



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2024

DATE ISSUED 27 SEPTEMBER 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

OFFICE OF THE CHIEF JUSTICE: Kindly note that the post of Court Manager: Western Cape Division of the High Court with Ref No: 2024/149/OCJ and Registrar's Clerk: Western Cape Division of the High Court: Cape Town with Ref No: 2024/156/OCJ advertised on DPSC Circular 33 with a closing date of 30 September 2024 have been withdrawn. Apologies for any inconvenience caused.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: Kindly note that the following post was advertised in Public Service Vacancy Circular 34 dated 20 September

2024. The Requirements have been amended as follows: (1) Senior Legal Administrative Officer (MR-6) with Ref No. DPSA 07/2024 (X2 Posts); Knowledge of energy-related legislation and policies will be an added advantage has been removed. Knowledge of public service legislative and policy frameworks has been included in the requirements. The closing date has been extended. The closing date is 14 October 2024.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF HEALTH: (CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL) Kindly note that the following post was advertised in Public Service Vacancy Circular 34 dated 20 September 2024, Medical Specialist Anaesthesia : with Ref No: 021629; the post has been amended as follows: <http://professionaljobcentre.gpg.gov.za>, and the closing date has been extended to 11/10/2024.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF HEALTH: (DR GEORGE MUKHARI ACADEMIC HOSPITAL): Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 34 dated 20 September 2024 with the closing date of 07 October 2024, Medical Specialist (Psychiatry) with Ref no.: 021608. the correct number of posts is 3. The closing date will remain the same.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the duties for post no 35/155 State accountant has been amended as follows: Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of cash book. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify against captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.

PROVINCIAL ADMINISTRATION: NORTH WEST: PROVINCIAL TREASURY: Kindly note that the following post was advertised in the Public Service Vacancy Circular 33 dated 13 September 2024, Senior Legal Administration Officer (MR6) (OSD Post) Ref No: NWFIN/2024/23. The notch as indicated was incorrect. The correct notch is R556, 356 per annum.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
CORRECTIONAL SERVICES	A	04 - 21
HEALTH	B	22 - 23
HIGHER EDUCATION AND TRAINING	C	24 - 25
INTERNATIONAL RELATIONS AND COOPERATION	D	26 - 27
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	E	28 - 33
MINERAL RESOURCES AND ENERGY	F	34 - 35
NATIONAL SCHOOL OF GOVERNMENT	G	36 - 40
PUBLIC WORKS AND INFRASTRUCTURE	H	41 - 48
TRADITIONAL AFFAIRS	I	49 - 50
WATER AND SANITATION	J	51 - 60

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	K	61 - 65
KWAZULU NATAL	L	66 - 81
NORTH WEST	M	82 - 131
WESTERN CAPE	N	132 - 178

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address (es) as indicated below: The Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to Thapelo.Leballo@dcs.gov.za. Contact persons: Mr Y Naidoo 012 307 2079, Ms TP Ngobeni 012 305 8589 or Ms NS Khumalo 012 307 2174.
- CLOSING DATE** : 14 October 2024 at 15h45.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. A pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/> Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification/s and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints will be taken on the day of the interview. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches the Department of Correctional Services before 14 October 2024 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and send your complete application to: The Department of Correctional Services reserves the right not to fill any of these advertised posts. The Youth and Women are encouraged to apply.

OTHER POSTS

- POST 35/01** : **CHIEF PSYCHOLOGIST GRADE 1 REF NO: HO 2024/10/01**
Re-advertisement: Candidates who previously applied, need to re-apply
- SALARY** : R1 703 409 per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : Appropriate qualifications (Master's degree) that allow registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant registration category (eg Clinical, counselling, Educational, Industrial, Research Psychology). Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience as Clinical Psychologist after registration with HPCSA as Clinical Psychologist. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, understanding of White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Assessment and evaluation, research, ethics and standards, supervision, interpersonal relationships. Strategic capability and leadership. Service delivery innovation client orientation and customer focus financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
- DUTIES** : Manage the development of policies, procedures and standards in accordance with applicable legislation related to psychological services and monitor the implementation thereof for the treatment of inmates. Provide strategic leadership and direction for Psychologists in the department. Foster a working relationship with academic institutions, local and international psychology organisations including relevant cluster departments. Ensure the provision of Psychological Services to incarcerated persons (including special categories of offenders). Develop a centralized database and information system for Psychological Services for monitoring performance information on relevant output and outcome indicators. Ensure participation in inter-sectorial, inter-departmental, inter-branch, multi- 7 disciplinary and/ or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services. Management of performance information. Management of human resources, finances and assets.
- ENQUIRIES** : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 012 307 2174.
- NOTE** : Appointment under the Public Service Act.
- POST 35/02** : **DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2024/10/02**
Re-advertisement: Candidates who previously applied, need to re-apply
- SALARY** : R1 461 492 per annum, all-inclusive package
CENTRE : Western Cape region: Pollsmoor Management Area
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written).

<u>DUTIES</u>	:	Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
	:	Responsibilities: Manage and provide direction for the Management Area in relation to the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: 012 305 8589 or Ms Khumalo NS Tel No: (012) 012 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/03</u>	:	<u>DEPUTY COMMISSIONER: COMMUNITY PROGRAMMES LIAISON REF NO: HO 2024/10/03</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) in Behavioural Science/ Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage and facilitate the re-entry of offenders to the community. Mobilization of re-entry of offenders into the community through the involvement of all stakeholders. Facilitate the approval and the implementation of the profiling tool. Manage and monitor involvement of all role players in the rehabilitation process of offenders. Monitor successful reintegration of offenders to avoid re-offending and recidivism. Manage and ensure provision of restorative justice. Manage the provision of victim empowerment programme services. Develop and ensure coordination and execution of social crime prevention programmes. Management of victim offender mediation and empowerment through the restorative justice process. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/04</u>	:	<u>DEPUTY COMMISSIONER: SELF SUFFICIENCY AND SUSTAINABILITY REF NO: HO 2024/10/04</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	: National Head Office, Pretoria : An undergraduate qualification (NQF level 7) in Behavioural Sciences/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Understanding of DCS environment. Understanding of Justice Cluster, relevant prescripts, social cohesiveness, screening and assessment. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project Management. Presentations, report writing and service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liaison with stakeholders. Negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates. Knowledge of all relevant legislation, norms and standards.
<u>DUTIES</u>	: Manage skills development and formal education in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage, develop, and design skills curriculum programs and strategies for offenders. Manage and oversee production workshops and agriculture. Monitor, develop and evaluate effective and efficient production workshop strategies and programs design. Ensure the effective and efficient management of productive agriculture and production workshop systems. Manage and oversee offender sports, recreation, arts and culture. Monitor, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs. Ensure the effective and efficient coordination of offender sports, recreation, arts and culture. Enterprise management. Provide guidance on the generation of income revenue that leads to long term economic growth. Develop rules for business improvement. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES NOTE</u>	: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174. : Appointment under the Correctional Services Act.
<u>POST 35/05</u>	: <u>DEPUTY REGIONAL COMMISSIONER</u> (Re-advertisement: Candidates who previously applied, need to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 461 492 per annum, (all-inclusive package) : Free State and Northern Cape region Ref No: HO 2024/10/05 : Western Cape region Ref No: HO 2024/10/06 : An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

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

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

NOTE : Appointment under the Correctional Services Act.

POST 35/06 : **DEPUTY COMMISSIONER: LEGAL SERVICES REF NO: HO 2024/10/07**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 461 492 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

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

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

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

NOTE : Appointment under the Correctional Services Act.

POST 35/07 : **DEPUTY COMMISSIONER: EMPLOYEE RELATIONS REF NO: HO 2024/10/08**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 461 492 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent qualification. [5] Years' senior managerial level experience in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act) Competencies and Attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus, communication, honesty and integrity.

DUTIES : Manage the development, implementation and coordination of employee relations strategies, policies, codes and practices. Monitor the effectiveness of the employee relations environment. Directing the activities of the employee relations environment. Manage activities pertaining to grievance, discipline and dispute resolution. Manage collective bargaining in DCS. Provide leadership and strategic direction within the Chief Directorate. Manage the promotion of gender and employment equity in the DCS. Management of human resources, finances and assets. Management of performance information.

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

POST 35/08 : **DIRECTOR: PRE-RELEASE RESETTLEMENT REF NO: HO 2024/10/09**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, all-inclusive package
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. 5 years' experience at a middle/ senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Parole administration. Corrections management. Management of overcrowding. Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Screening and assessment. Planning and coordination. Quality improvement. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Develop, review, monitor and evaluate the implementation of legislation, policies and standard operating procedures (SOPs) and procedures operating systems on placement and release of offenders. Ensure policies and standard operating procedures are reviewed and up to date. Improve effective functioning and coordination of Correctional Supervision and Parole Boards (CSPB's). Develop and implement measures to improve performance and compliance of CSPB's in line with relevant policies and operational procedures on placement and release. Manage programs, projects and activities of Directorate: Pre-release Resettlement. Manage offender representations, complaints, inquiries and parliamentary questions received by the directorate. Management of performance information. Management of human resources, finances and assets.

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

POST 35/09 : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2024/10/10**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in BCom Accounting or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] Years of experience at middle management/ senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and

Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles. Accountability. Diplomacy and tact. Good corporate governance principles.

DUTIES : Effective management of members' financial and other interests by ensuring sound financial management of the fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the widow and orphan fund. Management of the Protea–Karridene agreement and fund modernization projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the fund. Effective risk management to ensure compliance with the risk management plan. Efficient and effective management of the national sport fund and interest free study loans. Report on quarterly basis to the board of trustees on the funds' strategic issues and developments. Ensuring that treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.

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

POST 35/10 : **DIRECTOR: SUPERVISION (PROBATIONERS AND PAROLEES) REF NO: HO 2024/10/11**
 Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Sound knowledge of Social Re-Integration (Probationers and Parolees). Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

DUTIES : Provide strategic leadership and direction for the Directorate: Supervision. Monitor compliance with policies, procedures, programmes, standards and applicable legislation. Manage the implementation of the admission risk classification tool for Probationers and Parolees at Community Correction offices in each region. Manage the implementation of the framework on the prevention of absconding country wide. Facilitate the development of the reclassification tool for Probationers and Parolees. Develop policies and procedures on correctional supervision in line with the strategic direction of the department. Management of human resources, finances and assets. Management of performance information.

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

<u>POST 35/11</u>	:	<u>DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES REF NO: HO 2024/10/12</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Free State and Northern Cape region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Human Resource Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management. Change Management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Manage human resource provisioning in the region. Ensure human resource development and training. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/12</u>	:	<u>DIRECTOR: AREA COMMISSIONER</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape region: Mthatha Management Area Ref No: HO 2024/10/13 St Albans Management Area Ref No: HO 2024/10/14 Gauteng region: Baviaanspoort Ref No: HO 2024/10/15 Krugersdorp Ref No: HO 2024/10/16 KwaZulu Natal region: Kokstad Management Area Ref: HO 2024/10/17 Pietermaritzburg Ref No: HO 2024/10/18 Empangeni Ref No: HO 2024/10/19 Limpopo, Mpumalanga and North West region: Witbank Ref No: HO 2024/10/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle management/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). competencies and attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.
<u>DUTIES</u>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and

adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.

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

POST 35/13 : **DIRECTOR: REMAND DETENTION AND CASE FLOW MANAGEMENT REF NO: HO 2024/10/21**

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology /Social Sciences or equivalent qualification. [5] Years' experience at middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Effective and efficient remand detention administration. Co-ordinate the management of admission and releases. Co-ordinate the management of diversions of remand detainees. General remand administration. Co-ordinate the management of deaths and burial processes. Effective and efficient case management. Co-ordinate the management of remand detainee discipline. Co-ordinate the management of remand detainees' rights and privileges. Monitor compliance to unit management principles. Effective and efficient case flow management. Ensure effective bail administration. Ensure diversion of RD's. Manage risks. Ensure the implementation of Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Ensure submission of relevant cluster reports. Effective and efficient management of special categories. Ensure the management and implementation of provisions with regard to special categories (vulnerable, observation cases; foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of human resources, finance, assets and performance information.

