRE** : Head Office

**REQUIREMENTS** : Applicants must be in possession of a graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Skills independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation

**DUTIES** : The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter

**ENQUIRIES** : Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

**POST 05/161** : **DEPUTY DIRECTOR: SAFETY EVENTS MANAGEMENT HEAD OF  
DEPARTMENT SUPPORT REF NO: ESL/2020/01/02**

**SALARY** : R733 257 per annum (Level 11)

**CENTRE** : Head Office

**REQUIREMENTS** : Degree/Diploma in Public Relations/Events Management or any related qualification. Minimum of 3-5 years of experience in managerial experience. Valid Driver's Licence. Skills Knowledge of strategic leadership. Proven skills with respect to administration, research and writing, interpersonal relations, performance management and project management. Knowledge of the Constitution, Public Service Act, PFMA, the Department's Constitutional mandate and stakeholders. Ability to work under pressure. Computer Literacy. Leadership and strategic skills, Planning and Organizing Skill. Budgeting and Financial Management. In-depth understanding of Management Performance Assessment Tool (MPAT), People Management and Empowerment. Conflict Management Skill. Change Management, including promoting transformation. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication written communication skills. Computer literacy skills. A valid driving licence.

**DUTIES** : KPA: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events in consultation with Communications. Prepare closeout reports for the events. Develop and maintain records and information management system for the office of the Head of Department. Assist the Executive Support in coordinating input processes which will enable the Head of Department to execute her/his

responsibilities in the governance structures of the Department, intergovernmental technical structures and legislature structures/hearings. Ensure functionality of departmental governance structures. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate Management Assessment Tool (MPAT) in the department. Ensure compliance by the Office of the Head of Department with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Coordinate the implementation of internal audit recommendations. Coordinate the implementation of external audit recommendations. Undertake internal control assignments to ensure compliance with policies, prescripts proceed. Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

**ENQUIRIES**

**POST 05/162**

**SALARY  
CENTRE  
REQUIREMENTS**

**COMMUNITY LIAISON OFFICER REF NO: ESL/2020/01/03**

R316 791 - R373 167 per annum (level 8)  
OR Tambo District  
Senior Certificate, Degree or National Diploma in the field of Social Sciences and/or Police Science, Public Management or equivalent qualification. Valid driver's license Code B Skills the Constitution of RSA, 1996. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations. Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act 1 of 2011, Communication skills. Project management skills Community Development. Report writing skills. Financial Management skills.

**DUTIES**

Conduct effective oversight of the South African Police Services. Conduct Police Cluster accountability engagement. Conduct service delivery evaluations at identified police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPF's through Clusters. Conduct community mobilization programs. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Facilitate the establishment, payment and monitoring of safety patrollers. Compile and Submit Performance reports. Submit verified monthly progress reports on activities. Comply with PMDS requirements.

**ENQUIRIES**

**POST 05/163**

**SALARY  
CENTRE  
REQUIREMENTS**

**ADMIN CLERK: SCM REF.NO: ESL/2020/01/04**

R173 703 – R204 612 per annum (Level 5)  
Amathole District  
Grade 12, National Certificate, Computer Literacy, No work experience required. Skills Knowledge of financial administration Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. Financial management skills, problem solving and communication skills Verbal and Written. Ability to work under pressure and independently. Computer Literacy. knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written)

**DUTIES**

Render assets management, supply chain, fleet and clerical support: Compile and maintain records (e.g. asset records/database), Check and

issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and absolute equipment for disposal and verify asset register. Render demand acquisition clerical support: Update and maintain a supplier (including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place orders, Issue and receive bid documents, Provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical support services: Place orders for goods, Receive and verify Goods from suppliers, Capture goods in registers database, receive request for goods from end users, Issue goods to end users, Maintain goods register and update and maintain register of suppliers.

**ENQUIRIES** : Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

#### **DEPARTMENT OF EDUCATION**

***Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.***

**APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho,5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, for attention Ms S Nieuwenhuys.

**CLOSING DATE** : 21 February 2020, 15h45.

**NOTES** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **MANAGEMENT ECHELON**

**POST 05/164** : **DEPUTY DIRECTOR GENERAL CORPORATE SERVICES REF NO: DDG/CS/01/2020**

**SALARY** : R1 521 591 - R1 714 074 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE** : Head Office, Zwelitsha

<b><u>REQUIREMENTS</u></b>	:	Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor's Degree (NQF level 7) in Human Resource Management/Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 8-10 years' experience at the senior management level in Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of ECDOE programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the ECDOE and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the ECDOE in relevant fora.
<b><u>ENQUIRIES</u></b>	:	Mr TS Kojana Tel No: (040) 608 7016
<b><u>POST 05/165</u></b>	:	<b><u>DEPUTY DIRECTOR GENERAL INSTITUTIONAL OPERATIONS MANAGEMENT. REF NO: DDG/IOM/02/2020</u></b>
<b><u>SALARY</u></b>	:	R1 521 591 - R1 714 074 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Zwelitsha Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor's Degree (NQF level 7) in Education Management. A postgraduate qualification in the above mentioned field will serve as an advantage. 8-10 years' experience at the senior management level within Education Sector. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the

PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

**DUTIES**

: Key Results Areas: Provide strategic leadership, administration, management and governance support of 2 cluster offices and 12 Education Districts and all institutions therein. Manage performance standards of 2 Cluster Offices and 12 Education Districts. Ensure establishment and maintenance of accountability systems in Cluster Offices, Districts and Circuits in Support of curriculum delivery, assessments, teaching and learning in all institutions. Provision of educational opportunities and access to education. Management of school Functionality programmes. District Improvement Plans and intervention programme in the Districts. Support the implementation of Education Transformation Plan of schooling system. Exercise. Ensure coordination of provisioning of quality teaching and learning in public schools. Ensure the coordination of consistent implementation of a standard /uniform mode of operation for schools. Ensure coordination of consistent implementation of corporate service in the Cluster. Manage the coordination on the implementation of norms, standards for HR related policies. Ensure management of physical resources in line with the Division of Revenue Act. Ensure development and resourcing of education institutions. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the determination of school resourcing needs. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Provide strategic leadership in the coordination of Education Operations and delivery oversight. Ensure provisioning of education management information services. Ensure management of school mapping services and coordination of rural education. Manage the promotion of institutional efficiency and quality standards for effective teaching and learning. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

**ENQUIRIES**

: Mr TS Kojana Tel No: (040) 408 7016

**POST 05/166**

: **CHIEF DIRECTOR EMPLOYEE RELATIONS REF NO: CD/ER/03/2020**

**SALARY**

: R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE**  
**REQUIREMENTS**

: Head Office, Zwelitsha  
: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor's



Degree (NQF level 7) in Human Resource Management/ Public Management/Public Administration/ related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years' experience at the senior management level in Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

**DUTIES**

: Key Performance Areas: Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Provide strategic support and effective coordination of dispute resolution mechanism by developing and implementing dispute resolution protocol for the Department, rendering advisory services to management on issues of collective bargaining, managing sound relationship between unions and management and serving as a Chief Negotiator at the Provincial and Departmental Bargaining Chamber (DBC). Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.

**ENQUIRIES**

: Ms P Vinjevoel Tel No: (040) 608 4353

**POST 05/167**

: **CHIEF DIRECTOR EXAMINATIONS AND ASSESMENTS REF NO: CD/E&A/04/2020**

**SALARY**

: R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS**

: Head Office, Zwelitsha  
 : Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor's Degree (NQF level 7) in Education. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years' experience at the senior management level within Examinations and Assessment

environment. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

**DUTIES** : Manage the administration of all examination related matters. Manage the processing and issuing of examination results. Formulate, develop and implement policies in respect of examinations. Co-ordinate and assimilate examination related matters. Develop and implement training programmes for principals and district personnel. scrutinize appointment of moderators, examiners and markers for DDG approval. Conduct research into new trends in examination. Ensure the provisioning of administration and logistic support to external assessments and examinations. Ensure the planning, management and evaluation of professional assessment and examination services throughout the school system. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives  
**ENQUIRIES** : Ms P Vinjevoid Tel No: (040) 608 4353

**POST 05/168** : **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: CD/IA/05/2020**

**SALARY** : R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS** : Zwelitsha  
 : A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA. A Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage. A minimum 5 years' experience at a senior managerial level (Director) obtained within governance, risk, compliance or auditing environment. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Valid driver's license. Willingness to work extended hours. salary scales for education:

**DUTIES** : Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans. Review the Internal Audit Charter that reflects the scope, responsibility and authority. Initiate awareness of the Internal Audit function within the Eastern Cape Department of Education and other stakeholders through client engagements. Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Develop an Internal Audit Annual Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee. Initiate the updating of the findings register and present to the Audit Committee. Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes. Provide advice and

guidance on all audit engagements to be conducted. Provide quality assurance on audit projects and reports prior to issuance, thereof Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives. Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget. Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency. Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment. Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

**ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709

**POST 05/169** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: CD/FA/06/2020**

**SALARY** : R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS** :  
 : Zwelitsha  
 : An NQF level 7 Degree in Accounting/Auditing/Financial Management. An Honours in Accounting/CTA/CA (SA) will definitely be an advantage. A minimum 5 years' experience at a senior management level (Director), obtained within a financial management and Supply Chain environment within government or any other organ of state. In-depth knowledge of PFMA and the broader government framework on financial management. Knowledge and experience of the budget policy framework and their due processes. Valid driver's license.

**DUTIES** : Promote sound financial accounting practice. Ensure efficient cash management including disbursements. Ensure efficient and economic recovery of debt. Ensure smooth and successful operations on the Basic Accounting System (BAS) as well as sound financial reporting. Monitor and evaluate the system of internal control in order to improve effectiveness, efficiency and economy of operations. Increase the performance of work-units in a planned effort to increase organisational performance. Promote the effective detection and recovery of losses. Manage salaries and related aspects. Provide support to the Directorate in effecting its mandate. Ensure effective and efficient salary administration.

**ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709

**POST 05/170** : **DIRECTOR: EMPLOYEE RELATIONS AND ADVOCACY REF NO: DIR-ER&A/08/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** :  
 : Head Office, Zwelitsha  
 : An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA in Labour Law or relevant academic discipline supported by five (5) years' experience at middle/senior managerial level in Human Resource Management, demonstrable knowledge of Labour Relations and Labour Laws. good conceptual and

analytic skills, problem-solving and communication (written and verbal) skills, programme and project management, facilitation and presentation skills, excellent negotiating skills, planning and organising skills. Since this position focuses on conditions of service of employees employed in terms of the Employment of Educators Act, working experience in the education sector would be an added advantage. Valid Driver's License. Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

**DUTIES** : overall management and/or coordination of the Employee Relations functions, Provide strategic direction and operational leadership in relation to Labour Relations to the Education Sector. Develop and implement Labour Relations strategies and policies for the Education Sector. Manage the collective bargaining process in the Education Labour Relations Council and Public Service Collective Bargaining Council. Promote a climate of labour peace in the education sector through stakeholder relations, including dispute management. Create a positive legislative framework that promotes and maintains conditions of service for educators. Monitor the implementation of Collective Agreements and provide advocacy and training to the Clusters and Districts. Analyse labour relations trends both nationally and internationally and develop partnerships. Develop monthly and quarterly performance reports.

**ENQUIRIES** : Ms P Vinjevold Tel No: (040) 608 4353

**POST 05/171** : **DIRECTOR: STATUTORY AUDIT REF NO: DIR-SA/09/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Zwelitsha

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA (B Com Accounting/Internal Auditing/Auditing) or equivalent. Completed Studies towards attaining a professional certification in CIA/Articles will be an added advantage. 5 years' internal audit/audit experience at senior operational/middle management level. A valid driver's license. Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations Understanding of relevant Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis Self –driven and ability to meet deadlines

**DUTIES** : Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Audit policies and operating frameworks. Manage the implementation of the Internal Audit Strategy, Polices and Methodology. Direct and manage the execution of risk-based audit assignments including Financial, Performance, Governance, Compliance, IT and Forensic investigation services. Managing the inputs and outputs of internal audit processes, review audit reports by ensuring quality control and compliance with regulations, standards and policies. Manage the implementation of corrective measures to address audit findings. Provide support to the CAE in executing the technical advisory and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilisation of resources allocated to the Unit.

**ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709

**POST 05/172** : **DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DIR-FM&R/10/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office, Zwelitsha  
: Degree in Commerce/ Accounting/ Economics as recognised by SAQA A minimum 5 years' experience at a middle management (Deputy Director) level obtained in an Accounting environment Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP Knowledge and experience of the PFMA, MFMA, TR and other relevant government prescripts. Knowledge of the PFMA and Treasury Regulations Understanding of relevant Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis Self –driven and ability to meet deadlines

**DUTIES** : Interim Financial Statements. Collect Interim Financial Statements (IFS) from Branches, Clusters and Districts for reviewing. Provide feedback and guide on the quality and appropriateness of completed Interim Financial Statements (IFS). Financial Management and Reporting: Scrutinise clients audit findings and advice on the most appropriate remedy for implementation. Resolve queries relating to accounting frameworks, standards and guidelines. Implement and monitor mechanisms to track progress on the resolution of audit findings through engagement with clients and their audit reports. Report on the financial management capability and progress on the resolutions of audit outcomes. Identify transversal policy limitations and gaps for implementation of suitable interventions. Provide advice on the preparation of annual financial statements, interpretation of management accounts for the Departments. Implement Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies. Facilitate workshops and training on frameworks, standards, guidelines and accounting policies. Initiate awareness programmes

**ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709

**POST 05/173** : **DIRECTOR: BUDGET SERVICES REF NO: DIR-BS/11/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office, Zwelitsha  
: Degree in Commerce/Accounting/Economics as recognised by SAQA. A minimum 5 years' experience at a middle management (Deputy Director) level obtained in Budget or Accounting environment. Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP. Knowledge and experience of the PFMA, MFMA, TR and other relevant government prescripts. Knowledge of the PFMA and Treasury Regulations Understanding of relevant Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis Self –driven and ability to meet deadlines

**DUTIES** : Manage and monitor budget preparation process. Provide specialize advice and guidance on budget planning to programmes Manage the planning and compilation of the departmental MTEF budget. Ensure compilation of the adjustment estimates submission and annual cash flow for the department.

Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Manage the coordination of budgeting in the Department. Develop, review and monitor the implementation of Financial Management systems and procedures. Analyse Financial Performance Information of the department Provide advice and support on Budget Management. Provide management with reports to assist in Decision Making Manage the loading of Budget Structure and Budget on BAS. Manage the allocated resources of the Department in line with legislative and Department in line with legislative and directive and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets

- ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709
- POST 05/174** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DIR-ES/12/2020**
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Zwelitsha
- REQUIREMENTS** : A three-year tertiary qualification in Public Management /Office Management or an appropriate equivalent qualification, coupled with a minimum of five (5) years' relevant experience at Middle Management level (Deputy Director). Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Good work ethics, honesty, reliability and team work. Good office administration, planning and organisational skills. Excellent communication skills (written and verbal). Good interpersonal relation skills. Knowledge of projects management. Computer literacy (MS Word, Excel, PowerPoint, etc.). Valid Code 08/EB driver's licence. Strategic capability and leadership; Financial management; Programme and Project management; People management and empowerment; Change management;
- DUTIES** : Coordinate executive administrative support to the Superintendent General. Provide institutional support to the Department's stakeholders. Provide document management support services. Develop policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of mandates. Provide executive governance support services Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr T Kojana Tel No: (040) 608 7016
- POST 05/175** : **DIRECTOR (CLUSTER A AND B): OPERATIONS MANAGEMENT AND COORDINATIONS (02 POST)**
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Umtata & Grahamstown  
Cluster A: Ref No: DIR-OPS& CO/13/2020

<b><u>REQUIREMENTS</u></b>	Cluster B: Ref No: DIR-OPS&CO /14/2020 The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen performance evaluation and development systems for school and office-based educators as well as internal and external school evaluations. The incumbent will also develop mechanisms for effective implementation of skills development in Districts. Further Requirements: An appropriate three-year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA with at least five (5) years' experience at middle or senior management level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource and performance management and financial management. Applicants must have extensive and relevant knowledge relating to the work of Department of the Basic Education sector. Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively
<b><u>DUTIES</u></b>	Coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster. Provide coordination services on the implementation of education policies in the district offices. Provide communication and stakeholder mobilization services. Coordinate youth and special programmes for the Cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate the provisioning of sound financial management services. Coordinate the provisioning of supply chain management services. Coordinate the provisioning of physical maintenance services to demarcated district offices. To coordinate human resource management services in the cluster. Coordinate the implementation of human resource policies. Coordinate human resource planning for the cluster. Monitor compliance to human resource frameworks. Provide human resource support to districts Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates
<b><u>ENQUIRIES</u></b>	Ms G Koopman Tel No: (040) 608 4468 Ms S Maarsdorp Tel No: (040) 608 4776
<b><u>POST 05/176</u></b>	<b><u>DISTRICT DIRECTOR: OR TAMBO INLAND REF NO: DIR-ORTI/15/2020</u></b>
<b><u>SALARY</u></b>	R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	Umtata An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint)

		Communication (Verbal and written) Willingness to work extended hours and travelling valid driver's licence.
<b><u>DUITES</u></b>	:	Key Result Areas: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.
<b><u>ENQUIRIES</u></b>	:	Ms G Koopman Tel No: (040) 608 4468
<b><u>POST 05/177</u></b>	:	<b><u>TRAINING INSTITUTE (LANGUAGE &amp; SOCIAL SCIENCE, LEADERSHIP AND MANAGEMENT, MATHS AND SCIENCE) (04 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE</u></b>	:	Umtata Ref No: TI/16/202020 East London Ref No: TI/17/2020 Port Elizabeth Ref No: TI/18/2020 Queenstown Ref No: TI/19/2020
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written). Excellent knowledge of Skills Development, Good Knowledge of curriculum design and delivery, Good Knowledge programme monitoring and evaluation. Willingness to work extended hours and travelling valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide integrated training and development enhancement programmes at Institute C. Provide administrative support to provisioning of training in the institution. Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes. Render



general support and facility management services. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

**ENQUIRIES**

: Mr M Jack Tel No: (040) 608 4769

**POST 05/178**

: **DIRECTOR: CONTRACT MANAGEMENT REF NO: DIR-CONT/20/2020**

**SALARY**

: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

: Head Office Zwelitsha

**REQUIREMENTS**

: A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA, preferably in Logistics/Supply Chain Management /Finance. A minimum of eight years demonstrated experience in Supply Chain Management, of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in financial services, especially employee benefits, pension fund and retirement benefits administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, the Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners.

**DUTIES**

: Develop Department Contract Management Policies and guidelines. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Develop and maintain ECDoE contract register. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Monitor supplier performance according to the contract and service level agreement. Manage the allocated resources of the Directorate. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates .Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures.

**ENQUIRIES** : Mr M Harmse Tel No: (040) 608 4624

**POST 05/179** : **DIRECTOR: SCHOOL ADMINISTRATION REF: DIR-SA/21/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office Zwelitsha  
: An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver's licence.

**DUTIES** : Key Result Areas: Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Manage the development of directives related to school registration & type, school management and the administration of earner affairs in all schools of the province. Manage the development of directives related to school funding and finances, budget management, fee income, financial reporting and Human Resource matters for all Section 20 and 21 schools public ordinary and special schools. Manage the development and distribution of prescripts related curricula, language offerings, educational norms, standards and any educational matters in home schooling, public ordinary, independent, special school and in Early Childhood Development institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Manage the development of tools and frameworks to monitor the implementation of norms and standards for school management and SGB's. Manage the coordination of training and development of SGB's. Oversee the SGBs elections process. Facilitate the resolution of grievances and disputes related to the SGB's. Oversee the provisioning school financial management and accounting services. Manage the provisioning of public finance management to schools. To provide guidance on financial management practices to enforce and monitor compliance, to legislative framework pertaining to public financial management and prescribed accounting reporting and auditing requirements

**ENQUIRIES** : Mr T Mtyida Tel No: (040) 608 4035

**POST 05/180** : **DIRECTOR: LANGUAGE SERVICES REF NO: DIR-LA/22/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office Zwelitsha  
: An appropriate recognised Bachelor Degree in Language in Education coupled with five years middle management experience in the Language Industry Services. Knowledge of the Language Legislative Framework guiding Language Policy Implementation; the PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, a presentation of research work undertaken in the Language in Education Policy Implementation sphere and report writing skills. A postgraduate degree in Language in Education will be an added advantage. Demonstrable Policy formulation and Strong Project Management Ability (see requirement to be submitted below), Computer

Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver's licence. Proficient Competence in one African Language of the two Provincial Indigenous Languages (isiXhosa or Sesotho) and English/Afrikaans. All candidates will be required to submit a profile of a project that they have initiated, managed and implemented related to Language Policy Implementation together with their Comprehensive CV. Willingness to travel extensively and work extended hours is a desirable trait.