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

POST 35/14 : **DIRECTOR: COMMUNICABLE DISEASES REF NO: HO 2024/10/22**

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment.

Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Communicable diseases care and support. Professional counselling. Nursing practice. First Aid. Building and sustaining relationships in primary health care. Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUITES : Manage the development, design and improvement of communicable disease programs and services in line with the national department of health and SANAC prescripts and directives. Develop and manage or review policies, guidelines, and standards for the delivery of care and support programmes and services. Manage and develop/customize communicable disease care and support social and behaviour change and communication information, education and communication materials in line with the latest national strategic plan for communicable diseases. Manage the coordination of communicable disease prevention and care support services strategies and execution of interventions/activities to ensure the provision of quality care and support programmes and services. Liaise and guide support organisations such as NGO's, CBO's and other stakeholders on communicable disease related activities. Conduct and facilitate communicable disease education and care support. Management of human resources, finances and assets. Management of performance information.

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

POST 35/15 : **DIRECTOR: NON-COMMUNICABLE DISEASES AND SUPPORT SERVICES**
REF NO: HO 2024/10/23

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security Clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Medical practice. Nursing practice. Pharmacy. First Aid. Building and sustaining relationships in primary health care. Competencies And Attributes: Professional values and attitudes. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking, communication and project management skills. Presentations, report writing. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management skills. Analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

DUTIES : Manage physical care in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the prevention of non-communicable diseases. Manage the processes in allocation of in and out patients. Manage clinical care services. Manage, develop, design and improve clinical service program. Liaise and guide support organisation such as NGO's, CBO's and other stakeholders on clinical services related activities. Manage the roll out of pharmaceutical services in line with available guidelines and procedures. Ensure the management and the coordination of medicine contract. Manage the medical depots. Manage nutritional & environmental hygiene services. Monitor and evaluate the effectiveness of care services to enhance service delivery.

		Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/16</u>	:	<u>DIRECTOR: EXTERNAL TRAINING AND STANDARDS REF NO: HO 2024/10/24</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration/Business Management/Administration or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Top secret security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Risk management. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Project management. Presentations, communication, report writing, decision making, problem solving, networking/liason with stakeholders, negotiation and organising skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Conflict management. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care.
<u>DUTIES</u>	:	Manage, develop and review bursary policy, procedure, process and guidelines. Monitor, interpret and review legislation, policy and procedures to determine whether policies and guidelines are still relevant and comply with current requirements. Manage and develop policy for learnership, basic training and RPL. Manage the implementation of bursaries and external training policy. Manage external policy and external training. Manage bursary administration. Manage and conduct quality assurance on training standards. Manage and develop quality assurance system. Manage and conduct monitoring and evaluation of the program. Manage and develop plan for assessment and standards. Manage and develop assessment and moderation tools. Manage and develop training standards. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: 012 305 8589 or Ms Khumalo NS 012 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/17</u>	:	<u>DIRECTOR: HEAD OF CORRECTIONAL CENTRE</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, all-inclusive package
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Medium A Ref No: HO 2024/10/25 Durban Medium B Ref No: HO 2024/10/26
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and

written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

DUITES : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders is at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

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

POST 35/18 : **DIRECTOR: FACILITIES MANAGEMENT REF NO: HO 2024/10/27**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY CENTRE REQUIREMENTS : R1 238 355 per annum, (all-inclusive package)
: National Head Office, Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Engineering, artisan and production workshop management. Facilities and technical management. Understanding of DCS environment. Knowledge of relevant prescripts. Care, planning and coordination. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication, project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising and conflict management skills. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.

DUTIES : Ensure quality facilities planning and proper works standards are maintained. Identification of substandard building planning services. Draw up strategies to improve sub-standard buildings in the regions. Manage and ensure building and ensure proper work standards. Manage the assessments of building projects requirements at all correctional centres. Manage the undertaking of preliminary feasibility studies of proposed sites for building. Oversee the development/maintenance of building work standards in DCS. Assess building maintenance requirements. Plan/co-ordinate maintenance activities at correctional centres. Manage the procurement of rented office accommodation. Investigate and scrutinize applications for rented accommodation. Facilitate the obtaining of new accommodation. Management of human resources, finances and assets. Management of performance information.

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

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/19</u>	:	<u>AREA COORDINATOR: FINANCE REF NO: HO 2024/10/28</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Gauteng region: Johannesburg Management Area
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. Five [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies And Attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.
<u>DUTIES</u>	:	Manage and render supply chain management services in the management area. Coordinate the rendering of procurement and demand services. Render logistics and disposal management services. Manage and render financial and management accounting services in the management area. Manage and monitor the effective utilisation of the management area budget. Manage the collection of revenue in the management area. Manage and render financial accounting services in the management area. Render and monitor expenditure control. Develop and implement strategies to ensure compliance to set internal controls within the department. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/20</u>	:	<u>DIRECTOR: OFFENDER SPORTS, RECREATION, ARTS AND CULTURE REF NO: HO 2024/10/29</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management, Social Science, Biokinetic or equivalent qualification. (5) Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Understanding of DCS environment. Understanding of the justice cluster and relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care, planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management and analytical thinking skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards. Information and knowledge management. Corrections management. Sport and recreation

		management. Management of overcrowding. Continuous risk assessment tool. Personal development.
<u>DUTIES</u>	:	Manage, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the coordination of sports and recreation. Manage the coordination of arts and culture. Manage and ensure the effective and efficient coordination of sports, recreation, arts and culture. Ensure effective program design and development. Ensure proper research and development of the program with regard to sports, recreation, arts and culture. Manage the correctional centres libraries. Monitor, develop and evaluate effective and efficient informative correctional centre libraries. Ensure the effective and efficient administration of libraries. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
	:	Appointment under the Correctional Services Act.
<u>POST 35/21</u>	:	<u>DIRECTOR: HEAD OF CORRECTIONAL CENTRE: REMAND DETENTION FACILITY (RDF) REF NO: HO 2024/10/30</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	Western Cape region: Pollsmoor
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Computer literacy. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Plan, organise, lead and control. Policy development, diversity management, project and programme management, conflict management, financial management, facilitation, transformation management, change management, advanced computer literacy, problem solving and decision-making and communication skills (verbal and written). Service delivery and client orientation. Sound work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Remand Detention. Management of detention administration and caseflow. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Management of detention special categories. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of remand detainees bail. Manage internal security by ensuring that standby lists are available, sufficient security in centres and searching is done continuously according to registers etc. Manage the provision of social work services, spiritual/moral development. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
	:	Appointment under the Correctional Services Act.
<u>POST 35/22</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: HO 2024/10/31</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	National Head Office, Pretoria: Office of the Commissioner
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science. Five (5) years' experience at middle management or senior managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer

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

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

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

POST 35/23 : **REGIONAL HEAD: INCARCERATION, CORRECTIONS AND REHABILITATION**
(Re-advertisement: Candidates who previously applied, need to re-apply)

SALARY CENTRE : R1 238 355 per annum, (all-inclusive package)
: KwaZulu Natal region Ref No: HO 2024/10/32
: Limpopo, Mpumalanga and North West region Ref No: HO 2024/10/33

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

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

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

POST 35/24 : **AREA COORDINATOR: INCARCERATION, CORRECTIONS AND REHABILITATION REF NO: HO 2024/10/34**
Re-advertisement: Candidates who previously applied, need to re-apply

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

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] years' experience at a middle/senior managerial level in a similar environment. Security Clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Programme management and development. Knowledge of Public Service Act, regulations, policies and procedures. Knowledge and experience of problem-solving techniques. Project management, presentation, communication, report.
<u>DUTIES</u>	:	Manage the effective health care of offenders in the management area. Co-ordination of policy on health care in the management area. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services in the management area. Quality assessment of services. Manage spiritual care services to offenders in the management area. Co-ordination of policy on spiritual care services to offenders in the management area. Quality assessment of religious care. Coordinates the collation and dissemination of security and corrections information. Implement and monitor corrections, security and facilities policies and procedures. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174. Appointment under the Correctional Services Act.
<u>POST 35/25</u>	:	<u>REGIONAL HEAD: FACILITIES REF NO: HO 2024/10/35</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package) Gauteng region
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior professional level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Programme and project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills mobile equipment operating and maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication, people management, planning and organization, conflict management and negotiation skills. Change management.
<u>DUTIES</u>	:	The coordination of policy. Implementation of new policies, procedures and standards. Monitoring of effectiveness of policies, procedures and standards. Maintain operational effectiveness. Implement maintenance strategy through the provision of appropriate structures, systems and resources. Quality assessment of facilities. Assessment of facilities on a continuous basis to ensure that proper maintenance is carried out and documented and maintenance teams are properly trained, housed, financed and equipped for their task. Ensure adherence to OHS Act. Ensure training is affected as required by the OHS Act. Ensure continuous updating of the building and maintenance programme for the Region. Ensure that priorities in the building and maintenance programme are still in line with departmental strategies and objectives. Ensure the effective and cost-efficient provision of municipal services in the region. Ensure that payment for services are

ENQUIRIES
NOTE

done in a timeous manner. Management of human resources, finances and assets.
Management of performance information.

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

OTHER POSTS

POST 35/26

: **SOCIAL AUXILIARY WORKERS: GRADE 1**
(3 Year Contract)

SALARY
CENTRE

: R182 913 per annum, (Plus 37% in lieu of benefits)
: **Eastern Cape region:**
Amathole Management Area Ref No: EC 2024/10/01
East London Management Area Ref No: EC 2024/10/02
Kirkwood Management Area Ref No: EC 2024/10/03
Mthatha Management Area Ref No: EC 2024/10/0 (X2 Posts)
Sada Management Area Ref No: EC 2024/10/05
St Albans Management Area Ref No: EC 2024/10/06 (X2 Posts)
Free State and Northern Cape region:
Bizzah Makhate Ref No: FSNC 2024/10/01 (X2 Posts)
Colesberg Management Area Ref No: FSNC 2024/10/02)
Goedemoed Management Area Ref No: FSNC 2024/10/03)
Groenpunt Management Area Ref No: FSNC 2024/10/04)
Grootvlei Management Area Ref No: FSNC 2024/10/05)
Kimberly Management Area Ref No: FSNC 2024/10/06)
Upington Management Area Ref No: FSNC 2024/10/07)
National Head Office, Pretoria:
Directorate: Restorative Justice Ref No: HO 2024/10/36
Gauteng region:
Baviaanspoort Management Area Ref No: GP 2024/10/01
Boksburg Management Area Ref No: GP 2024/10/02
Johannesburg Management Area Ref No: GP 2024/10/03
Kgoši Mampuru II Management Area Ref No: GP 2024/10/04
Krugersdorp Management Area Ref No: GP 2024/10/05
Leeuwkop Management Area Ref No: GP 2024/10/06
Modderbee Management Area Ref No: GP 2024/10/07
Zonderwater Management Area Ref No: GP 2024/10/08
KwaZulu Natal region:
Durban Management Area Ref No: KZN 2024/10/01 (X2 Posts)
Empangeni Management Area Ref No: KZN 2024/10/02
Glencoe Management Area Ref No: KZN 2024/10/03
Kokstad Management Area Ref No: KZN 2024/10/04
Ncome Management Area Ref No: KZN 2024/10/05
Pietermaritzburg Management Area Ref No: KZN 2024/10/06
Waterval Management Area Ref No: KZN 2024/10/07
Limpopo, Mpumalanga and North West region:
Barberton Management Area Ref No: LMN 2024/10/01
Bethal Management Area Ref No: LMN 2024/10/02
Klerksdorp Management Area Ref No: LMN 2024/10/03
Rooigrond Management Area Ref No: LMN 2024/10/04
Rustenburg Management Area Ref No: LMN 2024/10/05
Polokwane Management Area Ref No: LMN 2024/10/06
Thohoyandou Management Area Ref No: LMN 2024/10/07
Witbank Management Area Ref No: LMN 2024/10/08
Western Cape region:
Allandale Management Area Ref No: WC 2024/10/01
Breede Rivier Management Area Ref No: WC 2024/10/02
Drakenstein Management Area Ref No: WC 2024/10/03
Goodwood Management Area Ref No: WC 2024/10/04
Overberg Management Area Ref No: WC 2024/10/05
Pollsmoor Management Area Ref No: WC 2024/10/06
Southern Cape (George) Management Area Ref No: WC 2024/10/07
Voorberg Management Area Ref No: WC 2024/10/08
Westcoast (Malmesbury) Management Area Ref No: WC 2024/10/09
: Registration with the SA Council for Social Service Professions (SACSSP) as a
Social Auxiliary Worker. Computer literacy. Competencies And Attributes: Report

REQUIREMENTS

writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.

DUTIES

: Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

ENQUIRIES

: **Eastern Cape Region** Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndongela N Tel No: (043) 706 7883.
: **Free State and Northern Cape Region:** Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
: **Gauteng Region:** Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179.
: **National Head Office** Mr Y Naidoo Tel No: (012) 307 2079, Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174.
: **Kwa-Zulu Natal Region:** Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370.
: **Limpopo, Mpumalanga and North West Region** Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
: **Western Cape Region** Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054.

APPLICATIONS

Eastern Cape Region: The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to [**ECHRM@dcs.gov.za**](mailto:ECHRM@dcs.gov.za)
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to [**FSNCHRM@dcs.gov.za**](mailto:FSNCHRM@dcs.gov.za)
Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to [**GPHRM@dcs.gov.za**](mailto:GPHRM@dcs.gov.za)
National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to [**Thapelo.Leballo@dcs.gov.za**](mailto:Thapelo.Leballo@dcs.gov.za)
KwaZulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 or you can email your application to [**KZNHRM@dcs.gov.za**](mailto:KZNHRM@dcs.gov.za)
Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to [**LMNHRM@dcs.gov.za**](mailto:LMNHRM@dcs.gov.za)
Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 Or you can email your application to [**WCHRM@dcs.gov.za**](mailto:WCHRM@dcs.gov.za)

: Appointment under the Public Service Act.

NOTE

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 14 October 2024
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection 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 batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 35/27** : **DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: NDOH 44/2024**
Cluster: Human Resources Management and Development
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF 7 qualification in Human Resource Management as recognised by SAQA. At least five (5) years' experience at a middle management level in Human Resources, PERSAL system or relevant HR Personnel System as well as employee conditions of service. Knowledge and understanding of the legislative framework relating to HR, remuneration and benefits, Public Finance Management Act (PFMA), Treasury Regulations, Budgeting and Financial Management. Knowledge of White paper on Transformation of the Public Service Act, Public Service Regulation, and Basic Condition of Employment Act as well as Batho Pele Principles. Good problem solving and decision making, strategic planning, leadership, project management, people and change management, communication (verbal and written), organisation, policy development and implementation, financial management, sound analytical, research, planning and presentation, interpersonal. Good coordination and stakeholder liaison, human resource and performance management and learning development skills. Ability to

work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.

- DUTIES** : Effectively manage the development, alignment of the organisational structure, establishment and job evaluation function. Ensure that the department has an approved organisational structure. Manage and oversee the administration of the PERSAL system regarding staff establishment. Manage effective and efficient recruitment, selection, appointment, and HR policy planning. Ensure the provision of human resource practice and compliance with regulatory framework in respect of management of service benefits and conditions. Manage leave, long service recognition, retirement, and PILLIR. Manage the processing of transactions on service benefits and conditions as well service termination and service benefits. Manage directorate personnel, finance and audit queries. Develop the operational plan of the directorate. Ensure quarterly / annual performance review plans. Allocate resources and ensure the development of employees.
- ENQUIRIES** : Ms Q Gambu Tel No: (012) 395-8413

OTHER POST

- POST 35/28** : **DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES (GRADE 1) REF NO: NDOH 43/2024**
Directorate: Chronic Diseases, Disabilities and Geriatrics

- SALARY** : R990 945 per annum, (an all-inclusive remuneration package), (OSD), [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 7 qualification in Occupational Therapy/Physiotherapy/ Speech Therapy/ Audiology/ Medical Orthotics/ Prosthetics and registration with HPCSA. At least three (3) years' experience at the level of Assistant Director or equivalent level within health sciences environment. Knowledge of the Constitution of the Republic of South Africa 1996, Public Service Act 1994, National Health Act 61 of 2003, Mental Health Act 17 of 2002 and Equity Act 4 of 2000. Knowledge of the White Paper on the Rights of Persons with Disabilities. Knowledge of Framework and Strategy for Disability and Rehabilitation in SA and UN Convention on the Rights of Persons with Disabilities (UNCRPD). Good communication (verbal and written), analytical, presentation, problem-solving, decision-making, conflict management, project management, and computer skills (MS Office package). A valid Driver's license.

- DUTIES** : Develop and update policies, strategies, guidelines, protocols relating to the promotion, prevention and treatment with regards to the care of older persons, eye health, disabilities and rehabilitation and support their implementation. Collaborate with key stakeholders on the services of older persons, eye health, disabilities and rehabilitation to promote inclusive policies and practices and combat all forms of discrimination. Facilitate the monitoring and evaluation of programmes pertaining to older persons, eye health, disabilities and rehabilitation at all levels of service delivery. Conduct monitoring and evaluation visits to provinces, districts, health care facilities and community-based health programmes. Facilitate increased access to health services pertaining to older persons, eye health, disabilities and rehabilitation. Assist in creating awareness about these programmes amongst health workers and the public. Contribute to improved quality of these services through the use of technology and innovative solutions and through promoting research. Strengthen all services pertaining to the mentioned programmes in the public sector. Provide supervision to relevant Assistant Directors, perform administrative and planning tasks within the directorate.

- ENQUIRIES** : Dr Busisiwe A Ndlovu Tel No: (012) 395 8114

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)**

OTHER POSTS

- POST 35/29** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL)**
REF NO: CJC/OP/09/2024
 College council Payroll: Duration: 3-year contract
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector
 : Central Johannesburg TVET College, Central Office
 : Grade 12 certificate or equivalent. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or related qualification. Advanced experience in the development of policies/ implementation strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years' relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinated the décor layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr. B Khakhu Tel No: (011) 351 6000
 : All applications are to be sent via the link to <https://forms.gle/6sNHMhWsqSEfsP429>. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates). Please note that copies of qualifications, ID and drivers' licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 11 October 2024 at 16:00

<u>POST 35/30</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/09/2024</u> College council Payroll: Duration: 3-year contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector Central Johannesburg TVET College, Central Office Grade 12 certificate or equivalent. An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license.
<u>DUTIES</u>	:	Assisting with the payment of authorized departmental expenses. Monthly reconciliations of creditors, inventory and fixed assets. Preparation of inventory, fixed assets and expenditure reports for management, on a monthly basis. Ensuring maintenance of accurate records of stock levels, transactions, and movements of inventory items. Ensuring stock is accurately accounted for in the accounting system. Conducting regular spot counts. Ensuring maintenance of detailed records of fixed assets. Ensuring accurate calculation and recording of depreciation for all college fixed assets. Ensuring accurate classification of assets and ensuring that purchases should be capitalized as fixed assets. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances AND Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: (011) 351 6000 All applications are to be sent via link to https://forms.gle/fiBuKy6mB3vxCTdA7 . Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	11 October 2024 at 16:00

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

- APPLICATIONS** : **Cadet Programme** To apply, duly complete the online application by quoting the relevant reference number using the following link: <https://forms.office.com/r/7T1Ef0EztV>
General Internship Programmes To apply, duly complete the online application by quoting the relevant reference number using the following link: <https://forms.office.com/r/rj2wAuxN02>
- CLOSING DATE** : 18 October 2024
- NOTE** : (Applications received after the closing date will not be considered. Should you not have received a response from DIRCO within 6 months, please consider your application as unsuccessful.) Ensure that the following documents are uploaded on the above online application for both posts: Z83 CV Certified ID All Academic Transcripts. Important: Only first time Cadet, Internship or Learnership Programme applicants will be considered. Successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection and interviews at a predetermined time, date and place. Cadets will be placed within the Department of International Relations and Cooperation at the Head Office in Pretoria. It is, therefore, required that candidates should have their own transport and accommodation. Only South African citizens between the ages of eighteen (18) to thirty-five (35) years old on the closing date of applications are eligible to apply for the Cadet programme. All appointments are subject to the verification of citizenship, reference checks and security vetting. Applicants will be subjected to employment suitability checks including security clearance and qualification verification processes. Candidates will also be subjected to a process of technical assessments. If you are in possession of foreign qualifications, an evaluation certificate from the South African Qualifications Authority (SAQA) must accompany your application. Failure to submit any of the required documents/information will result in the disqualification of your application. No late applications will be considered / accepted. Correspondence will be limited to short-listed candidates only; should you not be contacted within six (6) months after the closing date, please consider your application as unsuccessful. Please note that successful candidates will be expected to sign a Cadet Programme Contract/Agreement with the Department. All applicants shall complete the online Microsoft Forms application form. Allowance: Public Service Market-related Stipend the Department of International Relations and Cooperation (DIRCO) is committed to the promotion of South Africa's national interests and values, the consolidation of the African Agenda and the creation of a better world for all. The Department's overall mandate is to work towards the realisation of South Africa's foreign policy objectives. The Department invites confident and dynamic unemployed individuals to participate in a General Internship Programme.

CADET PROGRAMME**OTHER POST**

- POST 35/31** : **DEPARTMENT OF INTERNATIONAL RELATIONS: CADET PROGRAMME 2025 - 2027**
 (Duration of Programme: 24 (twenty-four) months)
 Number of Cadets to participate in the programme: 25
- STIPEND** : R7 450.63 per month
- CENTRE** : O R Tambo Building, Pretoria
- REQUIREMENTS** : Qualification requirement: Minimum NQF level 7 South African youth graduates between 18 - 35 years of age at the closing date of the advertisement South African Citizen A minimum three-year NQF Level 7 qualification within the following fields: International Relations, African Studies, Political Science, Economics, Law, International Trade and Investment, Political Economy, Development Studies, Development Economics, Public Governance/Administration and International Relations. Competencies: Interpersonal skills Communication (verbal and written) skills Computer literacy skills Research and analytical skills Sense of responsibility and initiative Ability to network and build relationships. Problem-solving and decision-making skills Team leadership, including diversity management. Customer focus and responsiveness. Applied strategic thinking. Negotiation skills. Cultural

and security sensitivity Knowledge and understanding of SA Foreign Policy; National policies and priorities. Understanding of International Trade and Investment. Knowledge of Political Science and International Relations. Knowledge and understanding of South Africa, African Continent and Global Governance (multilateralism).