**DUTIES** : Key Result Areas: Coordinate the development of material that seek to promote implementation of the language in education policy. Promote indigenous knowledge systems inclusive of mobilisation of the inclusivity in education. Develop a long-term advocacy strategy driven by language awareness campaigns. Develop a strategy for Human Language Technologies to speed up the development of indigenous African languages. Oversee Language planning viz: Corpus planning, Status and Acquisition planning through capacitation and training. Manage the development of tools, framework and systems to support the implementation of language in education policy. Develop and enrich bilingual programs. Coordinate the implementation of language-in-education policy programs. Develop the monitoring and support tools for the implementation of language in education policy. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

**ENQUIRIES** : Ms N Mbude Tel No: (040) 608 4028

**POST 05/181** : **DIRECTOR: E-LEARNING AND TEACHING REF: DIR-EL&T/23/2020**

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office Zwelitsha  
**REQUIREMENTS** : An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver's licence.

**DUTIES** : Key Result Areas: Ensure the standardisation of E-teaching and e-learning in the provincial. Manage the development e-teaching and learning policy polices and instruments. Manage the development of E-teaching and learning monitoring tools and impact assessment tools and instruments. Manage the development of District based reports on the implementation of e-teaching and learning prescripts. Ensure the design and development of tools related to e-education in supporting and enhancing curriculum delivery. Manage the development and maintenance of innovative education delivery platform through technology solutions. Manage the provisioning of technical support for the design and implementation of technology solutions. Manage

the facilitation and coordination of training on new e-Learning technologies and solutions. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates

**ENQUIRIES**

:

Mr T Tywakadi Tel No: (040) 608 4636

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

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

- APPLICATIONS** : Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, or Tambo House, Bloemfontein or e-mail [lerato.motsie@fspremier.gov.za](mailto:lerato.motsie@fspremier.gov.za) (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experience with our e-mails)
- CLOSING DATE** : 21 February 2020
- NOTE** : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. 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 the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**MANAGEMENT ECHELON**

- POST 05/182** : **CHIEF DIRECTOR: PROVINCIAL INTERVENTION REF NO: 88/2020**
- SALARY** : R1 251 183 per annum. (Level 14) (An all-inclusive salary package) The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7), as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Knowledge of Legislation & Policies applicable to Community Liaison, Intervention and System Management Services. Knowledge of intervention Management Issues in the Free State and in South Africa. Strategic Thinking and Interpersonal skills. Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry->

programme/. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate.

**DUTIES** : Provide strategic direction, guidance and oversight on the following work streams: Free State Integrated Service Delivery Model (Operation Hlasela); Thusong and Operation Hlasela Service Centres; Direct and Community liaison assistance/intervention services; Community Development Workers Programme; Presidential Hotline; and 30 Days Payments Contact Centre. This entails inter alia the following: Ensure implementation of the Annual Performance targets in the 2018/19 APP; Ensure submission of the Quarterly Performance Reports for the component in line with the 2018/19 APP, Operational Plan and Technical Indicators; Interpretation of policies in areas of responsibility; Make proposals on how policies can be improved; and Develop the Transport policy for the Provincial Intervention Component. Coordinate and Monitor the Implementation of FSPG's Service Delivery Priorities/Injunctions. This entails inter alia the following: Analyse the 2018 SOPA and Budget Vote Speeches and prepare the injunctions; Send the SOPA and Budget Vote injunctions to Departments to update progress; and Receive, analyse and prepare analysis reports on implementation of the SOPA and Budget Vote Injunctions. Plan, organize, coordinate and control activities pertaining to the Provincial Intervention Component. This entails inter alia the following: Defining the key result areas of the Provincial Intervention Component and develop the Component's 2019/20 Annual Performance Plan (APP) Develop the Annual Operational Plan for the component; Supervise and provide direction to Provincial Intervention component; Establishing Performance Standards; and Monitoring the outputs of Provincial Intervention Units. The management of resources to ensure the effective and efficient attainment of objectives. This entails inter alia the following: Management of the budget of the component; Management of all personnel within the component; Co-ordination of the development of Job Descriptions within the component; Co-ordination of the evaluation of performance of personnel within the component; Facilitate training interventions; and Provide strategic direction & advice to officials within the component

**ENQUIRIES** : Ms. Hellen. Kekana, DDG: Provincial Monitoring and Evaluation Tel No: (051) 405 4300

**NOTE** : This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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.

**POST 05/183** : **CHIEF DIRECTOR: PROVINCIAL HUMAN RESOURCE DEVELOPMENT REF NO: 12/2020**

**SALARY** : R1 251 183 per annum. (Level 14) (An all-inclusive salary package) The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7), as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or

private sector. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.)

Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate. Key Competencies And Skills: Special knowledge of relevant frameworks applicable to Major Government Programmes that must be implemented. Special knowledge on the co-ordination and implementation of substantial programmes/projects. Strategic thinking, project management, financial management and organizing skills.

**DUTIES**

: It will be expected of the successful candidate to perform the following duties: Administer the Provincial Bursary function within the FSPG. This entails inter alia the following: Manage, coordinate, guide and support all local and international bursaries; and Manage and coordinate stakeholder management for full-time bursaries for the FSPG. Coordinate and monitor the implementation of provincial skills development programmes within the FSPG. This entails inter alia the following: Facilitate and coordinate the implementation of provincial skills development; Facilitate and coordinate the implementation of provincial sector skills development initiatives; Render effective and efficient administrative support services to the Provincial Skills Development Coordination component; and Render secretariat services for Human Resource Fora and Career Guidance. Administer proficient and professional training and development services for the FSPG. This entails inter alia the following: Manage generic and operational training for salary levels 1 to 12 within the FSPG; Manage SMS strategic management development programmes from salary level 13 and higher within FSPG; Manage Impact Assessment and Training evaluation within the FSPG; Manage Public Service skills development coordination within the FSPG; Manage logistical and administrative arrangements for the Free State Academy. Manage resources of the Chief Directorate. This entails inter alia the following: Provide strategic direction in terms of provincial HRD; Manage the budget as Responsibility Manager; Manage human resources in line with applicable legislation and policy frameworks; and Manage equipment and assets in line with prescriptions and policy guidelines

**ENQUIRIES**

: Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: (051) 405 4926.

**NOTE**

: The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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

**POST 05/184**

: **DIRECTOR: FREE STATE TRAINING ACADEMY REF NO: 14/2020**

**SALARY**

: R1 057 326 per annum. (Level 13) (An all-inclusive salary package) The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE**

: Bloemfontein

## **REQUIREMENTS**

: A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours) No appointment to successful applicant will be concluded in the absence of the certificate. Key Competencies and Skills: Knowledge of the Public Service Act and Regulations. Knowledge of the legal framework for Human Resource Development and Training in the Public Service. Knowledge of Coordination, monitoring & Evaluation mechanisms, systems and processes. Knowledge of Policy analysis & development. Strategic thinking, planning, organizational & analytical skills. Facilitation, training and presentation skills.

## **DUTIES**

: It will be expected of the successful candidate to perform the following duties: Manage generic and operational training for salary levels 1 to 12 within the FSPG. This entails inter alia the following: Provide advice and support on generic and transversal training; ensure the provision of generic training programmes and interventions; manage the provision of transversal training programmes; manage the provision of training through internal and external providers; and ensure the implementation of Compulsive Induction Programmes (CIP) for salary levels 1 to 12. Manage SMS strategic management development programmes from salary level 13 and higher within the FSPG. This entails inter alia the following: Provide advice and support on leadership and management development; Manage the provision of leadership and management development interventions; Ensure the development and management of an integrated competency based learning pathway for management development; Manage the provision of training through internal and external providers; and Ensure the implementation of Compulsive Induction Programmes (CIP) for salary levels 13 and higher. Manage impact assessment and Training Evaluation within the FSPG. This entails inter alia the following: Manage compliance, monitoring and impact assessments; Manage impact assessments to determine the impact of training on a Component/Organisation; Ensure the development and/or use of existing assessment tools to determine the impact of training and development interventions on the staff and the workplace; Advise and recommend on possible partnerships to execute impact studies in Free State Provincial Government; and Manage interventions if the envisaged impact is not achieved with training and development in Free State Provincial Government. Manage Public Service skills development coordination within the FSPG. This entails inter alia the following: Manage Curriculum Development and Quality Assurance for the Free State Training Academy; and Ensure Skills Development within the Department. The management of resources to ensure that the overall objectives of the Training Institute are achieved. This entails inter alia the following: Manage the budget of the FSTA; Manage all staff within the FSTA; Co-ordinate of the development of Job Descriptions within the unit; Implement the relevant performance management systems; Co-ordinate the management of performance of staff within the unit; Facilitate training interventions for staff; Give strategic direction and advice to staff within the unit; Manage systems to ensure the payment of courses for training; Co-ordinate records management processes; and Co-ordinate administrative and logistical support within the Free State Training Academy, during the execution of the core functions. To manage resources to ensure that the objectives of the component are achieved. This entails inter alia the following: Management of staff within the component; the development and updating of Job Descriptions for reporting staff; the performance management of staff within



**ENQUIRIES**

the component; Facilitation of training interventions; and Give direction, guidance and advice to staff within the component.

: Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: (051) 405 4926.

**NOTE**

: The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**APPLICATIONS**

- : **Head Office (HO)** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
- District Gauteng North (GN):** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754
- District Gauteng West (GW):** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581,
- District Johannesburg Central (JC):** Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231
- District Johannesburg East (JE):** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109
- District Johannesburg North (JN):** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378.
- District Johannesburg South (JS):** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.
- District Johannesburg West (JW):** Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: Tel No: 061 483 3054.
- District Sedibeng East (SE):** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861.
- District Tswane North (TN):** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa Tel No: (012) 543 1044.
- District Tswane South (TS):** Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5.
- District Tshwane West (TW)** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451
- Gauteng East (GE):** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
- District Sedibeng East (SE):** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861
- Districts Ekurhuleni North (EN)** Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.
- District Ekurhuleni South (ES):** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062.
- District Sedibeng West (SW):** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193.

**CLOSING DATE**

:

**NOTE**

:

It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be

subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered

**OTHER POSTS**

**POST 05/185** : **DEPUTY DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/03**  
 Directorate: Early Childhood Development

**SALARY** : R733 257 per annum (All-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** :

**DUTIES** : An appropriate recognised three-year National Diploma/Degree in Social Science/Human Science/Public Administration/Public Management. At least a minimum of three years at an Assistant Director level in the Early Childhood Development environment. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good inter-personal skills. Valid Driver's license. Formulate Pre-Grade R Implementation Strategies to Ensure Quality Early Childhood Development (ECD) Educational Programmes. Analyse and review the existing strategies, methodologies, policies, monitoring and evaluation mechanisms. Implement and report on strategic frameworks in the area of functional responsibility. Ensure effective and efficient provision of Early childhood development services and increase accessibility of services. Conduct Quality Assurance, awareness campaigns and promote compliance and safe Environment. Ensure quality Pre-Grade R Implementation of Strategic plan, policies and Norms and Standards. Coordinate and manage the integration of cross departmental Early Childhood Development Services. Co-ordinate implementation of the National Early Childhood Development Norms and Standards with other stakeholders. Ensure continuous monitoring to ensure compliance. Work with other departments to coordinate the registration of Early Childhood Development (ECD) Programmes. Ensure capacity building programmes for ECD Centre Based and Non- Centre based, communities and parents. Develop and manage training programmes for practitioners and community. Provide information and knowledge sharing through ECD trainer's engagement platform. Research latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate and monitor incorporation of Reggio Emilia Approach in ECD Programmes. Develop management plan for training, support mentoring and documentation of incorporation of Reggio Emilia Approach. Set performance standards and benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with the programs in an integrated manner. Encourages parental involvement in the education of their children through participation in parent's information sharing sessions. Support the development of skills, and integrated resource kit and basic resource kits. Manage the Pre-Grade R Primary information database. Develop and manage an integrated ECD centre database.

Develop and manage the ECD Pre-Grade R Practitioner qualification database. Ensure the effective, efficient and economic utilization of allocated resource. Manage monitoring of Pre-Grade R programmes Sub-Directorate and identify areas of need to improve team performance. Guide, train and advice staff on effective utilization of resource, responsibilities and accountability. Compile and submit work plan, performance development plan, and job description and performance agreements. Performance management, implementation and accountability of staff.

**ENQUIRIES**

: Ms. Phumelele Tloubatla Tel No: (011) 843 6532

**POST 05/186**

: **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2020/01/04**  
Chief Directorate: Legal Services and Dispute Management

**SALARY**

: R733 257 per annum (All-inclusive package)

**CENTRE**

: Head Office, Johannesburg

**REQUIREMENTS**

: An appropriate recognised three-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management/ Administration/Management/ Administrative Assistant. At least a minimum of five years' experience in providing administrative/office support of which three years must be at an Assistant Director level. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project Management skills, People management, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Valid Driver's license is essential.

**DUTIES**

: Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions/reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise/sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes/resolutions and communicate/disseminate to relevant roleplayers, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements/assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Of the Chief Director Establish, implement and maintain effective processes/procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

**ENQUIRIES**

: Ms. Jacky Manyape Tel No: (011) 355 0505

**POST 05/187**

: **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES: REF NO: TW2020/01/05**  
Sub- Directorate: Transversal Human Resource Services

**SALARY**

: R733 257 per annum (All-inclusive package)

**CENTRE**

: Tshwane West District

<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree in Human Resource Management or related three-year qualification. At least a minimum of five years' experience in human resources administration including HRM environment of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<b><u>DUTIES</u></b>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL/SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms Pricilla Ravele, Tel No: (012) 725 1451
<b><u>POST 05/188</u></b>	:	<b><u>SENIOR LEGAL OFFICER (MR6) REF NO: HO2020/01/01</u></b> Chief Directorate: Legal Services and Dispute Management
<b><u>SALARY</u></b>	:	R473 820 - R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
<b><u>DUTIES</u></b>	:	Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Coordinate and support the Deputy Information officer in responding to Promotion of Access to Information Act requests. Compiling and submitting section 14 manual to the SHRC, Compiling and submitting section 15 notice to the Minister of Justice and Constitutional Development, developing description of categories of records that are automatically available, Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and

coordinate the collection of data and information to facilitate Deputy Information Officer's support. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis and general support services to the Chief Directorate.

**ENQUIRIES** : Adv N Mashigo Tel No: (011) 355 0505

**POST 05/189** : **PHYSICAL PLANNER REF NO: HO2020/01/06**  
Directorate: Infrastructure Planning and Property Management

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree. Minimum three years' experience in an infrastructure environment. Qualification in Teaching will be added an advantage Knowledge and understanding of the South African Schools Act and regulations, spatial Planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, National Archives and Records Service Act. Skills: Ability to implement the Provincial Infrastructure Delivery Management System. Ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to Apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders. Valid driver's license

**DUTIES** : Provide physical resources planning inputs to the User Asset Management Plan and budget. Conduct needs assessments to determine the need for new and additional school infrastructure. Conduct assessments of schools' infrastructure to update the National Education Infrastructure Management System (NEIMS) from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

**ENQUIRIES** : Mr. T. du Plessis Tel No: (011) 355 0125

**POST 05/190** : **ASSISTANT DIRECTOR: REF NO: HO2020/01/07**  
Directorate: Special Investigation

**SALARY** : R376 596. per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate, recognized three-year National Diploma/ Degree or relevant three-year qualification plus minimum of 3 years' experience in office management environment. Knowledge of framework PFMA, Knowledge of procurement policies and process. Computer literacy skills. Excellent minute-taking and interpersonal skills. Report Writing and Conflict management. Supervisory skills. Experience in general management and budgeting. Good verbal communication. Good written communication. Willingness to work irregular hours.

**DUTIES** : Packaging reports for the sub directorate and ensure that activities and projects are in line with the budget. Assists the Senior Management in tracking the documents. Expenditure patterns and with developing presentations to Senior Management meetings. Oversee the day-to-day management of the directorate with Batho Pele Principles under-pinning office systems. Manage the administration support in the directorate. Co-ordinate and manage the case referrals in the directorate. Monitor case reporting from internal and external Stakeholders. Utilization of Microsoft Word, Excel, Power Point & internet. Assist with the procurement of goods and services. Assist with the compilation of Office budget.

**ENQUIRIES** : Ms Lerato Machaka Tel No: (011) 843 6532

**POST 05/191** : **ASSISTANT DIRECTOR: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT REF NO: HO2020/01/08**  
Directorate: Organisation Development

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate, recognized three-year National Diploma/Degree/B-Tech in Management Services/Production Management/Operations Management/Industrial Engineering. Minimum 3 years' experience in an OD Practitioner role, Performing Job Design, Service Delivery Model, Business Process Management and Job evaluation related functions. Job Evaluation Certificate is essential. Business Process Management and Organisation Design Certificate will be an added advantage. Knowledge of Public Service Act and Regulations. Knowledge of organization Design, Business Process Management, Job Evaluation, Organizational Design Procedures and Principles, DPSA Guide on Job Description and knowledge of Evaluate System. Computer literacy, Communication Skills, Change management and Good Interpersonal relations. Driver's License is essential.

**DUTIES** : Coordinate and facilitate job analysis and evaluation for the department. Ensure identification and prioritization of posts to be evaluated. Coordinate the submission of job evaluation requests to the Office of the Premier (OOP) for evaluation of posts or group of posts. Coordinate and facilitate development of job descriptions in the department. Ensure continuous review of job description guidelines and template. Provide advocacy on the implementation of job description guidelines and template. Monitor the facilitation, compilation and implementation of job descriptions. Coordinate and facilitate business process management and functional analysis in the department. Ensure the development, implementation and review of business processes to enhance productivity. Coordinate business process improvement projects. Develop and map business process and mapping session with senior stakeholders. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Ensure the development of standard operating procedures. Coordinate and facilitate development of Service Delivery Model in the Department. Ensure the development, implementation and review of Service Delivery Model in the Department. Facilitate the development of Service Delivery Model session with relevant stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources. Identify subordinate's development needs.  
**ENQUIRIES** : Mr Hulisani Tshikovhi Tel No: (011) 843 6872

**POST 05/192** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2020/01/09**  
Directorate: Enterprise Risk Management

**SALARY** : R376 596. per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate, recognized three-year National Diploma/Degree in Risk Management, Internal Auditing, Auditing, Financial Management plus minimum three-year' experience in Risk Management and/or Internal Control. Membership of the relevant professional body will be an added advantage. The ability to communicate at all levels, both verbally and in writing, Good human relations. Ability to manage conflict situations effectively, Presentation skills, Computer literacy, Investigation skills, Project management skills, Time management, Good leadership and managerial skills, Negotiations and Research skills.

**DUTIES** : Develop risk management processes, Analysis of government objectives and risks. Identify and evaluate risk, Design and implement risk interventions. Assessments of potential risks against government on different levels. Determination of residual risks with resultant emergency and contingency plans. Monitoring and reporting on risks. Education and awareness on risk management. Facilitate and coordinate risk management workshop. Make stakeholders aware of risk management strategy. Assess

the government exposure and look at the assessment criteria. Assess the effectiveness of risk management processes in managing significant risk. Ensure that necessary action is taken to rectify any significant failure and weakness. Ensure that the result obtained from review process indicates extensive monitoring required establishing areas for improvement. Ensure that risk management culture is inculcated and the appropriate infrastructure built within the department and municipalities. Liaise with the external stakeholders on broader effective risk management strategies. I.e. National and Provincial Treasury. Facilitate review and implementation of Business Continuity plans. Facilitate identification of Fraud Risks. Follow up on implementation of mitigating measures to prevent fraud and corruption. Create awareness for fraud and corruption. Liaise with treasury on measures implemented to [prevent fraud and corruption.

**ENQUIRIES**

: Mr Puledi Selepe Tel No: (011) 355 1154

**POST 05/193**

: **ASSISTANT DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/10**  
 Directorate: Early Childhood Development

**SALARY CENTRE REQUIREMENTS**

: R376 596. per annum  
 : Head Office  
 : An appropriate recognised three-year National Diploma/Degree in Social Science/Human Science/Public Administration/Public Management. At least a minimum of 3 years' experience in the Early Childhood Development environment. A sound knowledge of public service administration processes. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good interpersonal skills. Valid Driver's license.