ENQUIRIES : Mr Nkosinathi Shongwe Tel No: (012) 351 1382

GENERAL INTERNSHIP PROGRAMMES

OTHER POST

POST 35/32 : **DEPARTMENT OF INTERNATIONAL RELATIONS: GENERAL INTERNSHIP PROGRAMMES 2025 - 2027**
Duration of Programmes: 24 (twenty-four) months
Number of Interns to participate in the programmes: 15

STIPEND : R7 450.63 per month
CENTRE : O R Tambo Building, Pretoria
REQUIREMENTS : Qualification requirement: Minimum NQF level 7 Unemployed South African youth graduates between 18 - 35 years of age at the closing date of the advertisement South African Citizen A minimum three-year NQF Level 7 qualification within the following fields: Tourism & Hospitality Management, Supply Chain Management, Records Management/Information Science, Graphic Design & Communications, Human Resource Management and Public Administration. Competencies: Customer focus and responsiveness. Interpersonal skills Communication (verbal and written) skills Information gathering and analytical skills Sense of responsibility and initiative Problem Solving Skills Computer literacy skills

ENQUIRIES : Ms Koobashni Padayachee-Vacik Tel No: (012) 351 0319

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 14 October 2024

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. 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 only when shortlisted. 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.

ERRATUM: Kindly note that the post of Maintenance Officer with Ref No: 2024/09/GP, Centre: Magistrate Pretoria (Lenasia) Post 34/61 advertised in the Public Service Vacancy Circular 34 dated 20 September 2024 with a closing date 07 October 2024 has the following language requirements: English, IsiZulu and Sesotho. We apologize for the inconvenience caused

OTHER POSTS

POST 35/33 : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 03/2024/WC**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, George

REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.

DUTIES : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

ENQUIRIES : Ms N Bekwa Tel No: (021) 462 5471

APPLICATIONS : Please direct your applications to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-03-WC@justice.gov.za

FOR ATTENTION : Ms P Paraffin

<u>POST 35/34</u>	:	<u>DEPUTY DIRECTOR: MAGISTRATE COMMISSION REF NO: 24/60/CS</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An NQF level 6 in Public Administration/Management, Human Resource Management as recognized by SAQA; A minimum of 3 years' experience of which at least 2 years at managerial (Assistant Director) level; Knowledge and understanding of Magistrate Act, statutory appointment and legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and the Constitution. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the provision of secretariat and administrative support to the Magistrate's Commission; Facilitate the administration of Magistrate's appointment, conduct and related condition of services; Provide a financial and supply chain management support service to the Magistrate's Commission; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042 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 or email to DOJ24-60-CS@justice.gov.za
<u>POST 35/35</u>	:	<u>CHIEF MAINTENANCE OFFICER REF NO: 24/13/CA</u>
<u>SALARY</u>	:	R556 356– R1 314 666 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office; Pretoria LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of Criminal, Civil and Maintenance Law applicable in Maintenance Applications; Knowledge of Constitutional law and cases relevant in Maintenance Matters and understanding of interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Decision making skills; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and provide operation support in respect of Maintenance Officers functions; Intervene in and facilitate the resolution of complaints in respect of Maintenance applications; Manage research and development intervention in Maintenance Services; Render administrative support; Manage the Generic Operational Functions of Maintenance Officers and Investigators.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S J. Kgafela Tel No: (012) 315 1042 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 or email to DOJ24-13-CA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

<u>POST 35/36</u>	:	<u>COURT MANAGER: REF NO: 2024/06/MP</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office; Kwamhlanga
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms. NC Maseko at 083 284 0956
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or Physical address: Mpumalanga High Court, Masters Office, 52 Acacia Crescent, West Acres, Nelspruit 1200. DOJ24-06-MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Ms Constance Maseko
<u>NOTE</u>	:	People with Disabilities/ Coloured Female, Indian Female and African Male or Female are encouraged to apply.
<u>POST 35/37</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 2024/09/MP</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Mbombela Magistrate Office
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 and Undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting/ Language Interpreting/ Language Practice/ Linguistic or equivalent qualification; Proficiency in two or more indigenous languages and English, Six years' experience in Court Interpreting of which three at supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time Management; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure and Art of interpreting
<u>DUTIES</u>	:	Key Performance Areas: Manage the Cluster legal interpreting and language services; Manage the legal interpreting and language services Manage relationships with stakeholders; Train and develop Court interpreters; Manage operational efficiency of language services in the province; Manage compliance of the code of conduct; Attendance of Stakeholder meeting.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (060) 632 2006
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: The Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: Mpumalanga High Court; Masters Office;52 Acacia Crescent, West Acres, Nelspruit 1200. DOJ24-09-MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Ms Khetsiwe Zwane
<u>POST 35/38</u>	:	<u>ASSISTANT STATE ATTORNEY - LP3/LP4 REF NO: 63/24EC</u>
<u>SALARY</u>	:	R357 843 – R979 059 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, East London

- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key performance areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-63-EC@Justice.gov.za
- POST 35/39** : **STATISTICAL OFFICER REF NO: 2024/08/MP**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Mpumalanga
: A National Diploma as recognised by SAQA in Statistics or Mathematics; A minimum of 1 year experience in Statistical environment; A valid driver's license. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (written and verbal); Understanding of administration skills; Understanding of customer service.
- DUTIES** : Key Performance Areas: Collect data and perform statistical analysis; Facilitate channels for the collection of data; Produce statistical publications, reports, newsletters and presentations for National Operations Centre; Perform sampling and basic sampling statistical methods and also estimation and interpretation of results.
- ENQUIRIES APPLICATIONS** : Mr. TV Mavundla at 078 802 0741
: Quote the relevant reference number and direct your application to the Provincial Head, Private Bag X11249, Nelspruit, 1200 or physical address: Mpumalanga High Court Masters Office, 52 Acacia Crescent, West Acres, Nelspruit, 1200. DOJ24-08MP@Justice.gov.za
- FOR ATTENTION** : Mr Thokozani Mavundla
- POST 35/40** : **CLOSE PROTECTION OFFICERS REF NO: 24/66/CS (X2 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An NQF level 6 qualification as recognized by SAQA in Security Management; Registration with Private Security Industry Regulation Act (PSIRA); A minimum of 3 years' experience in close protection and security management environment; Knowledge of safety first, good driving habits, personal security and security management; Knowledge and understanding of traffic laws, GPS devices/map apps, application of risk and threat assessment; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Interpersonal skills; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication (verbal and written); Problem analysis; Ability to work in a team; Technical proficiency.
- DUTIES** : Key Performance Areas: Provide and maintain close protection services to official of the Department who are exposed to life threatening risks; Provide secure transportation services to the key official; Provide prevention and physical protection services to the key official
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780
: 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 or email to DOJ24-66-CS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.

<u>POST 35/41</u>	:	<u>REGISTRAR (MR1 – MR5) REF NO: 2024/07/MP</u>
<u>SALARY</u>	:	R239 673 – R1 053 387 per annum. (Salary will be accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office: Mbombela An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practises and all case records in the court country costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LT Mndebele at 078 802 0880 Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: Mpumalanga High Court, Masters Office, 52 Acacia Crescent, West Acres, Nelspruit 1200. DOJ24-07-MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Mr Lucky Mndebele
<u>POST 35/42</u>	:	<u>SECURITY OFFICERS REF NO: 24/65/CS (X4 POSTS)</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria Grade 12 or NQF level 4/ 5 or equivalent; Security Certificate (A minimum of 1 year of study) Grade B PSIRA certificate; 3 years security experience; Knowledge of the access control procedures, measures for the control and movement of equipment and stores; Knowledge of prescribed security procedures (e.g. MISS, NISA, Protection of Information Act); Skills and Competencies: Interpersonal skills; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Ability to work in a team; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Supervise the security functions performed by the security officers/service providers, ensuring adherence to Departmental security policies; Provide security related services; Administer all control room operations to safeguard the Departmental assets; Provide various administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094 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 or email to DOJ24-65-CS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 35/43</u>	:	<u>MESSENGER REF NO: 24/67/DG</u>
<u>SALARY</u>	:	R183 279 – R215 892 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Mr. S Maeko Tel No: (012) 315 1996

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 or email to DOJ24-67-DG@justice.gov.za.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare 012 406 7426/ Ms T Gumede 012 406 7567

CLOSING DATE
NOTE

: 11 October 2024

: The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for 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, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. 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. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 35/44 : **REGISTRY CLERK REF NO: 009**
Office of the Minister: Mineral and Petroleum Resources

SALARY : R216 417.per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer

skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment09@dmre.gov.za
NOTE : Candidates will undergo a practical exercise and integrity assessment.

POST 35/45 : **REGISTRY CLERK REF: 010**
Office of the Minister: Electricity and Energy

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Ms. LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment10@dmre.gov.za
NOTE : Candidates will undergo a practical exercise and integrity assessment.

POST 35/46 : **REGISTRY CLERK REF NO: 011**
Office of the Deputy Minister: Electricity and Energy

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Ms. LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment11@dmre.gov.za
NOTE : Candidates will undergo a practical exercise and integrity assessment.

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Applications can be submitted in the following ways: (1) by email, using the relevant email address and quoting the reference number in the subject line, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically.
- CLOSING DATE** : 11 October 2024 at 16h00
- ENQUIRIES** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 35/47** : **DIRECTOR: GOVERNANCE COMPETENCIES NO: NSG 17/2024**
Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of education, training and development interventions for capacity development and support for the public sector.
- SALARY** : R1 216 824 per annum (Level 13), an inclusive remuneration package commencing
- CENTRE** : Pretoria
- REQUIREMENTS** : As a minimum, applicants must possess bachelor's degree or equivalent (NQF level 7) in human science, social sciences, or law, or a related field. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in the areas of gender, diversity management, governance, integrity management, internal preliminary investigations, auditing, and ethics/ fraud prevention/ investigations. Knowledge: Advanced theoretical and practical knowledge of the education, training, and development environment.

Advanced understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Advanced knowledge of the South African Policy Framework for Women's Empowerment and Gender Equality, Domestic Violence Act, Maintenance Act, Children's Act, Basic Conditions of Employment Act, Employment Equity Act. Promotion of Equality and Prevention of Unfair Discrimination Act, Criminal Procedure Act, Prevention and Combatting Corruption Activities Act, POCA, Protected Disclosure Act. Advanced knowledge on ethics, anti-corruption, investigating corruption gender mainstreaming, sexual harassment, gender-based violence, diversity management and administrative justice. Extensive knowledge and experience in managing online course delivery. Advanced knowledge of policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. *Batho Pele* principles. Competencies: Must be able to provide a vision, give direction and inspire others to deliver on the organizational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (*Batho Pele*) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Ability to participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, as required. Travel and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development needs and delivery modalities. Undertake research of local and international best practices to identify cutting edge capacity development interventions. Identify appropriate strategies and learning areas to meet capacity development needs. Manage the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-up institutional support. Manage the pilot and iteration of organisational learning strategies that contribute to service impact. Inform project plans, budget plans and concept notes to guide learning strategies. Support curriculum formulation and content, including the identification of digital learning approaches, platforms and partners as well as critical reading and analysis. Serve on project teams for new curriculum development. Manage the development and/or

enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Determine the requirements and capabilities for the appointment and/or contracting of a panel of experts, partners, and HEIs. Manage the review and update of curriculum content, including customisation of content and delivery modalities. Oversee the orientation of capacity development offerings. Provide effective and efficient programme and project monitoring and management. Participate in capacity development interventions, including facilitation of offerings, publications and presentation of papers. Support the recruitment and/or contracting of the panel of experts, partners and HEIs pertinent to the capacity development intervention(s). Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Ensure adherence to accreditation requirements, support assessment and certification, including timely issuing of certificates. Determine and provide post-delivery support to individuals and institutions and case file and data management. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish and manage public and private sector networks and multi-sector relationships relevant to the subject matter area located within the delivery bands. Manage cross-functional projects to advance capacity development support initiatives. Participate in NSG internal quality assurance committee meetings and present programmes and qualifications for quality assurance and accreditation. Identify and foster partnerships or funding opportunities to support the creation and delivery. Represent NSG in external ETD and related forums and structures. Participate in domestic and global partnerships with HEIs and other institutions to undertake research, co-creation and delivery of identified ETD interventions. Direct and manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and directorate requirements, including quarterly performance reporting. Manage the budget allocated to the directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees and contracted service providers, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
 : E-mail to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

OTHER POST

POST 35/48

: **DEPUTY DIRECTOR: OPEN DISTANCE ELEARNING REF NO: NSG 18/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R849 5702 per annum (Level 11), an inclusive remuneration package commencing
 : Pretoria
 : A bachelor's degree or equivalent (NQF level 7) in curriculum development, instructional design, education, capacity development or a related field. A relevant credential in digital learning or a related field. Registration with a relevant professional body will also be an advantage. Experience: At least five (5) years' experience of which three years must be at a supervisory level within a digital learning content development and delivery environment. Working experience in digital learning content development and delivery, capacity development, and teaching and learning. Knowledge: Knowledge of the Constitution, social justice principles and development needs of citizens. In-depth theoretical and practical knowledge of the education, training and development environment, particularly curriculum and quality management. Knowledge of learning theory and instructional design principles that enable ODeL. In-depth knowledge of the standards for accessible, usable and engaging ODeL materials and activities. Extensive theoretical and practical knowledge of standards for graphic design, audio and video production, social media use, and web content management to optimise ODeL. Ability to re-engineer curriculum processes and use tools to meet increasing and changing ODeL demands. Knowledge of various applicable legislative frameworks, including but not limited to the Public Service Act, Public

Administration Management Act, Municipal Systems Act, Public/ Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act. Knowledge of decolonising theories and Africanising curriculum and delivery processes. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education) In-depth knowledge of the public sector landscape and capacity-building needs. Knowledge of research and statistical analysis preferred, including publication of academic papers. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Pay attention to detail. Be creative and innovative. Integrity and honesty. Ability to work under pressure. Travel and work extended hours when required.

DUTIES

: Use educational technologies to create high-quality ODeL materials in a variety of formats (e.g., text, graphics, animation, audio, and video). Implement strategies to enhance interaction (e.g, quizzes, scenarios, simulations, case studies, and gamification). Implement varied formative assessment types (e.g, quizzes, flashcards, and crossword puzzles) and include authentic assessments that reflect real-life scenarios and tasks relevant to the subject field. Develop programme strategies to ensure the development of cohesive and effective ODeL solutions that align with intended goals and objectives. Implement identified technologies to uphold the integrity of ODeL, such as plagiarism checks and proctoring where appropriate. Implement strategies to meet target audience needs, considering contextual factors influencing learning outcomes. Implement strategies to promote meaningful, memorable, and motivational user experiences. Develop clear and intuitive online learning navigation structures, ensuring alignment with overarching user experience goals and learning objectives. Implement standards and quality assurance processes to assess the visual appeal and technical integrity of ODeL solutions. Implement standards to promote the accessibility and inclusivity of ODeL solutions. Promote the development of custom learning experiences tailored to meet learners' diverse needs, leveraging insights from data analytics and user feedback. Implement strategies and procedures to improve the quality and efficiency of learner support. Monitor the eLearning Helpdesk and support tools, ensuring their functionality and availability. Monitor and evaluate learner support quality, ensuring comprehensive reporting on the support provided to maintain and enhance service standards. Implement assessment instruments such as surveys, questionnaires, and polls to gather data on ODeL materials (e.g., accessibility and usability of learning materials, as well as learner engagement). Generate and disseminate reports to track ODeL enrolments and learner progress, identify trends, and make data-driven decisions regarding ODeL solutions. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Collaborate with subject matter experts, facilitators, and other stakeholders to develop relevant and engaging ODeL materials and activities. Identify and foster partnerships or funding opportunities to support ODeL. Support in domestic and global partnerships with HEIs and other institutions to undertake research and joint ODeL development. Conduct benchmarking activities to compare the performance of NSG ODeL against best practices and industry standards to determine their relative effectiveness and quality. Disseminate insights, lessons learned, and recommendations. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determining service standards, standard operating procedures, business process management, total quality management, and digital transformation. Develop appropriate strategies and plans for achieving performance targets and sub-directorate requirements, including quarterly performance reporting. Manage the budget allocated to the sub-directorate,

including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the sub-directorate and mitigation plans, including business continuity plans. Manage direct reports and service providers expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

ENQUIRIES
APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: Email at Recruitment.MM1@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**CLOSING DATE**

: 18 October 2024 at 16H00

NOTE:

Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next (3) months, please regard your application as unsuccessful. Regarding emailed applications, applications must be submitted as a Single document/One Attachment to the email addresses specified for each position. (Kindly Note That Emailed Applications and Attachments Should Not Exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by

following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

MANAGEMENT ECHELON

<u>POST 35/49</u>	:	<u>HEAD OF INFRASTRUCTURE OF SOUTH AFRICA REF NO: 2024/88</u> Five (5) Year Contract
<u>SALARY</u>	:	R2 259 984 per annum (Level 16), (all-inclusive package), Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An NQF Level 8 qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. Ten (10) years' experience at Senior Management Level in the relevant field, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.
<u>DUTIES</u>	:	Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) team, ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mdakane at 082 929 9885 The Director-General, Department of Public Works and Infrastructure, Private Bag x65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-10@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Ms NP Mudau It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests
<u>POST 35/50</u>	:	<u>SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2024/89</u>
<u>SALARY</u>	:	R1 741 770 per annum, (all-inclusive package), Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An NQF Level 8 qualification in Supply Chain Management, Logistics, Finance, Public Administration/Management, Economic Management Sciences or any of the Built Environment qualifications as recognised by SAQA. 8 years' experience at senior managerial level. Extensive experience in supply chain management of large-scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems, processes and controls. Public Finance Management Act. Public Service Regulations. Treasury Regulations. Skills:

		Leadership and management skills. Good customer relations. Advanced report writing. Advanced communication. Language proficiency. Computer utilisation. Analytical thinking. Strategic planning. Conflict management. Sound analytical and problem identification and solving skills. Organising and planning. Policy formulation. Decision making. Motivational skills. Numeracy. Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Innovative. Creative. Solution oriented. Ability to design ideas without direction. People oriented. Hardworking. Highly motivated. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results.
<u>DUTIES</u>	:	Undertake research on latest SCM trends. Collate all relevant information and infuse them in SCM strategic policy. Source SCM policies, guidelines and directives from National Treasury. Advise on and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to the Medium-Term Expenditure Framework. Ensure that the Department's strategic objectives are aligned to regulations. Undertake the effective monitoring and evaluation of the department's SCM policies. Implement and oversee an efficient and logistics function that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems, including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure compliance with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes, guidelines and frameworks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mdakane at 082 929 9885
	:	The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-11@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Ms NP Mudau
	:	It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests.
<u>POST 35/51</u>	:	<u>DEPUTY DIRECTOR-GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: 2024/90</u>
<u>SALARY</u>	:	R1 741 770 per annum (all-inclusive package), Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An NQF Level 8 qualification in the Built Environment, Management Sciences, Social Science, Economic Sciences, Public Policy or Development Studies as recognised by SAQA. 8 years' experience at senior managerial level in the relevant field. Knowledge: Functioning of national, provincial and local government. Fundamental economics. Financial management. EPWP goals and objectives. Employment creation strategies. Appropriate labour-intensive technologies. Skills development strategies. Skills: Strategic management. Executive management. Tender processes. Effective communication (verbal and written). Numeracy. Marketing and liaison. Programme and project management. Relationship management. Interpersonal and diplomacy skills. Problem solving. Decision making. Motivational skills. Influencing skills. Negotiation. Personal Attributes: Analytical thinking. Innovative. Creative. Solution oriented. Ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including with political office bearers. People oriented. Hard-working. Highly motivated. Other: Extensive travelling.
<u>DUTIES</u>	:	Manage and tie in agreements with funding agents (such as SETAs and others) for on-going support and resources to fund the participant training on EPWP projects. Manage, co-ordinate and monitor support systems to ensure implementers' training for EPWP projects. Support the implementation of EPWP across all three spheres

of government. Commission research on latest trends to advance implementation of Public Employment Programmes. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all EPWP policies contribute to the department's strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with the Medium-Term Expenditure Framework. Oversee the coordination of various training and capacity building initiatives of the EPWP. Support public bodies in the different sectors to implement the EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets. Ensure promotion of labour-intensive methods across all spheres of government. Oversee the implementation of the Technical Support Programme to ensure the participation by public bodies. Oversee the implementation of the labour-intensive infrastructure programmes. Oversee the coordination of social and environmental development across all sectors of the Expanded Public Works Programme. Facilitate and coordinate all Non-State Sector activities within the EPWP. Oversee the coordination of Public Employment Programmes. Oversee the monitoring of the implementation of PEP-IMC resolutions within the branch and in collaboration with the relevant Departments. Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme. Prepare reports on the state of the implementation of the EPWP Service Level Agreements. Manage and analyze research data. Manage the development, implementation and maintenance of an effective monitoring and evaluation framework. Oversee the design and management of a risk management plan. Analyse reports for the EPWP Programme. Manage the spatial analysis of Public Employment Programmes.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at 082 929 9885
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-12@dpw.gov.za

**FOR ATTENTION
NOTE**

: Ms NP Mudau
 : It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests.

POST 35/52

: **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH AND REGULATION REF NO: 2024/91**

SALARY

: R1 741 770 per annum, (all-inclusive package), Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
 : An NQF Level 8 qualification in the Built Environment, Property Management, Law, Policy Research and Development or Development Studies as recognised by SAQA. 8 years' experience at senior managerial level in the relevant field. Extensive experience in research and policy development. Knowledge: Functioning of national, provincial and local government. Fundamental economics. Financial management. EPWP goals and objectives. Employment creation strategies. Appropriate labour-intensive technologies and Skills development strategies. Skills: Strategic management. Executive management skills. Tender processes. Effective communication (verbal and written). Marketing and liaison. Programme and project management. Relationship management. Influencing skills. Negotiation. Personal Attributes: Solution orientated. Ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including with political office bearers.

DUTIES

: Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the Branch: Commission research on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all branch policies are in line with the department's strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with the Medium-Term Expenditure Framework. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: Provide strategic leadership in the development of building

regulations, norms and standards. Research, develop, monitor and review construction sector policies. Establish best practice partnerships with various stakeholders in the construction industry (local and international). Facilitate policy integration with DPW Public Entities. Oversee the development of policies within the Department. Regulate the property industry to promote transformation, growth and development. Promote uniformity and best practice in immovable asset management in the public sector: Research, develop, monitor and review policies and regulations. Establish best practice partnerships with various stakeholders in the property industry (local and international). Provide support to Immoveable Asset Management. Oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: Manage, integrate and coordinate international relations. Identify and articulate issues of strategic significance to the department. Develop international relations framework. Manage the Policy Research and Regulation Branch: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at 082 929 9885
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-13@dpw.gov.za

**FOR ATTENTION
NOTE**

: Ms NP Mudau
 : It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests.

POST 35/53

: **DEPUTY DIRECTOR-GENERAL: FACILITIES MANAGEMENT REF NO: 2024/92**

SALARY

: R1 741 770 per annum, (all-inclusive package), Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules.