**DUTIES**

: Implement Pre-Grade R strategies to ensure Quality Early Childhood Development (ECD) Educational Programmes. Develop strategies to improve access to Early Childhood Development programmes. Facilitate effective and efficient provision of Early Childhood Development Educational Programmes. Mediation of ECD related policies, strategies and compliance. Co-ordinate and facilitate integration of cross Departmental Early Childhood Development (ECD) Services. Liaise and co-ordinate with other stakeholders on the implementation of ECD policies and provincial strategies to improve quality of ECD programmes. Develop a database of Accredited ECD providers and ECD practitioners. Coordinate ECD stakeholder's forum meetings. Facilitate ECD awareness days in collaboration with other departments. Assist in facilitating the registration of Early Childhood Development (ECD) programmes. Ensure capacity building programmes for ECD centre based and non-centre based, communities and parents. Facilitate provisioning of learning through play and incorporating use of toy libraries, workshops for practitioners and parents. Mediate information and knowledge sharing through ECD trainer's engagement platform. Mediate latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate the development of recognition of prior learning programme. Facilitate and monitor incorporation of Reggio Emilia Approach to Ensuring proper management and implementation of the program. Develop management plan for training, support, mentoring and documentation of incorporation of Reggio Emilia Approach. Facilitate the setting of benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with programmes in an integrated manner. Assist with facilitation of parental involvement in the education of their children through participation in parent's information sharing sessions. Support the development of skills, and integrated Resource kit and basic resource kits. Ensure the effective, efficient and economic utilization of



allocated resources. Identify areas of developmental needs to improve team performance. Compile and submit work plan, performance development plan, and job description and performance agreements. Manage and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.

**ENQUIRIES**

: Ms Phumelele Tloubatla Tel No: (011) 843 6532

**POST 05/194**

: **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: SE2020/01/11**

: Sub Directorate: Transversal Human Resource Services

**SALARY CENTRE REQUIREMENTS**

: R376 596 per annum

: Sedibeng East District

: An appropriate recognized three-year National Diploma/Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license

**DUTIES**

: Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and/District Offices. Receive and verify GDE79/HR1/GDE 01/Z83. Capture and submit GDE 79/HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on Persal. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

**ENQUIRIES**

: Mr S Mareletse Tel No: (016) 440 1718

<b><u>POST 05/195</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: JE2020/01/13</u></b> Sub Directorate: Transversal Human Resource Services
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Johannesburg East District
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.
<b><u>ENQUIRIES</u></b>	:	Ms Elizabeth Moloko Tel No: (011) 666 9109
<b><u>POST 05/196</u></b>	:	<b><u>SENIOR LEGAL OFFICER (MR5) REF NO: HO2020/01/02</u></b> Chief Directorate: Legal Services and Dispute Management Directorate: Legal Services
<b><u>SALARY</u></b>	:	R373 389 – R912 504 per annum (salary to be determined in accordance with experience as per OSD determination).
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
<b><u>DUTIES</u></b>	:	Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Co-ordinate Chapter 9 Institutions queries and ensure that their responses are done within a time-frame, Facilitate and Co-ordinate Chapter 9 reports within Districts, Schools, Analyse reports from Districts, schools on Chapter 9 Queries. Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and coordinate the collection of data and information. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis and general support services to the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. Mpho Maloka Tel No: (011) 355 0505

<b><u>POST 05/197</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: REF NO: HO2020/01/14</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration/office support. A sound working knowledge of Public Service Regulations, knowledge of Public Service Act, Public Finance Management Act. Batho Pele principles, knowledge of Basic Conditions of Employment Act and HR Prescripts. Minutes taking, listening skills, Computer literacy, Communication Skills, Project Management and Problem-solving skills. Internal personal relations. Policy development and research skills. Supervisory skills. Report Writing skills. Innovation and creativity skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to the sub-directorate. Prepare operational and procurements plans for the sub-directorate. Arrange stakeholder meetings for the sub directorate as requested. Organise Pre- Grade programme awareness days in collaboration with other stakeholders. Maintain and update an integrated Pre-Grade programme stakeholder's database. Provide a secretarial service to the sub-directorate. Assist in compiling correspondences, reports, presentations and other written material for the sub directorate. Arrange and manage appointments, meetings, official visits and other events. Provide an effective records management services to the sub directorate. Update and maintain records of all files and documents. Ensure that the sub-directorate adheres to the records management policy and procedure manual. Compile and keep track of leave register. Provide effective communication to all ECD stakeholders in line with protocol requirements. Provide policies, procedures and business processes to all stakeholders. Establish and maintain work streams/task teams on various tasks as directed.
<b><u>ENQUIRIES</u></b>	:	Ms Phumelele Tloubatla Tel No: (011) 843 6532
<b><u>POST 05/198</u></b>	:	<b><u>SENIOR ADMIN OFFICER: BURSARY UNIT REF NO: HO2020/01/15</u></b> Directorate: Talent Management and Innovation
<b><u>SALARY</u></b>	:	R316 791. per annum
<b><u>CENTRE</u></b>	:	Head Office, GCRA
<b><u>REQUIREMENTS</u></b>	:	An appropriate three- year National Diploma/Degree in Public Management/Business Management/Administration with 2-3 years working experience in administration. Previous supervisory, financial administration and reporting experience will be an added advantage. Good personal and communications skills. Computer skills (Ms Word, Excel, PowerPoint and Outlook). Knowledge and experience of application of financial legislation SCOA, PFMA and Treasury Regulations, Higher Education Institutions Prescripts will be an added advantage. Ability to work in a team, independently and work beyond normal working hours. Ability to work under sustained pressure and deliver satisfactory results. Proactive, flexible and pay attention to detail. Ability to maintain high levels of confidentiality and interact with people at various levels. Valid Driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Bursary administration and management support to a portfolio of higher and/or further education institutions in line with the bursary policy and other prescripts. Ensure that learners/students applications of bursaries are thoroughly processed, and bursars are supported throughout whilst beneficiaries of the bursary. Ensure timely and correct processing of payment of fees to the institutions of the bursars in an allocated portfolio and that invoices are processed and paid within 30 days. Attend to the queries of the bursars and provide the necessary support. Work with confidential documents and ensure safe keeping thereof. Assist with filing (manually and electronically), typing, photocopying scanning etc. Ensure that the bursars

documents are properly filed and updated frequently. Liaise with internal and external stakeholders, in particular tertiary institutions. Assist with collation of information in the allocated portfolio for reporting purposes. Prepare bursary monthly reports and reconciliation. Ensure effectiveness of internal control systems and make recommendation on the best possible interventions. Ensure prompt response to audit queries. And any other related duties assigned by the supervisor.

**ENQUIRIES** : Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 05/199** : **SENIOR ADMIN OFFICER: CERTIFICATION REF NO: HO2020/01/16**  
Directorate: System Administration

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration/office support. Knowledge of the National Senior Certificate (NSC) and the Senior Certificate amended qualification requirements are a pre- requisite. Knowledge of policies/regulations relating to certification processes. Computer literacy in the mainframe and server based system are essential. Good Communication skills. Telephone etiquette. Ability to work well under pressure. A valid driver's license is essential.

**DUTIES** : Provide effective administrative support to the Business Unit. Provide helpdesk support regarding the combination of results and duplicate certificates. Provide administration support on all processes relating to certification and assist in processing verifications. Provides Support to the District Offices in relation with certification functions. Track all results' queries. Provide secretariat services to the Business Unit's meetings. Liaise with all Education Departments, SITA, DBE and Umalusi on all matters relating to certification. Provide effective records management services to the Business Unit. Supervise staff in Certification Sub-Directorate.

**ENQUIRIES** : Ms. Rene Vermaak Tel No: (010) 601 8057

**POST 05/200** : **SENIOR ADMIN OFFICER: REGISTRY SERVICES REF NO: HO2020/01/17**  
Directorate: Auxiliary Services and Fleet Management

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Records and Archiving Management/Public Administration/Public Management/ Office Administration/Office Management plus minimum of 2 years' experience in administration environment. Knowledge of Office equipment's Administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organizational policies skills. Communication skills (written & verbal), organizational and interpersonal. Interpersonal relations, problem solving skills, report writing. Presentation and Facilitating skills. Project Management skills. Report writing skills and computer literacy and ability to work under pressure. Knowledge of PFMA, PAIA. Knowledge of Shortlisting and interview processes. procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Batho Pele principles.

**DUTIES** : Provide effective records/registry management services to the Business Unit. Monitor the opening and closing of files. Monitor policy compliance. Provide effective administrative support to the Business Unit. Provide secretariat services to the Business Unit's meetings, Provide effective records management services to the Business Unit. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide effective administrative support to the Business Unit. Monitor the monthly and quarterly duty rooster. Monitor the franking machine, readings

and the payments thereof. Provide effective general and logistical support to the Business Unit. Monitor requisitions. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Monitor HR processes within the Business Unit in collaboration with the Directorate: Provide supervision to personnel in the Business Unit. Human Resource Management such as leave, payroll, training, polices, appointments. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Monitoring of staff development

**ENQUIRIES** : Mr. Victor Manngo Tel No: (011) 355 0189

**POST 05/201** : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION (X3 POSTS)**  
Sub-Directorate: Education Support

**SALARY** : R316 791 per annum  
**CENTRE** : Sedibeng East District Ref No: SE2020/01/21  
Gauteng West District Ref No: GW2020/0122  
Gauteng North District Ref No: GN2020/01/23

**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration/office support. in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**DUTIES** : Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling od documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

**ENQUIRIES** : Mr S Mareletse, Tel No: (016) 440 1718 (SE District)  
Ms L Dhlamini Tel No: (011) 660 4581 (GW District)  
Mr LA Phaswana. Tel No: (012) 846 3641(GN District)

**POST 05/202** : **SENIOR ADMINISTRATION OFFICER: REF NO: GW2020/01/24**  
Sub- Directorate: Finance Administration & Auxiliary Service Pool

**SALARY** : R316 791 per annum  
**CENTRE** : Gauteng West District

**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Administration/Office Management plus minimum of 2 years' experience in administration environment. Public Finance Management Act. Treasury Regulations. Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal, internal

		and external-Daily. Applicant must be in a possession of a South African valid driver's license.
<b><u>DUTIES</u></b>	:	Bar-coding of newly acquired District Assets. Recording of Assets on the asset register. Allocate assets to District members. Complete data invoices and forward to Head Office for updating on asset register. Monitor movement of assets by completing transfer forms. Administer requisitions for school furniture. Do stocktaking at school when requested. Ensure completion and submission of burglary forms. Safekeeping of district audio-visual equipment. Keep record of all equipment borrowed from the safe. Contracting and evaluating, unit members. Develop programs for underperforming unit staff all administrative unit head functions.
<b><u>ENQUIRIES</u></b>	:	Ms L Dhlamini, Tel No: (011) 660 4581
<b><u>POST 05/203</u></b>	:	<b><u>TRANSPORT OFFICER: GG VEHICLES REF NO: HO2020/01/69</u></b> Directorate: Auxiliary Services and Fleet Management
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate three- year National Diploma/Degree in Transport Management/ Public Administration/ Public Management plus minimum of 2 years' experience in Fleet Management environment. Knowledge of Government Motor Transport Handbook No.1 of 2019 (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written) and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead, work in a team as well as alone. Ability to work under pressure and meet deadlines. Candidate must be in possession of a driver's license (manual).
<b><u>DUTIES</u></b>	:	Supervise and render g-Fleet administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government -owned fleet, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet Vehicles in GDE. Validate the g-Fleet vehicle asset register. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicle accident, Damaged, stolen and loss of vehicle within the GDE. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicle are inducted on vehicle policies. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Supervise Staff. Identify and manage poor performance. Guide, train and advice on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums.
<b><u>ENQUIRIES</u></b>	:	Ms. Monica Sampson Tel No: (011) 355 1205
<b><u>POST 05/204</u></b>	:	<b><u>PERSONAL ASSISTANT (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office Directorate: HRTS (Ekudubeng Region) Ref No: HO2020/01/25 Directorate: HRTS (Head Office): Ref No: HO2020/01/26 Directorate: HRTS (Tshwane Region): Ref No: HO2020/01/27 Directorate: HRTS (JHB Region): Ref No: HO2020/01/28

<b><u>REQUIREMENTS</u></b>	:	Directorate: Infrastructure Planning: Ref No: HO2020/01/29 Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<b><u>DUTIES</u></b>	:	Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Ms. Lerato Machaka, Tel No: (011) 843 6532
<b><u>POST 05/205</u></b>	:	<b><u>CHIEF ADMIN CLERK: SCHOOL NUTRITION REF NO: HO2020/01/30</u></b> Directorate: School Nutrition
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with minimum of 3 years relevant experience. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure. Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines. A valid driver's licence
<b><u>DUTIES</u></b>	:	Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and Maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Liaise with service providers regarding on an ongoing basis.
<b><u>ENQUIRIES</u></b>	:	Mr Tshepo Leshoro Tel No: (010) 600 6110
<b><u>POST 05/206</u></b>	:	<b><u>CHIEF ADMIN CLERK (X3 POSTS)</u></b> Sub Directorate: Finance & Administration
<b><u>SALARY</u></b>	:	R257 508. per annum
<b><u>CENTRE</u></b>	:	Gauteng East Ref No: GE2020/01/31 (X2 Posts)

		Sedibeng West District, Ref No: SW2020/01/32 Ekurhuleni North District Ref No: EN2020/01/33
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.
<b><u>ENQUIRIES</u></b>	:	Mr Mpho Leotlela Tel No: (011) 736-0716 Ms B Mlotshwa (SW) Tel No: 016 594 9207 Ms E Mochela Tel No: (011) 746 8190
<b><u>POST 05/207</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: REF NO: TS2020/01/34</u></b> Sub Directorate: Finance and Procurement
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Tshwane South District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.
<b><u>ENQUIRIES</u></b>	:	Mr Thabiso Mphosi, Tel No: (012) 401 6363
<b><u>POST 05/208</u></b>	:	<b><u>SENIOR LIBRARIAN (X2 POSTS)</u></b> Sub-Directorate: Learning and Teaching Support Material
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Sedibeng West District, Ref No: SW2020/01/36 Tshwane South District. Ref No: TS2020/01/37
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written



communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

**DUTIES** : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

**ENQUIRIES** : SW District Ms B Mlotswa, Tel No: (016) 594 9207  
TS District Mr Thabiso Maphosi Tel No: (012) 401 6363

**POST 05/209** : **CHIEF REGISTRY CLERK (2 POSTS)**  
Sub Directorate: Auxiliary Services  
Section: Office Service Pool

**SALARY CENTRE** : R257 508 per annum  
Sedibeng West District Ref No: SW2020/01/38  
Gauteng North District Ref No: GN2020/01/39

**REQUIREMENTS** : Grade 12 with minimum of 3 years relevant registry support experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.

**DUTIES** : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

**ENQUIRIES** : Ms B Mlotswa Tel No: (016) 594 9207(SW District)  
Mr LA Phaswana Tel No: (012) 846 3641 (GN District)

**POST 05/210** : **CHIEF ADMIN CLERK REF NO: SW2020/01/40 (2 POSTS)**  
Sub Directorate: Auxiliary Services  
Section: Office Service Pool

**SALARY CENTRE** : R257 508 per annum  
Sedibeng West District

**REQUIREMENTS** : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

**DUTIES** : Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to

the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.

**ENQUIRIES** : Ms B Mlotshwa (SW) Tel No: (016) 594 9207

**POST 05/211** : **CHIEF ADMIN CLERK: REF NO: JS2020/01/42**  
Sub Directorate: Curriculum Management & Delivery

**SALARY** : R257 508. per annum  
**CENTRE** : Johannesburg South District  
**REQUIREMENTS** : Grade 12 with minimum of 3 years' relevant experience. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Powerpoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

**DUTIES** : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES** : Mr Patrick Sesane Tel No: (011) 247 5944

**POST 05/212** : **RECEPTIONISTS (2 POSTS)**

**SALARY** : R145 281 per annum  
**CENTRE** : Head Office  
Directorate: Inclusion and Special Schools Ref No: HO2020/01/61  
Directorate: Contact Centre Ref No: HO2020/01/62

**REQUIREMENTS** : Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.

**DUTIES** : Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filing and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office In line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports,

		monthly report, etc. Respond to enquiries received from internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. Semakaleng Mabotja Tel No: (011)355 1032 (Directorate: Contact Centre) Ms. Quan April, Tel No: (060) 997 2818 (Directorate: Inclusion and Special Schools)
<b><u>POST 05/213</u></b>	:	<b><u>RECEPTIONIST REF NO: TS2020/01/63</u></b>
	:	Sub Directorate: Finance and Administration:
	:	Section: Office Service Pool
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 per annum Tshwane South District Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.
<b><u>DUTIES</u></b>	:	Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filing and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office In line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr Thabiso Mphosi, Tel No: (012) 401 6363
<b><u>POST 05/214</u></b>	:	<b><u>DRIVER/MESSENGER (X2 POSTS)</u></b>
	:	Sub-Directorate: Finance and Administration
	:	Section: Office Service Pool
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281. per annum Ekurhuleni North District Ref No: EN2020/01/64 Gauteng North District Ref No: GN2020/01/65 ABET/Grade 10. A minimum of 7 months relevant experience in driving light cars. Knowledge and understanding of Batho Pele principles and the procedures to operate motor vehicles. Excellent verbal and written communication skills. Good inter-personal relations skills, driving skills. Valid Driver's license is required. PDP served as added advantage. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office,

District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and/procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents)

**ENQUIRIES** : Ms. E Mochela, Tel No: (011) 746 8190 (EN District)  
Mr LA Phaswana, Tel No: (012) 846 3641 (GN District)

**POST 05/215** : **GENERAL ASSISTANT REF NO: GN2020/01/67 (2 POSTS)**  
Sub-Directorate: Examination Management

**SALARY** : R102 534 per annum  
**CENTRE** : Gauteng North District  
**REQUIREMENTS** : A minimum of Grade 10 or ABET level 4. Knowledge of public service regulations, policies and cleaning procedures. Ability to perform routine tasks. Ability to work under pressure, independently and in a team. Good communication skills.

**DUTIES** : Provide general assistant work to the unit. Assist with moving of files/documents. Load and offload furniture, equipment and other goods to the relevant destination. Clean relevant workstation. Clean government vehicles. Assist with the stock taking and maintenance. Sort redundant, obsolete and unserviceable furniture. Assist with the execution of functions attached to the post. Record all outgoing and incoming correspondence and ensure Business Unit's sign upon receipt of documents.

**ENQUIRIES** : sMr LA Phaswana, Tel No: (012) 846 3641 (GN District)

**POST 05/216** : **MACHINE OPERATOR REF NO: SW2020/01/68**  
Sub-Directorate: Auxiliary Services  
Section: Office Service Pool

**SALARY** : R102 534 per annum  
**CENTRE** : Sedibeng West District  
**REQUIREMENTS** : ABET/Grade 8. relevant experience will be an added advantage. Knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Computer literacy. Labour Serving Devices competence is highly recommended. Ability to operate office/photocopying machines. Basic trouble shooting of the electronic machines or equipment.

**DUTIES** : Operate the photocopier machine. Provide counter services. Perform minor maintenance on the photocopier machine. Report any malfunctioning of photocopier machines. Arrange for the servicing of and repair to the machines. Bind, laminate and scan the documents. Make requisition for photocopying materials. Arrange the re-ordering of copy papers, staples and toners. Update the index. Provide the management with reports on the usage of machines that will be used on transversal basis. Print all documents for staff in GDE.

**ENQUIRIES** : Ms B Mlotshwa Tel No: (016) 594 9207

#### **GAUTENG DEPARTMENT OF e-GOVERNMENT**

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

**APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 21 February 2020

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for

must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

#### OTHER POST

<b><u>POST 05/217</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEVELOPER REFS/005000</u></b> Directorate: Applications Development
<b><u>SALARY</u></b>	:	R470 040. per annum (plus benefits) (Level 10)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate plus a minimum of National Diploma in Information Technology. A minimum 2 to 3 years of experience in system development and support. Experience in Azure development will be an added advantage.
<b><u>DUTIES</u></b>	:	Application Development, implementation, testing, maintenance, administration and supporting of various applications. Gathering and documenting customer requirements. Provide first line support for users regarding application queries and general issues. Develop and apply modifications/enhancements to existing applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Conduct workflow, process diagram and gap analysis to derive requirements for existing application enhancements. Develop standards to ensure data quality, reliability and integrity across various database systems. Plan and Implement Database Designs for applications. Create and maintain databases for a variety of customers.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane, Tel No: (011) 689 8898

#### DEPARTMENT OF HEALTH

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

**ERRATUM:** Kindly note that the post Operational Manager Nursing Speciality: Child and Family Unit Child Psychiatry (Charlotte Maxeke Johannesburg Academic Hospital) with Ref No: OMSCP/15/CMJAH/2019 advertised in Public Service Vacancy Circular 3 of 2020 dated 17 January 2020, the requirements of the post has been amended as follows Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Psychiatry Nursing or Advanced Psychiatry Nursing. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric. Applicants who already applied need not to apply, the closing date has been extended to the 14 February 2020.