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
 : An NQF Level 8 qualification in the Built Environment or related. 8 years relevant senior management experience in facilities management, construction management or related. Knowledge: Government policies. The built environment industry. Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act. Functioning of national, provincial and local government. Fundamental economics. Structure and functioning of the Department. Parliamentary protocol processes. Linkages with government clusters. Departmental standards and regulations. Skills: Strong leadership. Commercial acumen. Sound analytical and problem identification and solving skills. Advanced report writing. Strategic management. Research methodologies. Financial management. Organising and planning. Computer literacy. Advanced interpersonal and diplomacy skills. Programme and Project management. Time management. Decision making. Conflict management. Negotiation. Motivational skills. Influencing skills. Personal Attributes: Diplomatic. Seasoned professional. Innovative. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels, particularly at an executive level. People oriented. Able to establish and maintain personal networks. Trustworthy. Assertive. Hard-working. Highly motivated. Ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

DUTIES

: Provide strategic leadership in the development and the reviewing of legislation, strategies and policies for facility management and occupational health and safety. Undertake researches on latest facilities management and OHS trends. Ensure the development and implementation of effective and efficient property management acts, strategies and policies. Ensure that all facilities management policies

contribute to the department's strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with the Medium Term Expenditure Framework. Manage the review of facilities management business processes. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments. Oversee effective management of compliance on Occupational Health and Safety Act, other relevant Acts and Regulations with regards to Facilities Management and Construction Projects. Oversee compliance of railways within state properties with the National Railway Safety Act and other relevant Acts within the railway industry. Oversee the development and implementation of the built environment Green Economy Programmes. Undertaking of surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on Departmental projects. Development and maintenance of the governance and assurance management system and monitoring the system to identify areas where facilities activities pose risks. Implement statutory compliance awareness programmes. Provide strategic leadership in facilities management and overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof. Oversee and lead the development and implementation of facilities management contracts. Manage and lead the implementation of facilities management and maintenance services. Ensure verification and continuous condition assessment on facilities. Review all buildings to determine any impact on the assessed value of property. Oversee the management and provision of technical and operational advice on Chemical and Water Care services to client departments. Ensure effective administration and performance of buildings for client satisfaction. Ensure development and implementation of good corporate governance practices: Provide adequate management to the attainment of the department's strategic objectives. Manage all the resources allocated to the unit. Develop and maintain interrelations with stakeholders. Facilitate capacity building initiatives. Compile and present reports on the functioning of the Branch. Incorporate and implement new and innovative ideas on the best practices.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at 082 929 9885
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-14@dpw.gov.za

**FOR ATTENTION
NOTE**

: Ms NP Mudau
 : It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests.

POST 35/54

: **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2024/93**

SALARY

: R1 436 022 per annum, (all-inclusive package) including basic salary (70% of the package), the State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules.

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
 : An NQF Level 7 qualification in Human Resource Management, Public Management, Public Administration or related field. 5 years HRM experience at senior management level. knowledge: Human Resource Management's enabling provisions e.g. legislations, Public Service Regulations/Act, Labour Relations Act. Programme and Project Management. Financial Management prescripts. People Management and Empowerment. Strategic capability and leadership. Client orientation and Customer focus. Cross Cultural Knowledge and Client relations. skills: Effective management skills. Advanced report writing. Advanced communication. Facilitation. Strategic planning. Sound analytical and problem identification and solving skills. Diplomacy. Policy formulation. personal attributes: Innovative. Creative. Resourceful. Ability to work effectively and efficiently under pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels. People oriented. Able to establish and sustain personal, organisational and strategic networks. Emotional intelligence. Trustworthy. Assertive. Highly motivated. other: Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

<u>DUTIES</u>	:	Ensure effective development, management and implementation of Human Resource strategies, policies and frameworks for the Department. Conduct research and keep abreast on latest developments. Manage the development and monitor the implementation of all Human Resource policies and procedures in line with the relevant prescripts. Oversee the development and manage the Department's retention strategies. Ensure that the policies and strategies contribute and are aligned to the Department's strategic objectives. Monitor and guide the Department's compliance with all the legislations and regulations. Oversee the management of HR planning and recruitment processes. Ensure effective management of the recruitment and selection processes and procedures. Ensure that the retention strategy is established and implemented within the Department. Ensure overall safety of documents during recruitment and selection processes. Oversee the identification and forecasting of existing and future human resources needs. Ensure that human resource planning is in line with organisational and establishment policies. Oversee the provision of Human Resource Administration services. Ensure that the department complies with DPSA directives, PSC and related legislations. Oversee the development of mechanisms to monitor the implementation of conditions of service. Ensure provision of expert advice on matters related to service benefits. Ensure HR records comply with the NMIR (National Minimum Information Requirements) as well as the Archives Act. Oversee the management and provision of sound labour relations. Ensure the effective management of disciplinary matters and appeal cases. Ensure the effective resolution of grievances and disputes for the department. Ensure the creation of a working environment conducive to sound labour relations. Ensure the effective and efficient functioning of collective bargaining and other forums for the department. Oversee the implementation of collective agreements and other legislative documents in the department. Management of the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintenance of discipline. Management of performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate: Human Resource Management.
<u>ENQUIRIES</u>	:	Ms CJ Abrahams Tel No: (012) 406 1148 / (012) 492 3080.
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-15@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>NOTE</u>	:	The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
<u>POST 35/55</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE) REF NO: 2024/94</u>
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive package) including basic salary (70% of the package), the State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Finance with extensive experience in financial accounting and/or financial reporting, of which 5 years must have been at senior management level. Candidate must be competent in GRAP/IFRS/GAAP framework of accounting and reporting. Professional membership and registration with SAICA as a qualified Chartered Accountant (SA) will be an added advantage. A valid driver's licence and the willingness to travel. Knowledge: Public Sector experience with applied knowledge of the PFMA, Treasury Regulations and GRAP/IFRS. Knowledge or experience in the property management and construction asset industry will be an added advantage. Skills: Strong analytical and communication skills (both written and verbal). Computer literate with advanced MS Excel. Presentation. Planning and organising. Problem solving. Ability to work under pressure and meet tight deadlines. Good interpersonal skills. Strong negotiation skills.
<u>DUTIES</u>	:	Lead the Chief Directorate: Financial Accounting and Reporting, under the guidance of the Chief Financial Officer. Design, implement and maintain the Chief

Directorate's strategic and operational plans. Identify and manage risks. Ensure that the business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on the functioning of the Chief Directorate and other Financial Reports required by EXCO and other Governance structures. Manage and coordinate the compilations of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislative requirements. Manage internal and external financial audits. Liaise with National Treasury, Accounting Standard Board, Auditor-General (SA) and other internal and external Governance Structures. Manage the accounting functions, including payables, payroll and bank. Provide technical accounting support for accounting related queries from line functions. Provide inputs on behalf of the Department on ASB Exposure Drafts. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the Chief Directorate. Ensure effective corporate governance processes and sound resource management.

ENQUIRIES
APPLICATIONS

: Mr M Sithole Tel No: (012) 406 1698
: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment24-16@dpw.gov.za

FOR ATTENTION
NOTE

: Ms NP Mudau
: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

CLOSING DATE : 11 October 2024

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 form and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. 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 (Only shortlisted candidates may provide such proof). Incomplete applications or applications received after the closing date 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. The department reserves the right not to fill the advertised position.

OTHER POSTS

POST 35/56 : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2024/17**
(12 months contract)
Section: Secretariat: National House of Traditional & Khoi-San Leaders

SALARY : R216 417 per annum, plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Coordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES : Ms R Zungu Tel No: (012) 336 5852

APPLICATIONS : Applications may be posted to: Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 35/57 : **DATA CAPTURER REF NO: 2024/18 (X1 POST)**
 (Linked to term of office of the Commission on Khoi-San Matters)
 Section: Secretariat: Commision on Khoi-San Matters

SALARY : R183 279 per annum, plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS Excel and Access. Ability to capture data and collect statistics. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organizing.

DUTIES : The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 334 0549
APPLICATIONS : Applications may be posted to: Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand delivery to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za.

FOR ATTENTION : Director: Human Resource Management

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 11 October 2024

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

OTHER POSTS

POST 35/58 : **CHIEF ENGINEER GRADE A REF NO: 111024/01**
 Branch: Infrastructure Management: Head Office
 Dir: Infrastructure Capacity Analysis
 Sd: Gauging Weirs

SALARY : R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post-qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Demonstrable practical experience in the design of hydraulic structures such as abstraction works and gauging weirs. Demonstrable appropriate knowledge and experience in hydraulic and hydrological analyses (e.g. hydraulic modelling, flood-line and high-flood level determination) and computer application and software used for these purposes. Sound technical skills related to water resources planning, assessment and monitoring. Knowledge of safety, health, risk, environment and quality requirements and standard and relevant legislation and the application thereof. Demonstrable project management, people management and leadership skills. Identifying and solving problems using critical and creative thinking, collecting, organising and critically evaluating information and manage knowledge and manage in a multidisciplinary environment. Proven experience in compilation, implementation, monitoring and reporting on business operational plan and budgets.

- DUTIES** : Conducting hydrological analysis of gauging sites so as optimize and improve gauging performance for operation purposes. Determination of high-flood levels, and flood-fines. Carrying out hydraulic analysis and structural design of gauging structures (e.g. abstraction works and weirs) to comply with departmental standards and other international standards. Rating of complex and/or non-standard structures for use as gauging facilities e.g. bridges. Assisting with the establishment of an operational system for flood control across major river systems. Providing expertise on rating of river sections for use in the flood management process during flood events or emergency situations. Providing professional and technical advice as well as hydrological engineering support services to other directorates and organizations. Providing hydrological engineering support to infrastructure development during all phases of projects. Mentoring and training Hydrologists, Engineers and Technicians. Managing administrative, financial and personnel related functions. Developing strategic and business operational plans for the Sub-directorate as well as management of human and financial resources.
- ENQUIRIES APPLICATIONS** : Mr TA Thobejane Tel No: (012) 336 7869
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: Recruit35HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 35/59** : **ENGINEER PRODUCTION GRADE A-C REF NO: 111024/02**
Branch: Provincial Operations: Gauteng
Dir: Proto CMA
Sd: Water Use Licensing Administration
- SALARY** : R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Gauteng Provincial Office (Pretoria)
: An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification civil engineering experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislation (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in multi-disciplinary teams. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement.
- DUTIES** : Review integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes.
- ENQUIRIES APPLICATIONS** : Mrs F Mamabolo Tel No: (012) 392 1361
: Gauteng(Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.
- FOR ATTENTION NOTE** : Ms Motale Malatji
: NB successful candidate will be transferred to the Vaal Orange Catchment Management Agency (VOCMA).

<u>POST 35/60</u>	:	<u>ENGINEER PRODUCTION GRADE A-C: WATER SERVICES PLANNING SUPPORT REF NO: 111024/03 (X2 POSTS)</u> Branch: Provincial Operations Northwest Dir: Water & Sanitation Services Support
<u>SALARY</u>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho An Engineering degree (B Eng/BSc (Eng) in Civil Engineering. Three (3) years relevant post-qualification experience in the field of Civil and Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water resources systems operations. Environmental management. Water resources and supply assessment. Analysis of water requirement. Water requirement system analysis. Water quality assessment. Computer proficiency (MS Word, MS Excel, MS Power Point, MS Outlook). Good verbal and written communication skills. Engineering economics. Water resources and supply planning knowledge. Knowledge of supply chain management. Knowledge of contractual and legal requirements. Knowledge of business planning. Programme and project management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.
<u>DUTIES</u>	:	Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIGP) which entails site visit technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Water Services Infrastructure Grant (WSIG). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG) and any other funding sources ear-marked for water services in the NW. Coordination of Free Basic Services (FBS) Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management. Support the Integrated Development and Water Services Development Planning (IDP/WSDP) Processes in the NW. Provide support of Municipal Priority Action Plan (MPAP), Municipal International Water Association (IWA) Water Balance, Municipal Strategic Self-Assessment (MuSSA) data collection and coordination.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NT Mtshali Tel No: (018) 387 9587 North West (Mmabatho): Please email your application quoting the relevant reference number on the subject line to: NWRecruitment@dws.gov.za or hand deliver to the Department of Water and Sanitation, Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor or post to Private Bag X5, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Mr T Tshethane
<u>POST 35/61</u>	:	<u>ENGINEER PRODUCTION GRADE A-C: SANITATION REF NO: 111024/04</u> Branch: Provincial Operations Northwest Dir: Water & Sanitation Services Support
<u>SALARY</u>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho A Civil Engineering degree (B Eng/ BSc Eng). Three (3) years engineering experience in the field of Water and Sanitation services. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water and sanitation services engineering design and analysis, Environmental impact management, Water Services Development Planning, Supply chain management, contractual and legal requirements, business planning, Programme and project management. Change management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.
<u>DUTIES</u>	:	Provide water and sanitation planning support (i.e appraisal of water and sanitation technical report and business plans and prepare recommendations letters). Support municipalities in the planning, implementation and monitoring of water and sanitation services / projects through platforms / tools such as Excreta Flow Diagrams, Water Services Development Plans (WSDPs), participation in the Green

Drop Program and undertaking site visits to verify progress. Attending technical Intergovernmental Relations meetings in the province. Ensure through evaluation that planning and design for sanitation services are done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Investigate Water Services Delivery complaints and compile mandatory reports. Provide technical support to the sanitation sub-directorate. Building capacity and mentoring young water services engineers/ analysts.