#### OTHER POSTS

**POST 05/218** : **CLINICAL MANAGER GRADE 1 REF NO: CLINMAN/SRH/01/20**  
 Directorate: Medical

**SALARY** : R1 173 900 - R1 302 849 per annum (All inclusive package)  
**CENTRE** : South Rand Hospital  
**REQUIREMENTS** : An appropriate qualification that allows for registration with HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical practitioner and proof of current registration. A minimum of 6 years appropriate experience as a medical officer after registration with the HPCSA as medical practitioner. Experience at a supervisory level will be an added advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Establish systems for intradepartmental functions in keeping with hospital policies and communicate it to staff. Training and development of staff in relevant sections. Performance management and supervision. Ensure compliance with Nation Core Standards/Promulgated Norms and Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilize all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duties as delegated by the Chief Executive Officer as per need of the institution.

**ENQUIRIES** : Dr MN Maleka Tel No: (011) 681 2002  
**APPLICANT** : direct the applications to Chief Executive Officer: South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1<sup>st</sup> Floor, Friars Hill Road.

**NOTE** : Applicant must quote the relevant reference number and Attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidate's only. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.

**CLOSING DATE** : 21 February 2020

**POST 05/219** : **MEDICAL SPECIALIST: INTERNAL MEDICINE REF NO: INT-MED-01-TMRH (X1 POST)**  
 Directorate: Medical

**SALARY** : Grade 1: R1 106 040 per annum (All Inclusive Packages)  
 Grade 2: R1 264 623 per annum (All Inclusive Packages)  
 Grade 3: R1 467 651 per annum (All Inclusive Packages)

**CENTRE** : Thelle Mogoerane Regional Hospital  
**REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-specialty in a branch of Internal Medicine will be an added advantage. No experience after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 2:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-specialty in a branch of Internal Medicine will be an added advantage. Appropriate 5 years 'experience after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 3:** Appropriate qualification that allows registration with the Health Professions Council of South Africa

(HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-specialty in a branch of Internal Medicine will be an added advantage. Appropriated 10 experience after registration with the HPCSA as Medical Specialist in Internal Medicine.

**DUTIES**

: Assist with the Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Internal Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit's operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

**ENQUIRIES  
APPLICATIONS**

: Dr. L. Kunene Tel No: (010) 345 0268  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

: 21 February 2020

**POST 05/220**

: **MEDICAL SPECIALIST: EMERGENCY MEDICINE REF NO: MS-EM-01-TMRH (X1 POST)**  
Directorate: Medical

**SALARY**

: Grade 1: R1 106 040 per annum (All Inclusive Packages)  
Grade 2: R1 264 623 per annum (All Inclusive Packages)  
Grade 3: R1 467 651 per annum (All Inclusive Packages)

**CENTRE  
REQUIREMENTS**

: Thelle Mogoerane Regional Hospital  
: **Grade 1:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. No experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine. **Grade 2:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. 5 years' experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine. **Grade 3:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. 10 years' experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine.

**DUTIES**

: clinical leadership of Thelle Mogoerane Regional Hospital Emergency Medicine Unit or Department. Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Emergency Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Emergency Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit's operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

**ENQUIRIES  
APPLICATIONS**

: Dr. E.C Chukwuma Tel No: (010) 345 0971  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place



determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 21 February 2020
- POST 05/221** : **MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: MS-FM-01-TMRH (X1 POST)**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 per annum (All Inclusive Packages)  
Grade 2: R1 264 623 per annum (All Inclusive Packages)  
Grade 3: R1 467 651 per annum (All Inclusive Packages)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). No experience required after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). Appropriate 5 years' experience required after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 3:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). Appropriate 10 years' experience required after registration with the HPCSA as Medical Specialist in Family Medicine.
- DUTIES** : Clinical leadership of Thelle Mogoerane Regional Hospital Family Medicine Unit or Department. Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Family Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Family Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit's operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.
- ENQUIRIES** : Dr. L. Kunene Tel No: (010) 345 0268
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost.

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 21 February 2020
- POST 05/222** : **MEDICAL SPECIALIST: GENERAL SURGERY REF NO: MS-GS-01-TMRH (X1 POST)**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 per annum (All Inclusive Packages)  
Grade 2: R1 264 623 per annum (All Inclusive Packages)  
Grade 3: R1 467 651 per annum (All Inclusive Packages)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. No experience after registration with the HPCSA as Medical Specialist in General Surgery.  
**Grade 2:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. 5 years' experience after registration with the HPCSA as Medical Specialist in General Surgery.  
**Grade 3:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. 10 years' experience after registration with the HPCSA as Medical Specialist in General Surgery.
- DUTIES** : Assist with the Clinical leadership of Thelle Mogoerane Regional Hospital General Surgery Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in General Surgery unit Responsible for training and guidance of medical officers, medical 54 interns, community service doctors, undergraduate and postgraduate students and other health professionals Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the General Surgery unit Ensure accurate and appropriate medical records are maintained in accordance with legal and

ethical requirement Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time Participant in developing unit operational plans and prepare monthly statistics, quarterly and annual reports The potential candidate should be highly skilled in operative general surgery, perform clinical work and take part in commuted overtime Should manage the recruitment of doctors, sign performance management contract with them and monitor them Conduct mortality, morbidity, academic and patient care meetings the head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also, should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e district health clinics and district hospitals.

**ENQUIRIES  
APPLICATIONS**

: Dr. E.C Chukwuma Tel No: (010) 345 0971  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

: 21 February 2020

**POST 05/223**

: **REGISTRAR**  
Directorate: Periodontics and Oral Medicine

**SALARY  
CENTRE  
REQUIREMENTS**

: R821 205 – R858 711 per annum (All-inclusive package)  
: University of Pretoria Oral Health Centre  
: BChD or equivalent qualification. Minimum of two-year post-community service experience. Registration with the HPCSA as a dentist in the Independent Practice category. Having passed the primary subjects in Anatomy, Physiology and General Pathology will be an added advantage. Demonstrable interest in the discipline.

**DUTIES**

: In addition to fulfilling the requirements of the MChD degree training program in Periodontics and Oral Medicine, the registrar has to contribute to the teaching and training of undergraduate dental students, departmental continuous education activities/courses for general dentists, research, administrative and management activities as required/necessary.

**ENQUIRIES  
APPLICATIONS**

: Prof. RAG Khammissa, Tel. No: (012) 319 2651/2328  
: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 28 February 2020

**POST 05/224** : **DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF: DENTGDP10/20**  
Directorate: General Dental Practice

**SALARY** : R797 109– R1 089 693 per annum, excluding commuted  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.

**DUTIES** : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

**ENQUIRIES** : Dr DF Kotsane: Tel No: (011) 488 4875  
**APPLICATIONS** : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE** : Z83 applications and attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 21 February 2020

**POST 05/225** : **HOD: CLINICAL REF NO: HODCNL/01/2020 (01 POST)**  
Re – advertisement: Applicants who are previously applied for this post are encouraged to reapply.  
Directorate: Nursing College

**SALARY** : R579,696 - R672,018 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Nursing College  
**REQUIREMENTS** : Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master's Degree or having commenced a Clinical Master's Degree. Minimum of 14 years' appropriate\recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 4 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy:

Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES** : The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

**ENQUIRIES** : Mrs. J. Gassiep Tel No: (011) 247 3303/3300

**APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department

**NOTE** : All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six(6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect 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.

**CLOSING DATE** : 21 February 2020

**POST 05/226** : **ASSISTANT MANAGER (QUALITY ASSURANCE) REF NO: QUALMAN/SRH/02/20**  
Directorate: Quality Assurance

**SALARY** : R562 800 per annum (plus benefits)

**CENTRE** : South Rand Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 diploma/degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 8 years appropriate experience after registration with SANC as a Professional Nurse. At least 3 years of the period referred to above must be appropriate recognized experience at management level. A valid driver's licence. Competencies, strong interpersonal relations. Excellent verbal and written communication. Ability to collect and analyses data, conflict and performance management. Project management and financial management skills. Computer skills in basic programs. Personal responsiveness, proactive, professionalism, accuracy, flexibility, initiative, and cooperative.

- DUTIES** : Manage the clinical audits system. Ensure the effectiveness and sustainable implementation and management of the national quality assurance policies and procedures. Develop and co-ordinate the appointment and the activities of Quality Assurance Committee. Analyse the M&M report for the hospital and make recommendations to the CEO. Collate data for monthly and quarterly reporting. Conduct Quality Assurance risk management process. Coordinate the reporting and investigation of patient's safety incident in the hospital. Ensure compliance to national and provincial Clinical Guidelines including the 6 key Ministerial quality priorities, facilitate & train the employees in implementing regulated norms and standards, hospital ideal framework and ensure that all employees are following the required set standards, manage the program of Customer Care in the hospital by putting in place the system for complaints management, capture complaints on ideal Clinic system and conduct clients satisfaction survey and provide information to the service users, marketing the services to the communities. Be part of the institutional and provincial Quality Assurance forums.
- ENQUIRIES APPLICANT** : Dr MN Maleka Tel No: (011) 681 2002
- : Applicant must quote the relevant reference number and direct the applications to Chief Executive Officer: South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1<sup>st</sup> Floor, Friars Hill Road. NB attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.
- CLOSING DATE** : 21 February 2020
- POST 05/227** : **OPERATIONAL MANAGER NURSING SPECIALTY: OCCPATIONAL HEALTH AND SAFELTY REF NO: CHBAH 288 (PN-B1) (1 POST)**  
Directorate: Human Resource Management: EWP
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (Plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: A Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent NQF 6 certificate in Occupational Health Nursing Science that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of two (2) years appropriate/recognizable experience in occupational health nursing. Competencies/Knowledge/Skills: leadership, Unit management/ Administration, Planning, Organizing, Co-Ordination and Communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Must have good time management, computer literacy, personal and professional organisational skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement
- DUTIES** : Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health tea. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procures for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liase with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources

effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards and occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices

**ENQUIRIES  
APPLICATIONS**

: Mr V Adoons Tel No: (011) 933 9256  
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building.

**NOTE**

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 21 February 2020

**POST 05/228**

: **OPERATIONAL MANAGER SPECIALITY: (PN-B3) PSYCHIATRIC REF NO: BGH 2020/ FEB/01**  
 Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R562 800 per annum (plus benefits)  
 : Bertha Gxowa Hospital  
 : Speciality Stream: Basic qualification accredited with the SANC in terms of government notice R425 – Diploma/ Degree in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. Post basic qualification in Advanced Psychiatry Nursing Science which is one year and accredited with SANC. Current registration receipt with SANC. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining one (1)-year post-basic qualification. Post basic qualification in Psychiatry Nursing. At least 1 – 2 years' Supervisory experience in a Psychiatric Unit. Competence: Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Sound knowledge of disciplinary processes and grievance procedures. Planning and organizing report writing skills. People management and financial management skills. Change management. Knowledge of Ideal Hospital Framework & Gazette Norms and Standards, Occupation Health and Safety, Infection Prevention

& Control, Waste Management and Risk Management and Mental Health Care Act and Team Building Supervisory Skills. Critical decision-making skills and exposure as a unit manager. Leadership, Management, Basic Computer Literacy. Shift work mandatory.

**DUTIES** : Key Performances Areas: Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialised Psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensure provision of optimal, holistic, specialised care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialised psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholder's i.e. inter-professional and multi-disciplinary team work. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services manage the disciplinary and grievance matters including monitoring and managing from absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure performance reviews for all staff in the unit i.e. PMDS. Participate in health promotion and illness prevention initiatives within the Institution. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty. Supplementation of Nursing Management Service coverage.

**ENQUIRIES** : Mrs. P.Z.N. Mofokeng, Tel No: (011)278 7640  
**APPLICATIONS** : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

**NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**CLOSING DATE** : 28<sup>th</sup> February 2020

**POST 05/229** : **LECTURE PND 2 PROFESSIONAL NURSE: QUALITY ASSURANCE**  
**REF NO: QAO/01/2020**

Directorate: Nursing education and Training

**SALARY** : R471 333 - R614 991 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Clinical Nurse Specialist and/or Nurse educator and/or Quality Assurance Officer. Experience as a Quality Assurance Officer would be an advantage. Registered with the SANC as a General Nurse and Midwife. Have a Degree in Nursing Education and a Diploma in an R.212 or R.48 programme. Track record of transferability of the post applied for. A code 8 Drivers' License. Proof of Computer literacy (Word, PowerPoint, and Excel). The post is allocated at Rahima Moosa Nursing College.

**DUTIES** : Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs



focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.

**ENQUIRIES  
APPLICATIONS**

: Mrs. J. Gassiep Tel No: (011) 247- 3300/03  
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department

**NOTE**

: State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.

**CLOSING DATE**

: 21 February 2020

**POST 05/230**

: **OPERATIONAL MANAGER GENERAL STREAM GR.1 (DAY) REF NO:  
BGH 2020/FEB/02**  
 Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 276 per annum (plus benefits)  
 : Bertha Gxowa Hospital  
 : Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.

**DUTIES**

: Supervise and manage the nursing activities. Draw operational plans and general duties. Co-ordinate clinical audits in the organization. Set standards for the unit and formulate unit policies. Put measures in place to comply with quality assurance standards as well as infection control. Comply with policies to maintain budget and fraud prevention. Plan unit staffing in proportion to daily patient care and nursing activities. Cost Centre management. Formulate training programmes of the unit. Leave management. Collate monthly HIS data OR Quality improvement, monthly audit in the unit. Ensure clinical updates and management. Knowledge and understanding of OHS, Labour Relation, HR, QA and Financial management.

**ENQUIRIES  
APPLICATIONS**

: Mrs. P.Z.N. Mofokeng, Tel No: (011)278 7640  
 : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

**NOTE**

: The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous

employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

- CLOSING DATE** : 28 February 2020
- POST 05/231** : **LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS PROFESSIONAL OFFICER REF NO: SAPO/01/2020 (02 POSTS)**  
Directorate: Nursing College
- SALARY** : PND1: R383,226 - R444,276 per annum (plus benefits)  
PND2: R 471 333 - R614 991 per annum (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1** minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 programme, Degree in Nursing Education and Administration. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master's degree will be an advantage. A code 8 drivers' license. Proof of computer literacy is required: Word, PowerPoint and Excel. Good computer skills required. Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.
- DUTIES** : Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date management of Student Affairs matters related to recruitment and selection of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/ guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative theoretical assessments, preparation of invigilation lists. Knowledgeable regarding current health policies and priorities as well as current issues in Nursing Education. Knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of student affairs. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code.
- ENQUIRIES** : Mrs. S. Matlala Tel No: (011) 247- 3320-3300
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department
- NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/232</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE REF NO: LCN/01/2020 (02 POSTS)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R383,226 - R444,276 per annum (plus benefits) PND2: R 471 333 - R614 991 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rahima Moosa Campus <b>PND1</b> minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. <b>PND2</b> minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Child Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Child Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. N. Buthlezi Tel No: (011) 247- 3304-3300 All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/233</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE REF NO: LTE/01/2020 (01 POST)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R383,226 - R444,276 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	: PND2: R 471 333 - R614 991 per annum (plus benefits) : Rahima Moosa Campus : <b>PND1</b> minimum of 4 years appropriate recognizable Nursing experience after registered as Professional Nurse. <b>PND2</b> minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Trauma and Emergency Nursing Science. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	: The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching and evaluation strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs. C. Isaacs Tel No: (011) 247- 3300 : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department.
<b><u>NOTE</u></b>	: State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	: 21 February 2020
<b><u>POST 05/234</u></b>	: <b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE REF LCC/01/2020 (01 POST)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	: PND1: R383 226 – R444 276. per annum (plus benefits) PND2: R471 333 – R R614 991. per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	: Rahima Moosa Campus : <b>PND1</b> minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. <b>PND2</b> minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima

<b><u>DUTIES</u></b>	:	Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
<b><u>ENQUIRIES</u></b>	:	Mrs. C. Isaacs Tel No: (011) 247- 3300
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/235</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/01/2020 (01POST)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R383,226 - R444,276 per annum (plus benefits) PND2: R471 333 - R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Campus
<b><u>REQUIREMENTS</u></b>	:	<b>PND1</b> minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. <b>PND2</b> minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Nephrology Nursing Science Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Nephrology Nursing Science and a degree in Nursing Education. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be

		knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
<b><u>ENQUIRIES</u></b>	:	Mrs. C Isaacs Tel No: (011) 247- 3300
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/236</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/01/2020 (01 POST)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R383,226 - R444,276 per annum (plus benefits) PND2: R471 333 - R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Campus
<b><u>REQUIREMENTS</u></b>	:	<b>PND1</b> minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. <b>PND2</b> minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Oncology Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116 Melville 2109 Human Resource Department or apply online at
<b><u>ENQUIRIES</u></b>	:	Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.

<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/237</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/01/2020 (02 POSTS)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R383,226 - R444,276 per annum (plus benefits) PND2: R471 333.00 - R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Campus
<b><u>REQUIREMENTS</u></b>	:	<b>PND1</b> minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. <b>PND2</b> minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Ophthalmology Nursing Science. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
<b><u>ENQUIRIES</u></b>	:	Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020

**POST 05/238** : **LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS NURSING SCIENCE REF NO: ORP/01/2020 (01 POST)**  
Directorate: Nursing College

**SALARY** : PND1: R383,226 - R444,276 per annum (plus benefits)  
PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE** : Rahima Moosa Campus

**REQUIREMENTS** : **PND1** minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. **PND2** minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopaedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Orthopaedics Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES** : Mrs. N. Buthlezi Tel No: (011) 247- 3304-3300

**APPLICATION** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department

**NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.

**CLOSING DATE** : 21 February 2020

**POST 05/239** : **COMMUNITY LIAISON OFFICER REF NO: KPTH/CLO/01/2020**  
Directorate: Communication Unit

**SALARY** : R257 508 – R303 339 per annum (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 12, Degree or National Diploma in Communication, Marketing Management /Public Relations or equivalent NQF level 6 qualification and three (3) year post qualification experience in a Communication/Public Relations/Media Relations/Journalism environment. A valid drivers' license and be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Knowledge of drafting media statements, Public Relations, Communication and protocol,



		Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills.
<b><u>DUTIES</u></b>	:	To ensure effective Media Liaison, Public Relations, Marketing and Advertising for the Department. Provide professional support to the divisional units regarding media questions. Liaise with media on behalf of the department on matters affecting the public. Advise the department on media related matters. Facilitate and coordinate the design of publications and production material for the department. Facilitate the marketing of the department corporate identity. Review and analyse policies. Assist in branding departmental activities, events, awareness initiatives and any communication related projects/programmes as may be required.
<b><u>ENQUIRIES</u></b>	:	Ms. Z.A. Mdluli, Tel No: (012) 318-6686
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a complete CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications not more than six (6) months. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process 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. Note: Additional criteria may apply in filling of this position and applicants above the salary notch advertised will not be considered
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/240</u></b>	:	<b><u>SECRETARY TO THE CHIEF EXECUTIVE OFFICER: REF NO: KPTH/SEC/01/2020</u></b> Directorate: Chief Executive Office 'S Office
<b><u>SALARY</u></b>	:	R257 508 – R303 339. per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Degree or National Diploma in Office Management and Management Assistant, or equivalent NQF level 6 qualification and three (3) year post qualification experience in Office Management or Secretarial environment. The candidate should be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters and to keep confidential as such. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Responsible for administrative support of the CEO and performs numerous duties including but not limited to exercises extreme discretion in dealing with vey confidential subjects. Perform general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work. Making travel arrangements, arranging meeting and booking accommodation. Typing letters, memoranda and prepare presentations. Performing secretarial and other related tasks. Open, sort and distribute incoming correspondence, including faxes, e-mail and handle information request. Alert managers about cancellations or new meetings.

Coordinate Office Management work. Collects, analyse and collate information requested by the CEO. Determine matters of top priority and handle accordingly. Prepare agenda for meetings. Takes and transcribe minutes of meetings and committees. Coordinate committees and task teams. Involved in planning of events and volunteer activities. Operate Office equipments such as photo copy machine and scanner. Relay directives and assignments to Chief executive Officer. Receive and relay telephone messages. Direct the general public to the appropriate staff member. Maintain hard copy and electronic filing system.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. Z.A. Mdluli, Tel No: (012) 318-6686  
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE**

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a complete CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications not more than six (6) months. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process 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**

: 21 February 2020

**POST 05/241**

: **MONITORING AND EVALUATION AUDITOR (X 2 POSTS)**  
Directorate: Information Communication and Technology

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

: R208 584 per annum (Level 6) (Plus benefits)  
: Dr. George Mukhari Academic Hospital  
: National Diploma or Degree in Monitoring and Evaluation or Internal Auditing. A minimum of 2 years relevant experience working in Monitoring and Evaluation or Auditing. Exposure to auditing service and reporting, including data /information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

**DUTIES**

: Administration of audit process in the M&E unit or auditing unit. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow-up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Update all the M & E information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you. Perform regular follow-ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit's operational plan. Provide monthly M&E report including ad-hoc reporting.

**ENQUIRIES**

: Ms Nzolo Tel No: (012) 529 3423

**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s). Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re- apply if they are still interested.

**CLOSING DATE** : 21 February 2020

**POST 05/242** : **ADMINISTRATION CLERK REF NO. 004976 (2 POSTS)**  
Directorate: Administration

**SALARY** : R173 703 per annum (Level 5) (plus benefits)  
**CENTRE** : SG Lourens Nursing College  
**REQUIREMENTS** : Grade 12 or equivalent. One (01) to two (02) years' experience in Administration. Computer literacy (Microsoft Word, Microsoft Excel and Power Point). Good interpersonal, organisational and communication skills. The candidate must be able to work in a team.

**DUTIES** : To perform a variety of routine clerical duties that is related to the core function (training of students) of the College. The handling of less complicated routine correspondence and maintaining of prescripts and records related to the function of the College. Good planning and organising skills.

**ENQUIRIES** : Ms JE Malobola, Tel No (012) 319 5601  
**APPLICATIONS** : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

**CLOSING DATE** : 21 February 2020

**POST 05/243** : **ASSETS CLERK REF NO: ASC/01/2020**  
Directorate: Finance

**SALARY** : R173 703 per annum (Level 5)(plus benefits)  
**CENTRE** : Rahima Moosa Nursing College  
**REQUIREMENTS** : Grade 12 or Standard 10 Certificate. Relevant qualification Degree/National Diploma will be an added Advantage. Minimum of 6 -12 months experience in Assets Management and Computer Literacy. Knowledge of PFMA, SCM, ASSETS Management POLICY and Treasury Regulations. Experience on Baud and Bas will be an added advantage. Good Communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Valid driver's licence.

<b><u>DUTIES</u></b>	:	Control assets within the College. Ensure that all assets of the College are correctly captured on BAUD system. Ensure that all information on BAUD system is updated every month. Monthly reconciliation of financial data between SAP, BAS and BAUD. Control the movements of assets. Ensure that inventory lists are accurately updated at all times. Ensure that all assets are marked/ bar-coded. Perform periodic physical verification. Participate in preparation of annual financial statements. Ensure that the College has proper control of assets going out of the premises. Regular asset counts and verify results against Asset Register. Manage Asset Registers of the College. Ensure a seamless and well-co-ordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analysing and submitting asset management reports, utilising the appropriate system within the Department. Ensure officials are sufficiently trained on asset management systems, processes, procedures and policies. Prepare monthly reconciliation between Asset Register and annual reconciliation of the Register, Annual Financial Statements and Ledger.
<b><u>ENQUIRIES</u></b>	:	Mr. CAM Molokwane Tel No: (011) 247- 3351
<b><u>APPLICATIONS</u></b>	:	All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	21 February 2020
<b><u>POST 05/244</u></b>	:	<b><u>ADMINISTRATION CLERK REF: LERA/ADM/0013 (08 POSTS)</u></b> Directorate: Patient Affairs Re-Advertisement applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R173, 703, per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Leratong Hospital
<b><u>REQUIREMENTS</u></b>	:	Three years National Diploma in Administration or Grade 12 with 3-5 years hospital experience or Grade 10 with 5-10 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
<b><u>DUTIES</u></b>	:	Registration of inpatient and outpatients. Kitting of patients valuables as per request. Booking of patients and efficient handling of enquiries. Updating of patients information in the system as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Makokwe Tel No: (011) 411 3514
<b><u>APPLICATION</u></b>	:	should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
<b><u>NOTES</u></b>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should

not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital 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).

**CLOSING DATE** : 21 February 2020 (AT 12h00 PM)

**POST 05/245** : **CLIENT INFORMATION CLERK/SWITCHBOARD OPERATOR REF NO: JUB 04/2020**  
Directorate: Communication

**SALARY CENTRE** : R173 703 per annum (Plus Benefits)  
Jubilee District Hospital

**REQUIREMENTS** : Grade 12, National Diploma in Public Relations, Public Management, Office Management will be considered as an added advantage. Computer skills, 1 year experience in client liaison and telephone etiquette.

**DUTIES** : The successful candidate will be expected to work shifts (both day and night) including weekends and public holidays. He/she must be familiar with Microsoft package such as (word, excel and outlook). Perform switchboard duties such as answering and screening of incoming calls and outgoing calls, attending to enquiries, transferring calls to relevant departments, sending of SMS's to staff and clients, taking messages and relay to the relevant person or office. Related administrative task such as filing, completing official documents, Compiling and updating internal telephone directory. Distribution of in-house telephone directory to relevant unit or department. Take minutes of meetings upon requested, perform standby duties and overtime as and when required. The candidate must remain friendly and helpful at all time, even when working under pressure and adhere to Batho Pele Principles. The candidate must be flexible to perform his/her duties on short notice if the roster changes. Identify and report faults to the supervisor. Notify staff if telephone are out of order. Maintenance of switchboard and allocate pin codes when authorized.

**ENQUIRIES APPLICATION** : MR Tlamama M Tel No: (012)717 9359  
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 21 February 2020

**POST 05/246** : **FOOD SERVICE AID REF NO: FSA/01/2020 (01 POST)**  
Directorate: Support Service

**SALARY CENTRE** : R102 534 per annum (Plus benefits)  
Rahima Moosa Campus

**REQUIREMENTS** : Grade 10 or Level 04 ABET Certificate. Basic literacy and basic numeracy skills. Ability to perform routine tasks, Ability to operate kitchen equipment and machinery. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.

**DUTIES** : Perform routine tasks and operate kitchen machinery. Perform all tasks related to operation, cooking and serving of food to staff, students and visitors. Cleaning of kitchen and boardroom cupboards and fridges, washing of cutlery, crockery and relevant linen. Apply hygiene procedures in the food service unit. Control of food production in the kitchen. Ordering of supplies, control of storage and issuing thereof. General management of food service unit equipment, crockery and stores. Do all general work allocated by the supervisor.

**ENQUIRIES** : Mr. A.T Tsoke Tel No: (011) 247 3321  
**APPLICATIONS** : must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered.

**CLOSING DATE** : 21 February 2020

**POST 05/247** : **PORTER REF NO: JUB 05/2020 (X2 POSTS)**  
 (Re-Adert)  
 Directorate: Admin and Logistics

**SALARY** : R102 534 per annum plus benefits  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : A minimum of STD 8 or grade 10 or NQF Level 2. Have ability to read and write. Be able to work shifts, day, night weekends and public holidays. Be able to work under pressure.

**DUTIES** : Transport patients to different service points within the hospital. Collecting of midnight returns and discharged patients files on a daily basis. Respond promptly on removal of corpse from the wards and admit them in the mortuary. Ensure that corpse are entered in the register during the admission and signed for. Ensure that wheelchairs and stretchers are clean and safe for patients use all the time. Respond promptly to telephone messages and queries. Execute duties delegated by supervisor.

**ENQUIRIES** : Mr A Mokoka Tel No: (012) 717 9410/9409  
**APPLICATION** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Term of office: The appointment is for a period of two-year (2)

years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract. Preference will be given to Gauteng based applicants. The successful candidate will be required to submit to a security clearance check. Applications must be accompanied by a completed Z.83 form, covering letter, detailed CV, inclusive of certified copies of educational qualifications and identity document. Interested individuals may forward their applications for the attention of: Mr. Jafta Mhlongo at Lioni.Cherval@gauteng.gov.za / Travor.Khoza@gauteng.gov.za  
 21 February 2020

**CLOSING DATE**

**PROVINCIAL TREASURY**

**APPLICATIONS**

Interested individuals may forward their applications for the attention of: Mr. Jafta Mhlongo at Lioni.Cherval@gauteng.gov.za/Travor.Khoza@gauteng.gov.za.

**CLOSING DATE**

21 February 2020

**NOTE**

Term of office: The appointment is for a period of two-year (2) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract. Preference will be given to Gauteng based applicants. The successful candidate will be required to submit to a security clearance check. Applications must be accompanied by a completed Z.83 form, covering letter, detailed CV, inclusive of certified copies of educational qualifications and identity document

**OTHER POSTS**

**POST 05/248**

**GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: GPT/AC/2020**

**SALARY**

GPG Audit Committee Members will be remunerated in accordance with SAICA rate. Members will be remunerated for preparation and attendance of meetings.

**CENTRE REQUIREMENTS**

Johannesburg  
 An NQF 7 qualification and 5 years' Senior Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as an advantage. Required Attributes And Skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.

**DUTIES**

Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal; external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity.

**ENQUIRIES**

Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala on Tel No: (011) 241 0817/(011) 227 9170

**NOTE** : The Gauteng Provincial Treasury endeavors to render support to all Departments within Gauteng Provincial Government (GPG) by inviting applications from independent, suitably qualified and experienced candidates to serve as members of its five (5) Cluster Audit Committees as established in terms of sections 76 and 77 of the Public Finance Management Act no. 1 of 1999. The operation of the Audit Committee in GPG is on a shared basis.

**GAUTENG OFFICE OF OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.***

**APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za), (Please do not send applications to 30 Simmonds street)

**CLOSING DATE** : 21 February 2020

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the 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 assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

**MANAGEMENT ECHELON**

**POST 05/249** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION REF NO: 004901**  
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)



<b><u>SALARY</u></b>	:	R1 521 591 – R1 714 074 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
<b><u>DUTIES</u></b>	:	Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Position Gauteng as a home of opportunities for sport, arts and cultural excellence that contributes to social cohesion and nation building. Create an enabling environment for excellence in sport, arts, and culture. Enhance economic growth through creative industries. Create unity in diversity through sport, arts and culture. Ensure equitable access to sport, arts and recreation facilities for citizens especially the previously disadvantaged. Accelerate, transform and develop sport, arts, culture and libraries amongst citizens of Gauteng. Create opportunities for access to information and knowledge through libraries and efficient management of information. Preserve our heritage and history through museums and archives. Ensure the existence of proper infrastructure and programmes for the development of talent in sport, arts and culture. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.
<b><u>ENQUIRES</u></b>	:	SN Mtshali, Tel No: (011) 355 6280

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

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

**OTHER POSTS**

<b><u>POST 05/250</u></b>	:	<b><u>HEAD CLINICAL UNIT GRADE 1- REF NO: HCUNUCLEARMED/1/2020</u></b> Department: Nuclear Medicine
<b><u>SALARY</u></b>	:	R1 728 807 per annum all-inclusive salary package (An all-inclusive flexible remuneration package) (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital Specialist qualification in Nuclear Medicine. Three (3) years post specialist registration experience in Nuclear Medicine. Current registration with HPCSA as Medical Specialist physician in Nuclear Medicine. Knowledge, skills training and competency required: Experience in Conventional Nuclear Medicine, PET, Metabolic Radiation Therapy and in-vitro, as well as good clinical patient management. Desire to teach and the corresponding skills. Interest in research & development (demonstrated by publications), Good interaction with staff, colleagues and management
<b><u>DUTIES</u></b>	:	Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Sharing responsibility for patient care in the department. Liaison with other disciplines. Promotion of nuclear medicine applications. Provide training within the service. Promote clinical governance including application of clinical guidelines, protocols and clinical audits. Undertake relevant research. Provide after hour service in accordance with the commuted overtime contract.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr LP Mtshali Tel N: (031) 2401124 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims
<b><u>CLOSING DATE</u></b>	:	21 February 2020

**POST 05/251** : **MEDICAL SPECIALIST REF NO: MEDSPECBURNS&TRAUMA//1/2020 (X 01 POST)**  
 Department: Burns & Trauma Unit

**SALARY** : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime)  
 Grade 2: R1 264 623 per annum all-inclusive salary Package (excluding commuted overtime)  
 Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 Applicants must be in possession of an appropriate higher surgical qualification (General or Plastic Surgery) and currently registered with the Health Professions Council of South Africa. Current registration with HPCSA as Medical Specialist –Surgery. The appointment to **Grade 1** requires no experience. The appointment to **Grade 2** requires appropriate qualification, specialist registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General/Plastic Surgery. The appointment to **Grade 3** requires appropriate qualification, specialist registration certificate, plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery/Plastic Surgery. Recommendations Preference will be given to applicants who have interest in the management of severe burns and including those with Critical Care/ICU experience. Completion of ATLS, and, either ACLS or PALS is required. Burns Fellowship advantageous.

**DUTIES** : Participation in the clinical burns services: inter-disciplinary coordination of the management of the severely burned patient; assessment of external burn consultations: supervision of the MO staff within the unit: ensuring the highest standards of clinical, professional, and ethical behavior: undertake teaching of undergraduate medical students as required, postgraduate surgical trainees, and allied health care personnel: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in burn prevention. Participation in Trauma/TICU after-hours roster (on-call duties).

**ENQUIRIES APPLICATIONS** : Dr T C Hardcastle Tel No: (031) 240 2389  
 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment of S&T Claims

**CLOSING DATE** : 21 February 2020

**POST 05/252** : **MEDICAL SPECIALIST GRADE 1/2/3: OPHTHALMOLOGY DEPARTMENT, REFERENCE NO. MED 04/2020 (POSTS 02)**

**SALARY** : Grade 1: R1 106 040 –R1 173 900.per annum  
Grade 2: R1 264 623 - R1 342 230.per annum  
Grade 3: R1 467 651 –R1 834 890 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime, 18% Inhospitable Area Allowance, Medical Aid: Optional (Employee must meet Prescribed Requirements).

**CENTRE REQUIREMENTS** : Edendale Hospital  
Grade 12 Certificate. MBCHB OR equivalent qualification, Plus FCOphth. Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Current practice with the HPCSA as a Medical Specialist (2019-2020). N.B: Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a Medical Specialist in Ophthalmology (independent practice). Experience: **GRADE 1-** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **GRADE 2-** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. **GRADE 3-** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

**DUTIES** : Will cover clinical skills, performance, training, research and supervision & support. Participate in the provision of 24-hour in- and outpatient Ophthalmology clinical care within the Edendale Hospital as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training Programme/s. Assist with the administration of a component of the Ophthalmology department at Edendale Hospital. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine. Assist and participate in research activities as defined within the department. Provide specialist services in designated area of responsibility within the accepted guidelines and protocols. Provide level of care, referral pathways, seamless and integrative service delivery system. Must be able to provide afterhours/emergency service as unit requirement. Conducts audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring inappropriate referrals for specialty. Be responsible for basic operations. Conduct outpatient clinics in the hospital. Conduct patient Management in the wards and ensuring set standards are maintained. Specialist or Sub-specialist medical knowledge, skills & competence in Ophthalmology and child health. Current health and public service legislation, regulations and

policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence

**ENQUIRIES** : Dr. E.K. Mthembu Tel No: (033) 395-4005

**APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. L. Makhaye

**NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male, Indian Male

**CLOSING DATE** : 21 February 2020

**POST 05/253** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 6/20 (X 2 POSTS)**  
Component – Neurology- Department of Internal Medicine

**SALARY** : Grade 1: R821 205 per annum  
Grade 2: R938 964 per annum  
Grade 3: R1 089 693 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

**CENTRE** : Greys Hospital

**REQUIREMENTS** : MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment  
Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement  
**Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.  
**Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.  
**Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: ACLS course completed (current valid certificate) Post-graduate qualifications in Neurology (FCN(SA) Part 1; Diploma in Internal Medicine; Diploma in HIV Medicine Experience working a Neurology Unit or Internal Medicine Unit Involvement in Research &/or publications

**DUTIES** : Key Performance Areas/Responsibilities: Medical care of Neurology patients: Level of care required – medical care appropriate to Grey's Hospital Neurology Service, (Tertiary) Diagnosing and treating medical & neurological emergencies; Managing Neurology inpatients and outpatients Consulting on referrals from other Departments and communicating with other Departments and institutions; Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. IALCH Hospital Outreach services to facilities in Area 2 may be required either regularly or from time to time. Overtime requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour's service. Commuted Overtime within the Department of Internal Medicine, Greys Hospital may be required, as required by operational demands. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and

participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required.

**ENQUIRIES  
APPLICATIONS**

: Dr A. Naidoo Tel No: (033) 897 3298  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs. M. Chandula  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 6/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE**

: 21 February 2020

**POST 05/254**

: **MEDICAL OFFICER (GRADE 1, 2, 3) GENERAL SURGERY REF NO: GS 7/20**  
Component – General Surgery

**SALARY**

: Grade 1: R821 205 per annum  
Grade 2: R938 964. per annum  
Grade 3: R1 089 693. per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE  
REQUIREMENTS**

: PMB Metropolitan Hospitals Complex  
: MBChB Degree Plus Current registration with the HPCSA as a Medical Practitioner (Independent Practice) **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is

not required performing community service as required in South Africa. Recommendation Experience in General Surgery in an accredited training facility will be a recommendation Postgraduate qualification in surgery will be a recommendation Knowledge, Skills And Experience Required Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics

**DUTIES**

: Key Performance Areas: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Edendale hospital Incumbent to be based in Grey's hospital breast and endocrine unit and assist with management of this unit Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards/clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex to maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

**ENQUIRIES  
APPLICATIONS**

: DR V. Govindasamy Tel No: (033) 8973379  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs. M. Chandulal  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 7/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.

**CLOSING DATE**

: 21 February 2020

**POST 05/255**

: **ASSISTANT MANAGER NURSING (NIGHT) REFNO: PSH 06/20 (01 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R562 800 per annum  
: Port Shepstone Hospital  
: Matric certificate Diploma/Degree in General Nursing and Midwifery Proof of current registration with SANC as General Nurse, Midwife or Accoucher A minimum of 8 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing Proof of at least three (3) years' experience at a managerial level within a hospital setting SANC receipt 2020 Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading).Recommendation: Diploma/Degree in Nursing Administration Basic computer literacy Knowledge, Skills And Experience Leadership,

management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery Clinical competencies and policy formulation Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counseling, teaching, mentorship and supervisory skills.

**DUTIES**

: Responsibilities / KRA'S Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of National Core Standards, National Health Priorities, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof Supervise all night duty staff. Alternate night duty and day duty services within the nursing administration office. Provide support to nursing administration office by performing nursing administrative duties as directed by DMN. Provide effective management and professional leadership. Implement and maintain clinical competence. Provide safe therapeutic environment for patients. Evaluate patient care programs. Planning of the allocation/change list, day and night rosters and inputs for leave. The evaluation of staff on work performance. To execute disciplinary code and grievance procedure. Exercise control to ensure optimal use of equipment and material. Manage and monitor utilization of human, financial, and physical resources. Ensure accurate data management with daily verification.