**ENQUIRIES
APPLICATIONS**

: Mr R Kolokoto Tel No: (018) 387 9568 (083) 778 3457
: North West(Mmabatho): Please email your application quoting the relevant reference number on the subject line to: NWRrecruitment@dws.gov.za or hand deliver to the Department of Water and Sanitation, Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor or post to Private Bag X5, Mmabatho, 2735.

FOR ATTENTION

: Mr T Tshethlane

POST 35/62

: **SCIENTIST PRODUCTION GRADE A-C REF NO: 111024/05**
Branch: Provincial Operations: Eastern Cape
Dir Proto Cma: Umzimvubu Tsitsikamma Catchment Management Agency (Water Resource Planning and Management)
This is a re-advertisement, applicants who have previously applied must re-apply

SALARY

: R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE
REQUIREMENTS**

: East London
: A Science degree (BSc) (Hon) In Hydrology or relevant qualification. Three (3) years post-qualification in natural science with experience in Integrated Water Resource Management. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other relevant Environmental Legislation. Knowledge and experience of water use authorization in terms of the National Water Act and integration of different sciences disciplines such as hydrology, water quality, ecology, and related environmental science practices. Understanding of water resources planning and management for the protection of water resources at catchment level. Sound experience in the use of hydrological models as a water resource management tool. Ability to analyse and interpret hydrological data. Good technical skills, scientific report writing, and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as the willingness to work irregular hours and travel extensively in remote areas.

DUTIES

: Analyse and interpret scientific data for decision making. Prepare and submit technical reports. Provide specialist and technical inputs on water use license applications. Assist in the evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to water resources management and make recommendations regarding the issuing of relevant authorization. Promote water conservation and efficient water utilization through the authorization process. Provide comments on various studies and projects related to water resources management and planning. Support the determination of the reserve in the region. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Respond to client queries within and outside the department. Participate in the water use authorization assessment advisory committee and other relevant committees. Give inputs in the projects relevant to the management of water resources initiated by the Department. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions.

**ENQUIRIES
APPLICATIONS**

: Mr. S Maseko Tel No: (043) 7010 327
: Eastern Cape(East London): Please email your application quoting the relevant reference number to ECRecruit@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X 7485 King Williams Town, 5600.

**FOR ATTENTION
NOTE**

: Ms PN Tshevu Tel No: (043) 604 5372
: NB successful candidate will be transferred to the Umzimvubu Tsitsikamma Catchment Management Agency.

POST 35/63 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: 111024/06**
Branch: Provincial Operations: Free State
Dir: Regulation Compliance and Enforcement

SALARY CENTRE REQUIREMENTS : R580 551 per annum, (OSD)
: Bloemfontein
: A four (4) year Degree or equivalent in Environmental Management or Natural Science field. Six (6) years post qualification experience in the Water Resource Management field. Certificate of Environmental Management Inspector (EMI) will serve as an added advantage. The disclosure of a valid unexpired driver's license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Environmental Management Act (NEMA), National Water Act (NWA), Water Services Act (WSA) and related legislations. Willingness to travel extensive hours.

DUTIES : Plan and implement compliance monitoring inspections and audits for the water use authorization conditions. Report on findings from compliance monitoring, and determine further actions needed to be taken/decision making. Undertake investigations of complaints/transgressions and determine enforcement measures to be employed (administrative/civil/criminal). Implementation of enforcement protocols (administrative/civil/criminal). Advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DFFE, etc.). Implementation of pollution prevention measures and emergency incidents as part of protection of water resources. Prepare inputs on comments of appeals/submissions received in terms of directives issued. Evaluation of documents (Environmental Impact Assessments, Environmental Management Plans, Basic Assessments reports, Mine closure and Rehabilitation reports, etc.) submitted to the Department of Water and Sanitation (DWS) for comments in line with Integrated Water Resource Management Strategies. Ensure uploading of reports to relevant databases (ECMS; NCIMS, etc.). Provide inputs to the Operational Plan of the Directorate. Manage budgeting and procurement processes of the sub-directorate. Compile and submit monthly, quarterly and annual reports (finance, performance, and risk) for the sub-directorate. Manage subordinates and control of assets for the sub-directorate.

ENQUIRIES APPLICATIONS : Mr N Musekene Tel No: (051) 405 9000
: Free state (Bloemfontein) Please email your application quoting the relevant reference number on the subject line to: ControlIFS24@dws.gov.za or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301.

FOR ATTENTION : Ms Z Matshiana

POST 35/64 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 111024/07**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern
Div: Water Resources Infrastructure Operations and Maintenance

SALARY CENTRE REQUIREMENTS : R522 741 per annum, (OSD)
: Western Cape (Worcester)
: A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification Technical Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. A willingness to travel extensively within the region. Proven computer literacy skills. Financial management. Verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be a recommendation: Experience in

achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Excellent administrative and organizational skills. General management experience.

DUTIES

: Perform duties in the Western Cape Office under the Sub-Directorate: Operations: Breede/Gouritz WMA. Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional training to scheme personnel. Ensure effective liaison with Water Users Institutions. Complete dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advance experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES

APPLICATIONS

: Ms. S Moodley Tel No: (021) 941 6019
: Southern Operations (Worcester) Please email your application quoting the relevant reference number on the subject line to: SORRecruit35@dws.gov.za or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha (Port Elizabeth), or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.

FOR ATTENTION

: Mr MN Jonkerman

POST 35/65

: **CONTROL SURVEY TECHNICIAN GRADE A: (SURVEY SERVICES) REF NO: 111024/08**

Branch: Infrastructure Management Southern Operations
Dir: Operations Southern

SALARY

CENTRE

REQUIREMENTS

: R522 741 per annum, (OSD)
: Gqeberha (Port Elizabeth)
: A National Diploma in Surveying (T or N Stream) or relevant qualification. Six years post qualification Technical Survey experience. Professional registration as a Surveyor with the South African Geomatics Council (SAGC) for professional Land Surveyors and Technical Surveyors Act of 1984, (Act 40 of 1984). The disclosure of a valid unexpired driver's license. A valid skipper's license category R power driven vessels will be an added advantage. Project Management and planning skills. Supervisory skills. Financial management skills. Interpersonal relationship skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word and MS Power Point. CAD and survey calculation packages in particular Model Maker, MS Office, Hypack and Trimble business Centre. Practical experience: Precise Engineering Surveys, Topographic- and detail surveys, Hydrographic Surveys and Cadastral Surveys. Be fully conversant with GPS and other survey equipment (Total Stations, levels etc.). Good Leadership qualities. Candidates may be subjected to a skills and knowledge test.

DUTIES

: Precise Engineering surveys for deformation- and settlement monitoring of structures. Topographic- and detail surveys for design and construction. Hydrographic surveys for capacity determination and processing of echo soundings. Cadastral Surveys for determination of servitudes and purchase lines. Make use of computer equipment to produce final maps and reports. Perform survey duties away from the office and must be able to travel excessive distances. Planning, performing, supervising, and evaluating of deformation surveys, tacheometrical surveys, hydrographic surveys, aerial surveys, cadastral surveys, and ground control. GPS Static and Kinematic surveys and processing. Training and supervision of Survey Technicians and Assistant Survey personnel. Compile specifications for procurement of survey equipment and services. Manage the supervision of equipment maintenance.

ENQUIRIES

APPLICATIONS

: Mr HFM Lodewyk Tel No: (041) 508 9769
: Southern Operations (Port Elizabeth/Gqeberha) Please email your application quoting the relevant reference number on the subject line to: SORRecruit35@dws.gov.za or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.

FOR ATTENTION

: Mr MN Jonkerman

POST 35/66 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL) REF NO: 111024/09**
Branch: Provincial Operations Northern Cape
Dir: Water Resources Support
Sd: Hydrological Services

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Civil Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety act (OHS). Good communication skills, interpersonal relations, managerial skills. Technical report writing skills. Experience in survey tasks, calibration and design of gauging weirs and current gauging. Gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act no. 36 of 1998). Willingness to travel and work away from home.

DUTIES : Establish network and maintain existing Hydrology infrastructure in the Northern Cape (Lower Vaal / Lower Orange WMA): Survey tasks, Calibration and Design, Current gaugings and Network Management. Management of Hydrological Information: Raw Data management and Processing of Hydrological Data. System maintenance: Maintain Real Time Equipment and Data register.

ENQUIRIES : Mr O D Thebe Tel No: (053) 830 8815
APPLICATIONS : Northern Cape (Kimberley) Please email your application quoting the relevant reference number on the subject line to: NCRrecruitment@dws.gov.za or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301 or post to: Private Bag X6101, Kimberley, 8301

POST 35/67 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 111024/10**
Branch: Provincial Operations: North-West
Dir: Sanitation

SALARY : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Mmabatho
REQUIREMENTS : A National Diploma in Civil Engineering. Three (3) years post-qualification technical Engineering experience in Water and Sanitation services. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineering technician. Project management. Technical design and analysis knowledge. Computer-aided engineering applications. Knowledge of legal and contractual compliance. Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.

DUTIES : Assist the Engineer in the rendering of water and sanitation services in the province which include amongst others the following activities: appraisal of water and sanitation technical report and business plans and prepare recommendations letters). Support municipalities in the planning, implementation and monitoring of water and sanitation services / projects through platforms / tools such as Excreta Flow Diagrams, Water Services Development Plans (WSDPs), participation in the Green Drop Program and undertaking site visits to verify progress. Attend technical Intergovernmental Relations meetings in the province. Ensure through evaluation that planning and design for sanitation services are done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Investigate Water Services Delivery complaints and compile mandatory reports.

ENQUIRIES : Mr R Kolokoto Tel No: (018) 387 9568, 083 778 3457
APPLICATIONS : North West(Mmabatho): Please email your application quoting the relevant reference number on the subject line to: NWRrecruitment@dws.gov.za or hand deliver to the Department of Water and Sanitation, Mega City Shopping Centre,

Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor or post to Private Bag X5, Mmabatho, 2735.

FOR ATTENTION

Mr T Tshethane

POST 35/68

ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (HYDROLOGY) REF NO: 111024/11 (X3 POSTS)

Branch: Provincial Operations: Kwazulu-Natal
Dir Water Resource Support

SALARY

R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE

Durban

REQUIREMENTS

A National Diploma in Civil Engineering. Three (3) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Knowledge of Hydrology and Project Management. The disclosure of a valid unexpired driver's license. Technical design and analysis knowledge. Excellent communication skills including verbal. Report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel throughout KwaZulu-Natal. Willingness to work in and around water (rivers, dams, etc.). Computer skills. Experience in using the Caddie Drawing program, Planning and organising skills, People management skills.