**ENQUIRIES**

: Mrs TG Mkhize Tel No: (039) 688 6117

**APPLICATIONS**

: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION**

: Mr. ZM Zulu

**NOTE**

: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

**CLOSING DATE**

: 21 February 2020

**POST 05/256**

: **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: MBO 02/2020 (01 POST)**

Out Patient Department

**SALARY**

: R444 276 per annum

**CENTRE**

: Mbongolwane District Hospital

**REQUIREMENTS**

: Grade 12 (Senior Certificate). Degree/diploma in General Nursing and Midwifery certificate. Current registration with SANC (2020 receipt). A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC. Certificate of service stamped and signed by Human Resource Department must be attached. Proof of current and previous experience signed by the Supervisor Knowledge, Skills, Training and Competencies required: - Knowledge of nursing care processes and procedures. Knowledge of SANC rules and regulations and other relevant Legal Frameworks. Knowledge of Quality Assurance programme. Ability to formulate unit policies. Human resource



<b><u>DUTIES</u></b>	: management and basic management skills. Leadership, Supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving Key Performance Areas: - Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relation issues in terms of laid down policies and procedures. Ensure on-going education and staff training in TB, HIV HPT and Diabetes immunization etc. Promote implementation of Batho Pele Principles, Patients' Rights Charter and acceptable professional ethical standards within the applicable legal framework. Ensure efficient data flow and information management. Exercise overall supervision, control and discipline in the unit. To write EPMS for the staff. Ensure utilization of resources in the unit
<b><u>ENQUIRIES</u></b>	: Mrs BRS Ngxongo Tel No: (035) 4766242 ext. 204
<b><u>APPLICATIONS</u></b>	: All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<b><u>FOR ATTENTION</u></b>	: Human Resource Practices
<b><u>NOTE</u></b>	: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<b><u>CLOSING DATE</u></b>	: 21 February 2020
<b><u>POST 05/257</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 02/2020</u></b>
<b><u>SALARY</u></b>	: R444 276 - R500 031 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)
<b><u>CENTRE</u></b>	: St Apollinaris Hospital (High Care Ward)
<b><u>REQUIREMENTS</u></b>	: 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 midwifery Qualification. Minimum of seven (07) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council (SANC) Certificate of Registration with the SANC in General Nursing and midwifery. Proof of current registration with the SANC (2020) Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation

<b><u>DUTIES</u></b>	:	skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
	:	Supervise and ensure the provision of an effective and efficient patient through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluate thereof. Provide relevant information to health care users to assist in achieving optimal health care and rehabilitation of patients. Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulating and implementation of nursing guidelines, practices standards and procedures. Participate in health promotion and illness prevention initiatives. Distribute posters for different diseases in the ward and to other community centers. Ensure that all staff completed EPMDS documents. Ensure stock /Equipment counting is done monthly. Ensure wearing of prescribed uniforms and distinguishing devices. Ensure that unit standard policies and procedures are reviewed. Facilitate formulation of protocol, policies and guidelines. Ensure comprehensive assessment of patients' files to ensure that all documents are complete and accurate. Ensure that all patients has been given their prescribed medication at due times. Ensure availability of nursing acts, scope of practice, Nurses pledge; QIP'S, TB and infection control policies and guidelines. Conduct in service education about professionalism and nursing ethics.
<b><u>ENQUIRIES</u></b>	:	Miss NI Mpantsha at Tel No: (039) 8338013/8000
<b><u>APPLICATION</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,
<b><u>FOR ATTENTION</u></b>	:	Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or 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). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "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.
<b><u>CLOSING DATE</u></b>	:	21 February 2020.
<b><u>POST 05/258</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR (EMS/ 02/2020)</u></b>
<b><u>SALARY</u></b>	:	R444 276 per annum, Plus 13 <sup>th</sup> Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Emmaus Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in General Nursing, Minimum of 7 years appropriate recognizable experience after registration as a General Nurse. Current SANC receipt i.e for 2019. Valid driver's license. NB: Certificate of service

from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Proof of Computer Literacy. Recommendation Person who has experience in quality initiatives. Knowledge & Skills Working knowledge of health policies and current Public Service related Legislation. High level of interpersonal relationship. High level of verbal and written communication. Presentation and facilitation skills. Ability to liaise with management. Assertiveness and Diplomacy. Computer literacy in Microsoft package (Word processing and Spreadsheet). Problem solving.

**DUTIES** : Ensure functional of all clinical Governance structures. Facilitate the assessments of PEC, Norms and standards, working time risk assessments, ICRM, Ideal Hospital (HRM). Facilitate the development of QIP and monitor the implementation and process report. Ensure the effective and efficient utilization of resources. Plan, direct and co-ordinate quality assurance programs. Work as part of a multi-disciplinary team to ensure good quality care by the nursing, medical, allied, non-clinical team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Promote quality culture within the hospital and clinics. SOP/Policy development, assist with implementation and monitoring.

**ENQUIRES APPLICATIONS** : Ms. P.P.J Van Der Plank, Tel No: (036)488 1570 (ext. 8204)  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Nb: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

**CLOSING DATE** 21 February 2020 at 16:00

**POST 05/259** : **OPERATIONAL MANAGER GENERAL STREAM – TB WARD GRADE 1**  
**REF NO: GJGM 05/2020 (X1POST)**  
Component: 029825

**SALARY** : Grade 1: R444 276 per annum Plus 8% rural allowance Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE REQUIREMENTS** : GJG Mpanza Regional Hospital  
: Matric/Senior certificate (Grade 12) or equivalent qualification Degree/diploma in General Nursing Science and Midwifery Current registration with South African Nursing Council as Professional Nurse and midwife Current SANC Receipt (2020) Minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional nurse with SANC in General Nursing Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached. Knowledge, skills training and competencies required: Good knowledge of HIV/AIDS and TB Management Good knowledge of nursing care processes and procedures and all legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter,

Batho Pele Principles, Public Service Regulations, Labour Relations Act etc. Good leadership, planning, organisation, decision making, problem solving skills and report writing skills Sound interpersonal skills including public relations, negotiating, conflict management, counselling skills and networking liaison skills Financial and budgetary knowledge pertaining to the relevant resources under management

**DUTIES**

: Render an efficient, quality HIV/AIDS and TB management service within the scope of practice as laid down by the Nursing Act and applicable legislation Provision of an effective and efficient management and professional leadership by ensuring that the unit is organised to provide quality nursing care Manage and direct the efficient use of resources towards optimal utilisation Implement and maintain clinical competence as per policies and guidelines Maintain client satisfaction by upholding the principles of Batho Pele and standards set by accreditation process Facilitate and monitor implementation of quality improvement projects/plans Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety Act and other prescripts Ensure implementation of EPMDS, formulate and participate in the training and development of employees and students Exercise control over discipline, grievance and Labour Relations issues according to the laid down policies and procedures Ensure Quality Data Management and utilisation Manage and ensure that performance and responsibilities are adhered to within the budget limits

**ENQUIRIES**  
**APPLICATIONS**

: Ms M.Stevens (Assistant Manager Nursing) Tel No: (032) 437 6034  
: Applications to be forwarded to: Postal Address: Human Resources Department, General Justice Gizenga Mpanza Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street  
: Mr S. Govender

**FOR ATTENTION**  
**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. 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. St01/2020 .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 short listed 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).Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process. 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**

: 28 February 2020

**POST 05/260**

: **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO:**  
**EST/04/2020**  
(Quality Assurance Co-ordinator)

**SALARY** : R444 276 per annum Other Benefits: 13<sup>th</sup> Cheque. Housing Allowance. Medical Aid Optional (Employee must meet prescribed requirements). 8% Rural Allowance

**CENTRE REQUIREMENTS** : Estcourt District Hospital  
: Senior Certificate – Grade 12. Degree/Diploma in General Nursing. Minimum of 7 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2019). NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendations: Valid code 08 driver's licence. Computer Literacy. Experience in Quality Assurance Management Programme Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practices and how this impact to service delivery. Ensure clinical practices in accordance with the scope of practice. Promote quality of care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basis understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM) Knowledge of Norms and Standards, ICR+M and IHR+M and provincial initiative (Human Rights, Batho Pele, and Patient's Rights Charter). Knowledge of guidelines and policies.

**DUTIES** : Key Performance Areas: Work as part of a multidisciplinary team to ensure good quality of care across all disciplines. Perform quality improvement audits and surveys and report to Senior Management and multidisciplinary health team. Monitor and evaluate delivery of quality care at the entire institution. Ensure implementation of standards and Norms and Standards provincial initiatives. Co-ordinate quality improvement plans and initiatives within the institution. Monitor and evaluate the National and Provincial quality programs. Provide advice on various aspects of quality care to the institution. Provide monthly reports to Supervisors and Senior Management about progress of the service delivery. Monitor clinical and non-clinical areas on regular basis to ensure compliance to processes for standardization. Ensure that all departments are providing quality services. Ensure proper reporting and recording to Web system. Represent the institution in District and Provincial QAM forums.

**ENQUIRIES** : Mrs. M. House (Assistant Nursing Manager (M&E)) Tel No: (036) 342 7209 /7149

**APPLICATIONS** : must be forwarded to: The Human Resource Department, Estcourt Provincial Hospital, P/Bag x 7058, Estcourt, 3310

**CLOSING DATE** : 21 February 2020

**POST 05/261** : **CLINICAL PROGRAMME COORDINATOR – DISTRICT PHC TRAINER LEVEL GRADE1 REF NO: UMZIN 01/2020**

**SALARY** : R444 276 per annum Other Benefits 13<sup>th</sup> cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements rural allowance on claim basis

**CENTRE REQUIREMENTS** : Umzinyathi Health District Office  
: Grade 12/Matric certificate an appropriate B Degree/National Diploma or equivalent qualification in Nursing plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and/or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Experience in PHC Training. Knowledge, skills and competencies required: Project management excellent management, facilitation, communication and interpersonal skills. Report writing abilities Financial Management skills Empathy and counseling skills and knowledge Ability to make independent decisions An ability to priorities issues and other work related matters and to comply with timeframes Proven

initiative, decisiveness and the ability to acquire new knowledge swiftly A clear understating of challenges facing the Public Sector.

**DUTIES** : Key Performance Areas: Identify training needs by working closely with all Programme Managers. Co-ordinate the development, implementation and monitoring of the integrated PHC training plan in the District involving all relevant stakeholders. Support all Sub-District PHC Trainers until they are able to train and monitor trainings independently ensure the effective and efficient utilization of all resources allocated to the training component Adapt and modify training material in order to keep it current and relevant to current disease patterns and proper case management. Support all Programme Managers in order to ensure optimal and quality training of all Programmes within the District. Cascade Health Care policies, guidelines and protocols as stipulated by National and Provincial Programme Management into structured District training initiatives. Exercise innovation in co-ordinating trainings with external stakeholders eg, supporting partners, NGO's, NPO's, District Funded Partners. Compile monthly, quarterly and annual training reports and forward to the next level of care with attendance registers and skills smart documents. Compile a District training evaluation plan for all trainings conducted. Mentor, guide and coach trainees on respective subject matter. Monitor District training plan on a quarterly basis and reprioritize as per need. Provide trainings in line with ICRM, Regulatory norms and standards, clinical audit findings. Work closely with the District Clinical Specialist team members to ensure capacity building of all clinicians within the District.

**ENQUIRIE APPLICATIONS** : Mrs. R. S Sibiya Tel No: (034) 2999 114  
: should be forwarded to The Human Resource Office 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000

**FOR ATTENTION NOTE** : Mrs.ML Mbatha  
: Nb Please Note That Due To Financial Constraints, There Will Be No Payment Of S & T Claims.

**CLOSING DATE** : 24 February 2020

**POST 05/262** : **CLINICAL PROGRAM CO-ORDINATOR HIV/AIDS (ARV) GRADE1: REF NO: AMAJ02/2020 (1 POST)**

**SALARY** : R444 276 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional),Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Amajuba Health District Office: Newcastle  
: Grade 12 (Senior certificate) Standard 10 or (National Vocational Certificate) Degree or Degree in General Nursing and Midwifery, Current registration with SANC Minimum of 7 years appropriate/recognizable nursing experience as a General Nurse Valid Driver's License (Code EB) Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached Recommendations NIMART Training Proof of computer literacy Supervision experience in Hast unit Knowledge, Skills, Training And Competencies Required:-Report writing abilities Financial Management skills Knowledge of District Health system Strong interpersonal, communication and presentation skills Project management skills Ability to make independent decisions Ability to work under pressure and meet tight deadlines Understanding of the challenges facing the public health sector Ability to translate transformation objectives into practical plans Ability to prioritize issues and other work related matters and to comply with time frames Proven initiative, decisiveness and the ability to acquire new knowledge swiftly An ability to prioritize issues and other work related matters and to comply with timeframes Proven initiative, decisiveness and the ability to acquire new knowledge swiftly Computer literacy with a proficiency in MS Office Software applications.

**DUTIES** : Key Performance Areas:-Ensure that clinical audits are conducted at a Sub – District level Provide support , guidance and mentoring to health facilities with an aim of improving quality of patient care Ensure that an orientation

and induction programme is in place for newly appointed midwives Ensure programme integration into operation Sukuma Sakhe objective Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers Ensure HAST programmes implementation (ART/CCMT/HTS/TB and HIV) and integration in the District Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operation and business plans Monitor budget allocated for ART/CCMT and HTS Participate in activities aimed at fully integrating HIV and AIDS programmes to the main streams of PHC services Facilitate and hold District HAST quarterly meeting, Support facility and sub – HAST meetings Facilitate and conduct regular meetings with NGO's supporting the programmes with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGO's and Health Care Workers Promote preventive and promotive health services through community structures and organizations Work in close collaboration with other stakeholders to implement the HAST programme Ensure implementation and monitoring of integrated TB and HIV information systems in the District

**ENQUIRIES  
NOTE**

: MS M.P Langa Tel No: (034) 328 7000  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). 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. 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, 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African male

**APPLICATIONS**

: All applications should be forwarded to: The Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle

**FOR ATTENTION  
CLOSING DATE**

: MR V.J Khumalo  
 : 21 February 2020

**POST 05/263**

: **CLINICAL PROGRAM CO-ORDINATOR GRADE1- NON COMMUNICABLE DISEASES): REF NO: AMAJ03/2020 (1 POST)**

**SALARY**

: R444 276 per annum Other Benefits 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**CENTRE  
REQUIREMENTS**

: Amajuba Health District Office: Newcastle  
 : Grade 12( Senior certificate) or( National Vocational Certificate) Degree or Diploma in General Nursing and Midwifery, Current registration with SANC A Minimum of 7 years appropriate/recognizable nursing experience as a

General Nurse Valid Driver's License (code EB) Certificate of Service for previous and current work experience endorsed and stamped by HR Office must attached Recommendations Proof of computer literacy Knowledge, Skills, Training And Competencies Required:-Report writing abilities Financial Management skills Knowledge of District health system Empathy and counseling skills and knowledge Strong interpersonal , communication and presentation skills Project management skills Ability to make independent decision Ability to work under pressure and meet tight deadlines Understanding of the challenges facing the public health sector Ability to translate transformation objectives into practical plans Ability to prioritize issues and other related matters and to comply with time frames An ability to prioritize issues and other work related matters and to comply with timeframes Proven initiative, decisiveness and the ability to acquire new knowledge swiftly Computer literacy with a proficiency in MS Office Software applications

**DUTIES**

: Key Performance Areas:-Improve management of chronic diseases Improve eye care services. Ensure networking with Governmental and Non – Governmental stakeholders in service delivery Integrate with other programs to promote quality service delivery Participate in decongestions of facilities Promote clinical management of clients with chronic illnesses Promote preventative and promotive health services through community structures and organisations Ensure that clinical audits are conducted at a Sub – district level Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care Ensure programme integration into Operation Sukuma Sakhe (OSS) objectives Compile monthly, quarterly and annual Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies Participate in the formulation of the District health planning and development of operational plans Participate in activities aimed at fully integrating non communicable diseases programmes to the main stream of PHC services

**ENQUIRIES APPLICATIONS**

: MS M.P Langa Tel No: (034) 328 7000  
 : All applications should be forwarded to: The Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

**FOR ATTENTION NOTE**

: MR V.J Khumalo  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). 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. 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, 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African male



**CLOSING DATE** : 21 February 2020

**POST 05/264** : **OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: PMMH/OMN/TCC 02/2020 (01 POST)**

**SALARY** : R444 276 – R500 031 per annum Other Benefits Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque and Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
Operational Manager **Grade1** Basic R 425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a 'Professional Nurse'. Certification of Registration with SANC as a Professional Nurse Proof of current year registration with SANC (2020) Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training And Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as:- Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Operational management skills Ability to interact with diverse stakeholders and health care users and gives Good communication skills/Report writing skills/Facilitation skills/Coordination skills/Liaison skills/Information skills/Planning and organizing skills/Computer literacy skills. Key Performance Areas Manage and monitor proper utilization of human, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.NB: 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 CB Zondo Tel No: (031) 9078248  
to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060

**FOR ATTENTION CLOSING DATE** : MR VM Phewa  
21 February 2020

**POST 05/265** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 01/2020 (X1 POST)**  
Department: Primary Health Care

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 330 – R579 696 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid,(Optional), Housing Allowance(employee must meet the prescribed requirements), 8% Rural Allowance

**CENTRE REQUIREMENTS** : Chwezi Clinic  
Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 01:** A minimum of four (4) years

appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Key Performance Areas: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

**ENQUIRIES** : MRS. SJ Nguse Tel No: (035) 833 5047  
**APPLICATIONS** : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855 (Attention to: Mrs. SG Masikane)

**NOTE** : 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](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE** : 21 February 2020

**POST 05/266** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 02/2020 (X1 POST)**  
 Department: Primary Health Care: School Health Services

**REMUNERATION** : Grade 1: R383 226 – R444 276 per annum  
 Grade 2: R471 330 – R579 696 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

**CENTRE REQUIREMENTS** : Nkandla Hospital  
 : Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care knowledge, skills, attributes and abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Key Performance Areas: Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat, screen, educate and refer the learners accordingly. Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools  
 MRS. SJ Nguse Tel No: (035) 833 5047

**ENQUIRIES APPLICATIONS** : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION NOTE** : Mrs. SG Masikane  
 : 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](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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 Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE** : 21 February 2020

**POST 05/267** : **CLINICAL NURSE PRACTITIONER REF NO: SAP 03/2020**

**SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

**CENTRE** : Qulashe Clinic

**REQUIREMENTS** : 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. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification).Valid Driver's licence is an added recommendation. 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 PHC after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Skills: 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** : To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify areas for improvement, problems etc. and communicate these to sister in charge. Compile and analyses monthly statistics and use the information for future planning. Provide nursing care that leads to improved service delivery. Maintain client's satisfaction through quality services. Maintain clinical competence by

**ENQUIRIES  
APPLICATION**

ensuring that specific principles of nursing care are within the legal requirements.

: Mr SS Wosiyane at Tel No: (033) 7019003  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department 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](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or 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). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "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**

: 21 February 2020.

**POST 05/268**

: **CLINICAL NURSE PRACTITIONER REF NO: SAP 04/2020**

**SALARY**

: Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

**CENTRE  
REQUIREMENTS**

: Sokhela 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. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification).Valid Driver's licence is an added recommendation. 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 PHC after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Skills: 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

<b><u>DUTIES</u></b>	:	proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
	:	To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify areas for improvement, problems etc. and communicate these to sister in charge. Compile and analyses monthly statistics and use the information for future planning. Provide nursing care that leads to improved service delivery. Maintain client's satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements.
<b><u>ENQUIRIES</u></b>	:	Mrs N Dladla at Tel No: (039) 8311018
<b><u>APPLICATION</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,
<b><u>FOR ATTENTION</u></b>	:	Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or 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). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "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.
<b><u>CLOSING DATE</u></b>	:	21 February 2020.
<b><u>POST 05/269</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY (ICU &amp; HIGH CARE) – GRADE 1, 2 REF NO: GJGM 43/2019 (X 1 POST)</u></b> Re- Advertisement Component: 029498
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 1: R471 333 per annum
<b><u>CENTRE</u></b>	:	GJGM Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus Registration with SANC as a Professional Nurse Plus Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma or Intensive Care

Nursing) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) **Grade 1** A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific speciality after obtaining the one year Post – Basic qualification in relevant speciality Knowledge, Skills And Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

**DUTIES**

: Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in theatre and in the whole institution for better quality patient's care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Provision of optimal, holistic specialized critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary.

**APPLICATIONS**

: Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION NOTE**

: Mr S. Govender  
 : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. 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. St13/2019 .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 short listed 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

**CLOSING DATE**

: 28 February 2020

**POST 05/270** : **PROFESSIONAL NURSE SPECIALITY: ADVANCED MIDWIFERY REF NO: SAH 10/2019 (2 POSTS)**  
Re-Advertisement

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrews Hospital: Maternity Ward  
: **Grade 1:** Diploma/Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.

**DUTIES** : Must be able to handle obstetric and 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 programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment

**ENQUIRIES APPLICATIONS** : MRS MR Singh Phone Tel No: (039) 433 1955 EXT 211  
: Should Be Forwarded: The Chief Executice Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION NOTE CLOSING DATE** : Human Resource Manager  
: People with Disabilities and African Males Are Encouraged To Apply  
: 28 February 2020

**POST 05/271** : **PROFESSIONAL NURSE (GENERAL) (ICU) REF NO: MAD 01/2020 (06 POSTS)**  
EE Target (African Male)

**SALARY** : Grade 1: R383 226 – R444 276  
Grade 2: R471 333 – R579 696  
Grade 3: R383 226 - R485 475 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Madadeni Provincial Hospital



**REQUIREMENTS**

: Professional Nurse (general) **Grade 1** Basic R425 Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a professional nurse. Proof of current registration with SANC (2020). Professional Nurse (General) **Grade 2** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Registration with SANC as a professional nurse. Proof of current registration with SANC (2020). Professional Nurse (General) **Grade 3** Basic R425 Degree/Diploma in general or equivalent qualification that allows registration with the SANC in professional Nurse. A minimum of 20 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Registration with SANC as a professional nurse. Proof of current registration with SANC (2020). Certificate of service from previous and current employer. Recommendation: General Nurse with a minimum of 1 year verifiable appropriate experience in Intensive Care Unit. Skills, Training and Competencies required: - 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**

: Key Performance Ares: - 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 Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. 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.

**ENQUIRIES**

: Ms ZE Gumede Tel No: (034) 328 8137

**APPLICATIONS**

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

**FOR ATTENTION**

: The Recruitment Officer

**NOTE**

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However,

correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 21 February 2020
- POST 05/272** : **ASSISTANT DIRECTOR-HRM REF NO. OTH CHC 03/2020 (01 POST)**
- SALARY** : R376 596 per annum Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre (Jozini)
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/National Diploma in Human Resource Management/ Public Administration/Public Management. Three to five (3 – 5) years' supervisory experience in Human Resource Component. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be attached. Recommendation: A valid driver's license. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of Persal, Project and Financial Management. Good leadership, coaching and mentoring skills. Knowledge of EPMDs, GEPP and National Core Standards. Good communication, interpersonal, analytical, decision making and presentation skills.
- DUTIES** : Manage all HR components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Health & Wellness for the CHC in order to ensure that high quality service is being provided. Ensure that the Performance Management Development System is implemented successfully in the CHC by providing guidance and assistance with regard to its application and administration to all Managers within the CHC for achievement of goals and objectives of the CHC. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives. Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Ensure the development of HR Plan, Workplace Skills Plan and Employment Equity Plan and ensure implementation for the CHC and ensure that all stakeholders are represented as per the guidelines. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Ensure the establishment of a fully functional EAP and Employee Health & Wellness programme in the CHC. Ensure that recruitment, appointments and transfers are in accordance with the laid down prescripts. Provide regular inputs towards realization of ideal clinic & National Core Standards. Promote sound employer-employee relationship and minimize conflict within the CHC ensuring delivery of quality services. Employment Equity Target: African Male Kindly attach certificate of Service/Proof of work experience endorsed by HR.
- ENQUIRIES** : Mr. B.K. Mpupa (HR Supervisor): Tel No: (035) 5721327
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za). Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service/proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful,
- CLOSING DATE** : 21 February 2020

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X5001, Kimberley, 8300. Hand delivery address 19 George Street (locked silver container at entrance), Kimberley 8301
- CLOSING DATE** : 21 February 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31<sup>st</sup> of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POST**

- POST 05/273** : **ADMINISTRATION CLERK, REF NO: NC 01/02/2020.**  
Office of the Provincial Commissioner, South African Police Service
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Northern Cape
- REQUIREMENTS** : Applicants must display competency in the post specific core functions of the post; Be in possession of a Senior Certificate (Grade 12); Be proficient in at least two official languages, of which one must be English; Must be a SA citizen; Must have no previous convictions or cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Relevant courses in the field of the post may be an advantage.
- DUTIES** : Compile correspondence, reports and presentations. Regulate the receipt and flow of documental internally and externally. Conduct quality control on incoming and outgoing post. Maintain accurate record keeping and efficient

**ENQUIRIES**

administration on all files and records. Administer brought forward files to co-ordinate target dates for correspondence. Create and maintain an effective information management database. Compile returns. Assist with the compilation of agendas and minutes of meetings as requested. Ensure optimal utilization of resources allocated.

: Lieutenant Colonel Shivuri/Warrant Officer Botha/Personnel Officers Syfers/Moorcroft/Thetsane Tel No: (053) 839 3776/3724/2516/2510/2511

**PROVINCIAL ADMINISTRATION: WESTERNCAPE  
DEPARTMENT EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 05/274** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR REF NO: .1**  
Directorate: Assessment and Examination
- SALARY** : R733 257 per annum (Level 11) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A relevant B-degree or equivalent recognised qualification in Information Technology (IT) or any related qualification and a minimum of 3-5 years relevant experience at supervisory/middle managerial level in business application or system analysis experience. Valid Driver's licence. Proficient in two of the official languages of the Western Cape. It will be required of the candidate to work after hours as the need arises. Knowledge: Knowledge of client care and information management. Project management National and provincial legislation and regulations pertaining to examination administration. Procurement processes Internal and external marketing and communication processes. Functions, programmes and projects of the WCED Information in the WCED domain Electronic information content Statistics Policy/Act. Skills: Research skills. Analytical skills. Excellent communication skills. Negotiation skills. Strong decision making skills. Planning and organising skills. Problem solving skills. Facilitation skills. Presentation skills. Marketing skills. Conflict resolution skills. Good verbal and non-verbal communication skills. Writing skills. Computer literacy skills Numeracy skills. Ability to motivate personnel. Ability to delegate effectively.
- DUTIES** : Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examinations and the national assessments, relating to registration of candidates and centres, distribution of examination material, writing of examinations and national assessments, marking, capturing of marks, resulting and release of results/Monitor the implementation of examination and assessment systems and draft management reports/Manage and monitor the development of new examination and assessment systems and the optimal implementation of existing examination and assessment system in the Chief Directorate in collaboration with stakeholders (e.g. Ce-I and SITA)/Manage the governance of examination and assessment systems including Change Control Board (CCB) meetings and implementation of recommendations/Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems; Lead the drafting or updating of policy;

Facilitate consultation of proposed policy/Oversee the provision of assessment and examinations user management services; Plan and manage the review, updating and maintenance examination and assessment system information; Plan and manage the provision of end-user support/Drive assessment and examination information systems training, capacity building and knowledge- sharing practices;/Participate in Joint Application Developments (JAD) and test sessions when requested by DBE, Umalusi, SITA, CE-I;/Plan and manage the disaster recovery plan for the chief directorate in respect of Examination and Assessment System; /Participate in Performance Management System.

**ENQUIRIES** : Ms T Singh, Tel No: (467) 2541  
**CLOSING DATE** : 21 February 2020

**POST 05/275** : **DEPUTY DIRECTOR: PROJECT INCUBATOR MANAGER REF NO: .4**  
 Directorate: Business Strategy & Stakeholder Management

**SALARY** : R733 257 per annum (Level 11) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Relevant Degree or National Diploma (NQF 6). Minimum 3 year's management experience in a project management environment. Must have proven competence and success in designing, initiating, implementing and managing innovative programs and projects. Knowledge: Extensive knowledge of applicable project management methodologies and applications. Management principles; financial management; Expert knowledge of strategic management processes; General knowledge of global, regional and local political, economic and social affairs impacting on the PGWC. Skills: Project management; Resource management planning; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Communication (written and verbal); Organising, Dispute resolution/conflict management; Interpersonal relationships. Analytical thinking; Strategic thinking; Financial and administration skills; Project management. Ability to analyse, conceptualise and project roll-out; Research. Monitoring, reporting and evaluation. Report writing. High level of computer skills and familiarity with project management software and use of. Time management.

**DUTIES** : Identification of Projects/programmes that drive strategic departmental goals. Conduct feasibility studies for proposals/ideas emanating from EXCO. Prepare strategic plans and proposals for consideration by EXCO. Identify, cultivate and solicit support for incubation efforts. Prepare concept documents/project plans including resources, budget and operations required. Prepare Implementation plan including schedule, Action Plan and all necessary documentation. Lead and co-ordinate the organisational landscape for the implementation of the project and project roll-out. Coordinate internal resources and third party/service providers for the execution of projects. Ensure that all selected projects are incubated to seamlessly land with the relevant business owners. Monitor and report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Identify cross-functional agents and develop working relationships, transversal agents. Develop clear business as usual plan with specific timelines for project handover. Ensure and identify project champions and capacity. Ensure ownership and embedding of project into business as usual within identified Branches/directorate. Participate in the recruitment process. Managing performance (SPDMS) of staff and maintaining excellence in service delivery. Financial Management including Annual Plans and Adjustment and budget expenditure thereof. Compliance to SCM processes.

**ENQUIRIES** : Ms W Conrad Tel No: (021) 467 2382  
**CLOSING DATE** : 21 February 2020

**POST 05/276** : **DEPUTY DIRECTOR: E-INFRASTRUCTURE AND TECHNOLOGY DEVELOPMENT REF NO.:19**  
Directorate: E-Learning

**SALARY** : R733 257 per annum (Level 11) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Relevant qualification (3 years post Matric). At least 3 years' experience in management level. Valid driver's license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Knowledge: The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to the eLearning Strategy; Provincial Finance Management Act and National Treasury Guidelines. Skills: Deciding and Initiating Action; Leading and Supervising; Formulating Strategies and Concepts; Persuading and Influencing; Writing and Reporting; Presenting and Communicating Information; Delivering Results and Meeting Customer Expectations.

**DUTIES** : Manage the development and implementation of solutions, systems and infrastructure with regards to: Facilitate transversal and shared infrastructure, hardware, software and services relating to eLearning. Manage stakeholder interface between WCED and WAN/LAN role-players e.g. CEI, Service Providers, schools and project management teams Manage all aspects of business solutions, ICT infrastructure and security service and operational support. Facilitate the sourcing of eLearning technology-related resources Oversee the management and coordination of eLearning Projects: Oversee the provisioning of ICT access and provisioning related to eLearning Planning of ICT access and provisioning Implementation of solutions Oversee information management and reporting related to projects Ensure that databases and reporting systems are in place and used effectively Management of the human resources to achieve the pre-determined performance indicators and service delivery imperatives: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Business Plan. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage performance and evaluation of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline and professionalism. Plan budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently: Prepare work-unit budget required to achieve unit objectives Maintain internal control policies and processes in line with the public Finance Management Act and National Treasury Guidelines and Best Practice Notes Prepares short-term (1 year) and longer-term (2-5 years) budget plans Ensures conformity with PFMA and auditing requirements Monitors revenue and expenditure for the purpose of sound fiscal responsibility Projects long-term financial requirements needed to achieve work-unit objectives Explains or justifies the work-unit budget to other stakeholders and departmental groups Oversees or helps procure equipment, facilities, supplies and services. Fosters an environment where cost-benefit outcomes are continuously improved Prepares consolidated financial reports for presentation

**ENQUIRIES** : Mr C Walker Tel No: (021) 467 2351  
**CLOSING DATE** : 21 February 2020

**POST 05/277** : **DEPUTY DIRECTOR: POLICY AND CO- ORDINATION REF NO.:81**  
Directorate: Policy Co-ordination

**SALARY** : R733 257 per annum (Level 11) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma/Degree (NQF Level 6) in policy analysis methodology. At least minimum 3 years management experience within a policy development environment. Knowledge: Knowledge the latest advances in public management theory and practice; Advanced knowledge of strategy development, strategy management and strategy monitoring and review

processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public communication, public education, public engagement and public discourse management processes; knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial governing in the South African public sector , Knowledge of inter-governmental and international relations; Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display though leadership in complex application; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organising and people management skills; Presentation skills at senior management level; Computer literacy skills.

**DUTIES** : Line Management Identify needs for policy development throughout the department. Initiate policy development processes and evaluate requests for policy development. Facilitate policy alignment at all levels of the organization. Facilitate the development of policy guidelines for implementation. Ensure the development, maintenance and update of policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the development of capacity regarding policy within the department. Identify needs and build capacity regarding the implementation of policy. Monitor and evaluate effective policy, guidelines, systems, norms and standards. Develop good working relationships with policy professionals and education stakeholders. Liaise with Department of Basic Education regarding education policy issues. Human Resource Management Participation in the recruitment staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of human resource plan, a service delivery improvement plan, and an information resources plan, for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Perform all managerial tasks with regard to the component Transformational Management. Give strategic direction to and manage policy issues with regard to the functions of the components under her command. Communicate on managerial level with regard to the functions of the component.

**ENQUIRIES** : Adv LM Coleridge-Zils Tel No: (021) 467 2299/ 2260  
**CLOSING DATE** : 21 February 2020

**POST 05/278** : **ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO.:5 (2 POSTS)**  
 Directorate: Business Strategy & Stakeholder Management

**SALARY** : R376 596 per annum plus benefits (Level 9)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Relevant Degree or National Diploma (NQF 6). At least 3 year's relevant experience in project management. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.

**DUTIES** : Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas



emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.

**ENQUIRIES** :  
**CLOSING DATE** :

Ms W Conrad Tel No: (021) 467 2382  
 21 February 2020

**POST 05/279** :

**ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO.:6**  
 Directorate: Business Strategy & Stakeholder Management

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

R376 596 per annum (Level 9) plus benefits  
 Cape Town  
 Relevant Degree or National Diploma (NQF 6). At least 3 year's relevant experience. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; General knowledge of global, regional and local political, economic and social affairs. Skills: Problem solving skills; Facilitation skills; Presentation skills; Communication (written and verbal); Organising; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement projects; Research. Report writing and reporting; Excel proficient (advance level). Systems analytics. Attention to detail. Team player. Time management.

**DUTIES** :

Assist with development and structuring of a Monitoring and Evaluation (M&E) framework. Assist with coordination and development of Monitoring and Reporting systems. Assist with coordination of a comprehensive database of M&E Reporting and transversal M&R requirements. Assist with coordination. Assist with coordination of Development of M&R Framework, Mid-term review, End-of-term review, 25-year review etc. Assist with coordination SOP ensure alignment with National & Provincial objectives. Assist to promote provincial programme and project performance methodologies and compliance guidelines from DPME. Assist with development and coordination of the directorate and branch agenda into directorate operational plans. Provide support to development and maintenance of departmental programme /project assurance and reporting. Assist with oversight monitoring and reposting. Assist with capacity building on M&E. Review quality of data provided. Assist with tracking of progress of performance indicators. Prepare reports and presentation based on (M&E).

**ENQUIRIES** :  
**CLOSING DATE** :

Ms W Conrad Tel No: (021) 467 2382  
 21 February 2020

**POST 05/280** :

**ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT AND STAKEHOLDER MANAGEMENT REF NO.:7 (2 POSTS)**  
 Directorate: Business Strategy & Stakeholder Management

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

R376 596 per annum (Level 9) plus benefits  
 Cape Town  
 Relevant Degree or National Diploma (NQF 6). At least 3 year's relevant experience. Knowledge: Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Knowledge of management stakeholders and stakeholder's

engagements. Ability to communicate clearly and convincingly with varied stakeholders. Media Savvy person. Writing proposals and reporting writing. Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy. Good interpersonal and networking skills. Highly articulate. team player.

**DUTIES**

: Assist with coordination and implement collaborative projects between government and partners linked to stakeholder management. Assist with coordination, development and implement frameworks regarding linkages with private business partner (national and international) to enhance the business of the department. Assist to develop and maintain a database of potential businesses or /and partners willing to work with WCED. Assist to promote volunteerism. Assist to identify potential partnerships and build relationships with business. Assist supervisor to manage intergovernmental, intra-institutional and other relations. Assist to establish, maintain, monitor and report on the Service Delivery Improvement. Assist to coordinate, establish, implement, report on national requirements. Assist with oversight monitoring and reporting. Assist with development of stakeholder engagement strategy. Assist with arranging stakeholder forums. Prepare and manage workshops, roundtables and forums logistics including developing agenda.

**ENQUIRIES**

: Ms W Conrad Tel No: (021) 467 2382

**CLOSING DATE**

: 21 February 2020

**POST 05/281**

: **ASSISTANT DIRECTOR: E-LEARNING INFORMATION MANAGER REF NO: .20**

Directorate: E-Learning

**SALARY**

: R376 596 per annum (Level 9) plus benefits

**CENTRE**

: Cape Town

**REQUIREMENTS**

: Appropriate Degree (3 years post matric). At least 3 years' relevant experience in information management systems, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Knowledge: Thorough knowledge of management systems. Write reports with visual displays and overlays. Be flexible and focused on understanding the needs of the end-user. Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. WCG and WCED data guideline policies. Skills: Computer literacy with particular expertise in qualitative & quantitative data analysis and the ability to think analytically and systematically. Research to inform organization on trends, risks, innovation and deep analysis of eLearning data. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills.

**DUTIES**

: Manage the development, implementation and integration of eLearning data systems: Provide support in developing and maintaining an online and offline data and knowledge management repository. Align disparate data sources to feed into online offline and knowledge management repository. Provision of an Online Synergy data repository which contain eLearning projects and programme-related data Innovation and systems development. Manage the Quality Assurance of eLearning data: Liaison with stakeholders to ensure data integrity towards the monitoring of relevant data and information data fields. Review online data system to customize to business needs. Assess and monitor external data source updates. Facilitate system and data analysis processes to ensure data integrity. Facilitate interventions for review and improvement of the data and knowledge management with relevant stakeholders. Communicate with stakeholders to inform users and

user groups of policies and data standards. Facilitate the internal use and reporting of Information systems to assist in planning and automation of business processes to derive maximum efficiencies. Liaison with stakeholders to ensure data integrity Interface with other ICT solutions provincially and nationally. Develop business intelligence reports which inform planning, statutory compliance, strategy and decision-making. Manage and conduct data analytics: Conduct statistical analysis on data collection instruments to ensure reliability and validity of data. Provide data analysis and strategic support to eLearning Director, eLearning team and performance tracking management in ensuring collection of data on key performance indicators as per the performance framework. Provide data and analysis for business intelligence periodically and on request. Data awareness: capacitate WCED head office and district office officials on data collection instruments. Conduct statistical analysis of quantitative data collected to report on specific projects. Facilitate the publication and dissemination of educational information over appropriate platforms. Integrate GIS as an application within the eLearning data analysis. Liaison with stakeholders relating to standardized reporting requests as well as ad-hoc requests. Provide management reports: Provide management reports as predetermined intervals and upon request. Provide visualizations and overlaying of information and data. Provide presentation format information distilling the information into business intelligence. People Management: Supervision of the human resources to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participation in the recruitment of staff. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline within the component.

**ENQUIRIES** :  
**CLOSING DATE** :

Mr C Walker (021) 467 2351  
 21 February 2020

**POST 05/282** :

**ASSISTANT DIRECTOR: E-LEARNING PROJECTS COORDINATION**  
**REF NO:21**  
 Directorate: E-Learning

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

R376 596 per annum (Level 9) plus benefits  
 Cape Town  
 An appropriate, recognized 3-years post matric qualification. At least 3-5 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Additional Requirements: The following will also be considered: Work experience in technical knowledge of ICT technologies in eLearning environment Supply Chain Management practices, processes and procedures e.g. provincial ICT standards, SITA. Knowledge: Thorough knowledge of ICT Technology types and specifications. Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. Skills: Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user.

**DUTIES** :

Provide support to E-learning projects: Project manage and implement technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines. Quality assure project plans and related project documents. Liaise with Cel for technical specifications

and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Conduct site visits (as necessary) to assist with e-Learning projects. Provide advice and assistance with demonstrations and in-house end user evaluation of emerging technologies. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors). Manage the preparation of source documentation. Manage e-learning project office: Develop in collaboration with Deputy Director guidelines and templates for project plans for all e-Learning deliverables. Assist Deputy Director, technology staff and district e-Learning staff with the development of project plans. Assist and manage communication and collaboration with all stakeholders. Oversee the administrative deliverables with respect to correspondence & filing systems. Create, update and manage a database to record, monitor and report on all e-Learning projects. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management. Reporting and Administration Report on all aspects of the roll-out and progress of e-Learning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories. Render advice and liaise w.r.t administrative matters. Keep updated on WCED eLearning online systems. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the head office and other educational institute offices, e.g. Cel, CTLI, districts, schools. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs.

**ENQUIRIES**  
**CLOSING DATE**

: Mr C Walker Tel No: (021) 467 2351  
: 21 February 2020

**POST 05/283**

: **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO.:26**  
: Directorate: Recruitment and Selection

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

: R376 596 per annum plus benefits (Salary Level 9)  
: Cape Town  
: A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 3 years' relevant experience in Human Resources and a valid driver's license. Knowledge: Knowledge of the recruitment and selection processes and facilitating the selection process of human resources; knowledge of competency-based interviewing techniques and instruments; advanced knowledge of modern systems of governance and administration; knowledge of the policies of the government of the day; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; knowledge of assessment systems and project management processes. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills.

**DUTIES**

: Manage the recruitment, selection and retention of employees, by ensuring the formulation of the recruitment, selection and retention policy/ strategies and instruments of the Department and ensuring the correct application of the said policies in the Department; Assist with disputes and grievances related to recruitment and selection; Placement of advertisements and processing of payments thereof; Ensuring the development and maintenance of relevant databases; co-ordinate the human resource

support function at all shortlisting and interviewing panels; responsible for the human resource management and financial management within the component. Co-ordination of competency tools and instruments.

**ENQUIRIES** : Ms ML Mocke, Tel No: (021) 467 9278  
**CLOSING DATE** : 21 February 2020

**POST 05/284** : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO.28 (3 POSTS)**

**SALARY** : R376 596 per annum (Level 9) plus benefits (Level 9)  
**CENTRE** : Cape Town

**REQUIREMENTS** : National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge: Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

**DUTIES** : Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.

**ENQUIRIES** : Ms D Pillay Tel No: (021) 467 2477  
**CLOSING DATE** : 21 February 2020

**POST 05/285** : **ASSISTANT DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION REF NO.33**  
Directorate: Strategic People Management

**SALARY** : R76 596 per annum (Level 9) plus benefits  
**CENTRE** : Cape Town

**REQUIREMENTS** : At least a recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, Industrial Psychology or Industrial Relations, with at least 3 years' experience in human resources, industrial relations or performance management with 3 years supervisory experience. A valid Code 8 drivers' license. Language proficiency in at least two of the three official languages of the Western Cape. Additional Requirements: The candidate will be responsible to lead a unit that provides guidance on administration of performance compliance processes applicable, guide line managers and officials in the performance management process and facilitate an online performance recording system. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work outside the Public Service (RWOPS). Co-ordinate the pay and grade progression processes applicable. Provide relevant training the candidate need to have: sound knowledge and experience in Performance Management processes; experience of performance management systems; experience and knowledge of performance reward/recognition processes report writing skills; ability to facilitate training

and development sessions. Knowledge: Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. Skills: Interpret and apply relevant policies and procedures; Problem Solving Skills; Facilitation Skills; Presentation Skills; People Management and Empowerment; Project Administration; Information and Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Monitoring and Evaluation; Report writing, computer skills, conflict resolutions.

**DUTIES** : Co-ordinate the individual reward systems (inclusive of OSD's) re pay progression, grade progression and performance bonuses. Co-ordinate and provide guidance to line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Co-ordinate the performance assessment and moderation processes. Administer the performance management systems (PERMIS). Coordinate probation processes. Co-ordinate and report on compliance to RWOPS. Co-ordinate, facilitate and report on compliance to E-Disclosures. Perform managerial tasks with regard to the unit.

**ENQUIRIES** : Mr M Cronje: Tel No: (021) 467 2479  
**CLOSING DATE** : 21 February 2020

**POST 05/286** : **ASSISTANT DIRECTOR: PEOPLE PLANNING, POLICIES AND SYSTEMS REF NO.34**  
 Directorate: Strategic People Management

**SALARY** : R376 596 per annum (Level 9) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma in (NQF 6) or degree in Human Resource Management/ Organisational Psychology/Management of Information Science/ Public Management or a relevant qualification within the business management environment plus 3 years' applicable experience in a people management environment. Knowledge: Policy Development and implementation; Public Service Act and Regulations; Employment of Educators Act and Resolutions, Employment Equity Act, Performance Management Systems, WCED Employment Equity Plan, knowledge of relevant National and Provincial Policies in relation to transformation issues, disability and employment equity, Knowledge of Human Resource Planning processes, project administration and management, labour relations framework, knowledge of post structures in the education sector will be an advantage. Skills: Analytical thinking; Organising and planning; Good written and verbal communication; Decision making; Facilitation and presentation skills; Good interpersonal skills; Liaison skills; Ability to interpret prescripts; Knowledge of and experience in database management; Good human relations; Ability to work under pressure; Ability to use IT software package, with the ability to use PowerPoint and MS Excel on an intermediate/advance level.

**DUTIES** : Administer the steps of the 5-Year Human Resource Plan of the WCED (drafting, research into trends on human resource provision, monitoring and adjustment of the Plan). Administer the steps of the 5-Year Employment Equity Plan and Programme of the WCED (Employment Equity Plan and Reports, processes, record-keeping, training interventions and compliance). Assist in the coordination of data and the compilation of the HR Report for the annual report of the WCED, co-ordinate the implementation of the internal Disability Programme for the Department. Render advice on People Policies. Render a recordkeeping function of all People Policies applicable in the department. Maintain the framework of People Delegations for the chief directorate. Research, develop and introduce systems, platforms and electronic toolkits to improve operations within the people management environment. Co-ordinate departmental committees/forums for the Human Resource Plan and Employment Equity Plan. Participate in provincial and national forums; monthly reporting and review of progress in the various programmes. Manage the performance of the employees in the unit.

**ENQUIRIES** : Ms T Florence Tel No: (021) 467 2480  
**CLOSING DATE** : 21 February 2020

**POST 05/287** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO.69**  
 Directorate: Management Accounting

**SALARY** : R376 596 per annum (Level 9) plus benefits  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A relevant National Diploma or Degree (NQF Level 6) in Finance, plus a minimum of 3 years' relevant experience in a financial and/or budget environment. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

**DUTIES** : Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyze expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyze and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

**ENQUIRIES** : Mr R Eyssen, Tel No: (021) 467 2662  
**CLOSING DATE** : 21 February 2020

**POST 05/288** : **ASSISTANT DIRECTOR: POLICY AND PLANNING REF NO.73**  
 Directorate: Supply Chain Management

**SALARY** : R376 596 per annum plus benefits (Salary Level 9)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate recognized 3-year qualification Degree/National Diploma with minimum 3 years' management experience. A valid driver's license. Recommendations: The ability to interpret and apply policies, strategies and legislation. The ability to work independently with limited supervision and work under pressure in order to adhere to due dates. The ability to liaise and engage with stakeholders. The ability to conduct research and draft reports. The ability to analyse, evaluate and understand audit reports. Knowledge: Knowledge of Supply Chain Management practices, processes and procedures; preferential procurement as well as financial legislation. Knowledge of Logis and the Integrated Procurement Solution (IPS). Skills: Computer literacy in MS Word, Excel and PowerPoint; verbal and written communication; organization and planning; report writing; problem solving and numeracy.

**DUTIES** : Ensure compliance with departmental policies. Co-ordinate the completion of financial disclosure forms and the code of conduct by Head Office/District Office SCM staff. Co-ordinate the constitution of SCM committees. Perform

market research in terms of vendor and commodity options. Distribution of Treasury circulars to all SCM functionaries at Head Office/District Offices. Determine WCED Supply Chain Management needs. Submission of procurement statistics to Treasury. Maintenance of the Accounting Officer's System (AOS). Completion of forms by SCM staff security clearance Head Office. Co-ordinate procurement planning in the department. Solicitation of requisitions for goods and services in terms of the procurement plan of the Department. To support and advise responsibility managers (RM's) and SCM officials. To ensure that the audit queries, FMIP and Internal Performance of the SCM is manage effectively.

**ENQUIRIES** :  
**CLOSING DATE** :

Mr JT Solomons Tel No: (021) 467 2818  
 21 February 2020

**POST 05/289** :

**ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO.74**

Directorate: Supply Chain Management

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

R376 596 per annum (Level 9) plus benefits  
 Cape Town  
 An appropriate recognized 3-year qualification (Degree/National Diploma) with minimum 3 years' management experience. A valid driver's license. Knowledge: Public Finance Management Act (PFMA) and relevant prescripts regarding GMT; National Road Traffic Act (Act 93 of 1996) and National Road Traffic Regulations and Prescripts; Transport Circular No. 4 of 2000; knowledge and experience in i-Fleetman or any other computerized vehicle fleet management system; Basic mechanical knowledge of vehicles. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.

**DUTIES** :

Administer and manage the telecommunications services, Administer and manage the GG-vehicle fleet at WCED Head office; Provide a support function to regional and local transport officers at the Education District Offices; Booking and Issuing of GG-vehicles; Investigate misuse and traffic violations; Attend to the reporting on GG-vehicle expenditure; Attend to the processing and payment of invoices; Manage the servicing and maintaining GG-vehicles; Ensure that the GG-fleet is optimally used and report overall utilization to management on a monthly basis; Attending monthly GMT Client Forums (Operational & Financial). Administer the Food Service Aid of the department. Co-ordinate and provide inputs into the quarterly and annual financial statements of the department. Determine departmental needs in respect of telecommunications and GG Transport. Ensure compliance with departmental policies and all applicable legislation. Ensure that the applicable policies are updated as and when required. Provide support and advice responsibility managers and departmental officials. Attend to audit queries, FMIP and Internal Performance of the department in respect of telecommunications and GG transport Services.

**ENQUIRIES** :  
**CLOSING DATE** :

Mr JT Solomons 021 467 2818  
 21 February 2020

**POST 05/290** :

**ASSISTANT DIRECTOR: ACQUISITIONS REF NO.75**

Directorate: Supply Chain Management

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

R376 596 per annum plus benefits (Salary Level 9)  
 Cape Town  
 A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2 years managerial/supervisory experience. Must be in possession of a valid driver's license. Knowledge: Knowledge of SCM Practices, processes and procedures. Preferential Procurement and financial legislation; Knowledge of BAS/LOGIS or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS



**DUTIES**

Word, Excel, Access and Outlook (or similar email tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.

: Manage the process of evaluation of bids, Ensure all offers and, where applicable, samples are evaluated in terms of the advertised specifications, bid requirements and evaluation criteria. Ensure the safe keeping of samples and bid documentation. Ensure all evaluators apply relevant prescripts as contained in the Accounting Officer's System (AOS), Treasury Instructions, Treasury Regulations, Practice Notes. Submit bid recommendations to the Evaluation Committee. Ensure requisite compliance checks are done. Utilisation of appropriate databases, i.e. WCSEB, CSD as well as National Treasury databases, i.e. register of tender defaulters and list of restricted suppliers. Ensure that capability and ability checks are conducted for recommended bidders. Ensure that bidder's declaration of interest and B-BBEE status' are verified. Consult with end-users and stakeholders. Quality control memoranda compiled for submission to the Quotation, Evaluation and Bid Committees to the delegated officials in respect of awards, cancellations, rejections of RFQs/bids. Ensure that unsuccessful and non-compliant bidders are informed of reasons for being unsuccessful or non-compliant. Ensure that contract forms are compiled for all awards. Ensure compilation of letters of acceptance and Service Level Agreements. Ensure that payment schedules are compiled. Ensure the advertisement of the award of bids in the Government Tender Bulletin (GTB) and eTenders Portal. Ensure that procurement statistics are submitted to the relevant component. Ensure that monthly commitments are submitted to the relevant component. Implement audit recommendations. Manage the process of ordering. Ascertain whether prices are correct and conduct price queries and price confirmations with bidders, in writing. Ensure adjustment of service/quantities. Ensure that data is checked against requisitions and approve Procurement Advices. Ensure that orders are generated on LOGIS and that all procurement packages are duly completed. Member of specific SCM committees. Supervision of staff. Motivate and reward staff for performance. Institute disciplinary procedures and sanctioning of malperformance. Training and development of staff. Ensure staff morale is on an acceptable level. Ensure deadlines are met and that work meets set standards. Maintain various registers within the environment. Deal with enquiries from suppliers and end-users

**ENQUIRIES**

: Ms L Schaffers Tel No: (021) 467 2771

**CLOSING DATE**

: 21 February 2020

**DEPARTMENT OF HEALTH**

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

**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.

**OTHER POSTS**

**POST 05/291**

: **CHIEF ENGINEER: GRADE A (MECHANICAL)**  
Head Office, Cape Town

**SALARY**

: R1 042 827 per annum

**CENTRE**

: Directorate: Infrastructure Planning

**REQUIREMENTS**

: Minimum educational qualification: Engineering degree (B Eng/BSC (Eng) (Mechanical). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Mechanical). Experience: Six years post qualification experience required after registration as a Professional Engineer (Mechanical). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to

travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Development, interpretation and customisation of functional and technical norms and standards related to mechanical elements. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Ms M van Leeuwen, Tel. No: (021) 483-5084  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 February 2020

**POST 05/292** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (PAEDIATRICS AND OBSTETRICS AND GYNAECOLOGY)**

**SALARY** : R843 618 per annum (PN-A8)  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint).

**DUTIES** : (key result areas/outputs): Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

**ENQUIRIES** : Ms F Marthinus, Tel. No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 February 2020

**POST 05/293** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, DIVERSITY AND DISABILITY**  
Head Office, Cape Town

**SALARY** : R733 257 per annum  
**CENTRE** : Directorate: People Practices and Administration  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource or Social Science. Experience: Extensive appropriate experience in Employee Health and Wellness, diversity and disability. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Research and Analytical skills. Leadership, Financial Management, Presentation and listening skills. Planning and organising skills. Team building and strong inter-personal skills. Managerial and Leadership Skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Excellent writing and communication skills in at least two of the three official languages of the Western Cape. Innovative problem solving skills. Networking skills.

**DUTIES** : (key result areas/outputs): Manage and ensure the implementation of Employee Health and Wellness, SHERQ, diversity and disability Management. Manage Policy Development, Implementation and input in line with DPSA strategic framework and relevant legislation. Manage Service level Agreements, between the Department and the Service providers as well as contract management. Provide advice and support to Districts/Institution as well as training. Responsible for Reporting and Monitoring and Evaluation with regards to various programmes and components. Manage the Financial and Administrative Functions as well as Supervision of sub directorate Employee Health and Wellness.

**ENQUIRIES** : Ms B Arries, Tel. No: (021) 483-3373  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 February 2020

**POST 05/294** : **ASSISTANT MANAGER NURSING (SPECIALITY: MIDWIFERY AND NEONATOLOGY/CHILD NURSING)**  
Chief Directorate: Rural Health Services

**SALARY** : R614 991 per annum (PN-A7)  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation

		and human resource and financial policies. Computer literacy (Microsoft Office).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Quality patient care supported through professional, technical and management support. Leadership and guidance towards realisation of strategic goals and objectives. Efficient human resources in all components. Resources utilised according to directives and legislation. Management of information systems to enhance service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J Ehlers, Tel.No: (044) 802-4356/7
<b><u>NOTE</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test. 28 February 2020
<b><u>POST 05/295</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY/INTENSIVE CARE UNIT/ OPERATING THEATRE)</u></b> Rural Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R614 991 per annum (PN-A7) George Regional Hospital 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General/Child or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Quality patient care supported through professional, technical and management support. Leadership and guidance towards realisation of strategic goals and objectives. Efficient human resources in all components. Resources utilised according to directives and legislation. Management of information systems to enhance service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J Ehlers, Tel. No: (044) 802-4356/7
<b><u>NOTE</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test. 28 February 2020
<b><u>POST 05/296</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE</u></b>	:	R444 276 per annum (PN-A5) New Somerset Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, PowerPoint and Excel). Skills in the preparation of reports. Ability to analyse Health System Information. Good communication and interpersonal skills. Communication in at least two of the three official languages of the Western Cape. Experience in the provision of HIV/AIDS services. Experience in NIMART or willingness to undergo NIMART training immediately.
- DUTIES** : (key result areas/outputs): Oversee the introduction of a PMTCT “improvement package” at New Somerset Hospital and recommend system improvements. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Improve clinical record keeping, data collection and information flow of PMTCT activities. Clinical assessment and initiation of ART in accordance with NIMART guidelines. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Policy implementation and quality improvement initiatives in general Antenatal care as well as in Labour wards. Implement the use of revised obstetric tools that integrate HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants.
- ENQUIRIES** : Ms S Basardien, Tel. No: (021) 402-6485  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 February 2020
- POST 05/297** : **ASSISTANT DIRECTOR: FINANCE**  
 West Coast District
- SALARY** : R376 596 per annum  
**CENTRE** : West Coast District Office, Malmesbury  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in BAS/LOGIS/Finance/Accounting environment. Inherent requirement of the job: Valid Code B/EB driver’s licence and willingness to travel. Competencies (knowledge/skills): Thorough knowledge of relevant financial prescripts, departmental policies and procedures including Accrual accounting. Computer literacy in Microsoft Office applications (Word, Excel and Power Point). Ability to compile, interpret and analyse reports. Ability to work independently and be part of a team. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
- DUTIES** : (key result areas/outputs): Monitor, control and report on expenditure, income and budget of finance, supply chain management and performance information. Manage the Human Resource Management functions of personnel in the division. Manage budget allocation of the District and monitor expenditure and revenue. Manage processes to ensure compliance to finance policies, the PFMA and regulations as well as Treasury Instructions to achieve quality Corporate Governance. Control and analyse monthly AFS Disclosure Reporting.
- ENQUIRIES** : Mr R Layman, Tel. No: (022) 487-9212  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 February 2020

**POST 05/298** : **ASSISTANT DIRECTOR: FINANCE/SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Rural Health Services

**SALARY** : R376 596 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS). Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.

**DUTIES** : (key result areas/outputs): Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.

**ENQUIRIES** : Ms S Janki, Tel. No: (044) 802-4365  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.

**CLOSING DATE** : 28 February 2020

**POST 05/299** : **RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY) (5/8TH)**

**SALARY** : Grade 1: R247 314 per annum  
Grade 2: R291 324 per annum  
Grade 3: R343 167 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Radiographer in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPSCA in Radiographer (Oncology). **Grade 2:** 10 year's appropriate experience after registration with HPCSA in Radiography (Oncology). **Grade 3:** 20 year's appropriate experience after registration with HPCSA in Radiography (Oncology). Inherent requirement of the job: Willingness to work after-hours and shifts. Competencies (knowledge/skills): Render administrative and information support to Unit Manager. Ability to treat patients and other staff with patience and empathy.

**DUTIES** : (key result areas/outputs): Radiotherapy treatment and planning according to clinician's instructions. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development and training. Perform effectively as part of a multidisciplinary team. Display an interest in and an aptitude for Graphical Planning. Knowledge and Implementation of new planning and treatment techniques advantageous. Treat patients and other staff with patience and empathy. Clinical training of students.

**ENQUIRIES** : Ms J Meaker, Tel. No: (021) 938-4177

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.
- CLOSING DATE** : 28 February 2020
- POST 05/300** : **ADMINISTRATION CLERK: WARDS**  
Chief Directorate: Rural Health Services
- SALARY** : R173 703 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy MS Office (including Word, Excel, PowerPoint and Outlook). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.
- ENQUIRIES** : Ms J Ehlers, Tel. No: (044) 802-4356/7
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
- CLOSING DATE** : 28 February 2020

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online via: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>.
- CLOSING DATE** : 24 February 2020
- NOTE** : Only applications submitted online will be accepted. 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. 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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, contact the Helpline: 0861 370 202

#### **MANAGEMENT ECHELON**

**POST 05/301** : **DIRECTOR: DEPARTMENTAL PERFORMANCE MONITORING AND EVALUATION REF NO: TPW 33/2020**

**SALARY** : R1 057 320 per annum (level 13). (All-inclusive salary package) The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
 : A relevant undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management experience; and a valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Knowledge of monitoring and evaluation concepts and principles; Knowledge of monitoring and evaluation systems; Knowledge of monitoring and evaluation methods, tools and techniques; Knowledge of project risk management process and early warning systems; Knowledge of follow-up procedures and techniques; Knowledge of techniques and procedures for assessing implementation; Knowledge of logical framework analysis; Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Proven knowledge and understanding of program and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Basic knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of the Staff Performance Management System and PERMIS 4; Proven knowledge and understanding of the Performance Management and Development System for SMS members. Skills: Numeracy/Literacy/Driving/Computer Literacy/Language skills/Project Management/Accounting Finance and Audit/Information Technology/Training/Report Writing/ Change Management/Strategic Management/Time Management/Knowledge Management/Service Delivery Innovation /Problem solving and analysis/Client Orientation and Customer Focus/Communication.

**DUTIES** : Line Management: Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management process of the Department's line and staff function; Proactively facilitate organisational performance monitoring and reporting as per departmental strategic and annual performance plans; Proactively facilitate programme and project



performance monitoring and reporting as per provincial strategic objectives and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Strategic Management: Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department's and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objective and standards; Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound employee relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Actively participation in the budgeting process at Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Directorate's finance; Report to the Chief Director on all aspects of the Directorate's finances; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

**ENQUIRIES**

:

Mr R Maharaj Tel No: (021) 483-4123