DUTIES

Provide technical advice and support to the management of the Hydrological Monitoring Network. Provide support to the Hydrological Data Collection and Computing Services; Provide technical support to the instrumentation and monitoring equipment; Calibration of flow monitoring sites. Provide inputs into the budgeting process. Perform surveys at flow monitoring sites. Perform drawings of flow monitoring structures. Design and Construction of Flow Monitoring Sites. Provide data evaluation reports and technical inspection reporting. Catchment Assessments; Gauge plate correction.

ENQUIRIES

Mr B Pillay Tel No: (031) 336 2700

APPLICATIONS

KwaZulu Natal (Durban): Please email your application quoting the relevant reference number on the subject line to: kznrecruitment@dws.gov.za or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban, 4000 or post to Department of Water and Sanitation, Private Bag X54304, Durban, 4000.

FOR ATTENTION

The Manager (Human Resources)

POST 35/69

SURVEY TECHNICIAN PRODUCTION GRADE A-C: SURVEY SERVICES REF NO: 111024/12

Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY

R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE

Gqeberha (Port Elizabeth)

REQUIREMENTS

A National Diploma in Surveying (T or N Stream) or relevant qualification. Three (3) years post qualification technical Survey experience. Professional registration as a Surveyor with the South African Geomatics Council (SAGC) for professional Land Surveyors and Technical Surveyors Act of 1984, (Act 40 of 1984). The disclosure of a valid driver's license. Project Management skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word and MS Power Point. CAD and survey calculation packages in particular Model Maker, MS Office, Hypack and Trimble business Centre. Practical experience: Precise Engineering Surveys, Topographic- and detail surveys, Hydrographic Surveys and Cadastral Surveys. Be fully conversant with GPS and other survey equipment (Total Stations, levels etc.). Good Leadership qualities. A valid skipper's license category R power driven vessels will be an added advantage.

DUTIES

Precise Engineering surveys for deformation- and settlement monitoring of structures. Topographic- and detail surveys for design and construction. Hydrographic surveys for capacity determination and processing of echo soundings. Cadastral Surveys for determination of servitudes and purchase lines. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Undertake deformation surveys, tacheometrical surveys, hydrographic surveys, aerial

		surveys, calibration surveys, planning and ground control. GPS rapid static, Kinematic surveys and processing, cadastral surveys. Training of assisting survey personnel. Perform administrative and related functions. Execute ad hoc tasks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HFM Lodewyk Tel No: (041) 508 9769
	:	Southern Operations: Gqeberha (Port Elizabeth) Please email your application quoting the relevant reference number on the subject line to: SORrecruit35@dws.gov.za or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3 rd Avenue and Heugh Road ,Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
<u>FOR ATTENTION NOTE</u>	:	Mr MN Jonkerman
	:	NB: Candidates may be subjected to a skills and knowledge test.
<u>POST 35/70</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C REF NO: 111024/13</u> Branch: Provincial Operations KwaZulu-Natal Dir Water Resource Support
<u>SALARY</u>	:	R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Durban
	:	A National Diploma in Natural Sciences, Geology or Geo-technology or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Certificated Natural Scientist. Groundwater programme and project management. Scientific methodologies. Research and development. Networking and people management. Planning and organizing. Problem solving and analysis. Computer literacy. Valid driver's license (certified copy must be attached).
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific, Geo-hydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geo-hydrological technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine analysis. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures and skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review. Research/ Literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geo-hydrological related matters. Human Capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geo-hydrological environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Pillay Tel No: 031 336 2700
	:	KwaZulu Natal (Durban): Please email your application quoting the relevant reference number on the subject line to: kznrecruitment@dws.gov.za or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9 th Floor, Durban, 4000 or post to Department of Water and Sanitation, Private Bag X54304, Durban, 4000.
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 35/71</u>	:	<u>ARTISAN FOREMAN GRADE A CIVIL MAINTENANCE REF NO: 111024/14</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Uitkeer
<u>REQUIREMENTS</u>	:	An appropriate Trade test Certificate in Plumbing, Carpentry and Bricklaying. Five (5) years post qualification experience as an Artisan. The disclosure of a valid

unexpired driver's license. Relevant experience will serve as an added advantage. Must be physically fit and willing to work overtime, stay away from home and travel throughout the Eastern Cape Province. Must have experience in all building trades. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Competent with hands-on practical work. Good written and verbal communication.

DUTIES

: Manage the civil maintenance teams and carpenter shop and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure on Eastern Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and refurbishment projects. Manufacture items from planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES

: Mr. SF Cannon Tel No: (042) 243 6100 / 060 543 8319

APPLICATIONS

: Southern Operations (Uitkeer) Please email your application quoting the relevant reference number on the subject line to: SORecruit35@dws.gov.za or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.

**FOR ATTENTION
NOTE**

: Mr MN Jonkerman

: NB: Applicants may be subjected to skills testing as part of the recruitment process to prove technical competence for the post.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 35/72</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ ICU)</u> <u>REF NO: REFS/TMH/2024/09/01 (X1 POST)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R715 977 – R818 643 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at a management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.
<u>ENQUIRIES</u>	:	Mrs. C.M Malekane Tel No: (011) 898 8311
<u>APPLICATIONS</u>	:	Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMHRecruitmentHR@gauteng.gov.za . Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<u>NOTE</u>	:	Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	18 October 2024 at 12H00

<u>POST 35/73</u>	:	<u>PROFESSIONAL NURSE SPECIALTY THEATRE REF NO: REFS/TMH/24/09/02 (X3 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R451 533 - R530 376 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma / degree as a professional nurse registered with South African Nursing Council. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC i.e operating theatre specialty. Knowledge of all legislation relevant to health care service.
<u>DUTIES</u>	:	Incumbent will work under the direct supervision of the operational manager in his /her area of all allocation. The provision of nursing care according to the scope of practice of nurses for his / her category will be his / her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his / her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities with other health team members. The incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other mandates are implemented during his / her shift.
<u>ENQUIRIES</u>	:	Mrs. M.L Mashamba Tel No: (011) 898 8000
<u>APPLICATIONS</u>	:	Applications must be submitted on a (PDF Format only) to the following E-Recruitment email: TMHRecruitmentHR@gauteng.gov.za . Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za . NB: The closing time on the closing date will be 12h00.
<u>NOTE</u>	:	Application must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	18 October 2024, time 12H00

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

POST 35/74 : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS REF NO: HOD/ HS/ 2024**

(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R2 259 984 – R 2 545 854 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE : Johannesburg, Gauteng

REQUIREMENTS : A postgraduate qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA) in Public Management or Business Administration/Management. Ten (10) years of experience at a senior management level of which five (5) years must be 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.

DUTIES

: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan and Action and work closely with the Gauteng City Region (GCR) Executives, stakeholders and business on implementing the Premier's vision of a 'smart province'. Over-seeing the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Mega Human Settlements Strategy. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Implementation of sustainable human settlements "Breaking new ground in Housing Delivery. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Develop policies and plans that enable spatial transformation in the delivery of human settlements. Facilitate access to affordable housing for the people of Gauteng. Managing the performance and service delivery of the Department. Implementing appropriate policies, strategies, structures, systems and processes to deliver mandates. Making contribution to the broader strategic environment of Gauteng ensuring that the highest standards of corporate governance and ethics are upheld. Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.

**ENQUIRIES
APPLICATIONS**

: Ms Pange Radebe Tel No: (011) 355 5637/ 066 315 6970
: should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.

NOTE

: Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months of probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Driver licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the

post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. N/B Females are encouraged to apply. The Gauteng Office of the Premier will give preference to candidates in line with the Employment Equity goals. No late applications will be considered.

- CLOSING DATE** : 11 October 2024
- POST 35/75** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF ECONOMIC DEVELOPMENT REF NO: HOD/ DED/ 2024**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 259 533 - R2 545 854 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA) in Public Management or Business Administration/ Management. A postgraduate qualification in Economic Management will be an added advantage. Ten (10) years of experience at a senior management level of which five (5) years must be 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, with a multi-billion budget as well as a good understanding of and competency in Financial Management Systems, including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and 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.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Provide strategic leadership to the Department. Oversee the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of good ethics and good corporate governance principles. Drive the implementation of the Growing Gauteng Together (GGT) 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight Committees, Stakeholders and business on implementation Premier's vision of a 'smart province'. Management of provincial entities reporting to the department, including the repositioning of entities to drive the delivery agenda of the GPG. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and contribution to the broader strategic environment of Gauteng. Use research to find effective ways of growing the economy. Improve the quality of life of the youth of Gauteng. Promote Gauteng as a Global City Region. Promote universal access to the economy for the targeted groups, including creation of sustainable employment. Specific focus areas include the following: Overall management of the economic growth programmes by aligning all departmental plans with the National Developmental Plan, National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation (TMR) Programme of Growing Gauteng Together 20230. Mobilise stakeholders to partner with for economic growth and development. Create an enabling regulatory environment and stimulating business practices that promote inclusive economic growth. Promote and attract trade and investment to the economy. Direct investment into strategic economic infrastructure and

proactively link communities to economic opportunities in Gauteng. Drive Township Economy Revitalisation Strategy. Support the Member of the Executive Council in his/her duties as the political head of the Department; and Represent the Department at various fora.

ENQUIRIES
APPLICATIONS

: Ms Pange Radebe: Tel No: (011) 298 5632/ 066 315 6970
: should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.

NOTE

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

CLOSING DATE

: 11 October 2024

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

OTHER POSTS

<u>POST 35/76</u>	:	<u>DEPUTY MANAGER NURSING (LEV 1&2) REF NO: SUND 08/2024 (X1 POST)</u>
<u>SALARY</u>	:	R974 493 per annum. Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Sundumbili CHC Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at Management level. Computer Literacy and Valid Driver's Licence. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above-mentioned documents need not be attached on application, will be requested only if shortlisted. Applicants who have acted must provide documentary proof only when shortlisted. A candidate may possess Knowledge of Nursing Act and regulation, Knowledge of Health, Acknowledge of Code of ethics. Knowledge of Nursing standards of practice, Knowledge of professional practice of the South African Nursing Council. Knowledge of scope of practice, Knowledge of mental Act Labour relations Act. Knowledge of disciplinary code and procedure, Knowledge of Financial management act. Knowledge of grievance procedure, Knowledge of skills development act. Knowledge of Public service regulations, good communication skills, report writing skills, problem solving skills, negotiation skills, planning and organising skills, interpersonal skills and change management skills. Computer skills.
<u>DUTIES</u>	:	Provide guidance and towards the realisation of the strategic goals and objectives of the division of Nursing component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the CHC strategic plan. Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs. Advocate and ensure promotion of Nursing ethos and professionalism. Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources i.e human, financial, physical and material in accordance with relevant directives and legislation. Establish, Supervise and maintain coordinated functioning of the Nursing services to ensure acceptable standard of patient care. Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional, knowledge. Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof. Initiate and identify ways of containing health care costs without compromising standards. Facilitate formulation, reviewing policies, procedures and implementation thereof. Ensure functioning quality improvement programmes in each component/department. Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. R Vishnupersadh Tel No: (032) 454 7504 Closing date for the Applications: Email: Vuyile.Gcabashe@kznhealth.gov.za or Apply Online at kznonline.gov.za / Or Application should be posted to: Private bag X6032, Sundumbili Township, Mandenimandeni, 4490 or hand delivery to Sundumbili CHC A 682/3 Umsomuhle Road.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department Directions To Candidates The following documents must be submitted: Application for Employment Form (Form new Z83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za . A comprehensive CV

(with detailed experience). Copies of qualifications and driver's license must not be submitted when applying for employment. The reference number must be indicated on the space provided on z 83 application form e.g. Reference SUN01/2022 NB Failure to Comply with The Above Instruction Will Disqualify Applicants. Please note that due to the large number of applications received, applications will not be acknowledged. However, should you not here any response from us in four (4) weeks after the closing date of this advert you must consider your application unsuccessful. Applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. People with disability should feel free to apply for the post advertised. African males are encouraged to apply. Due to financial constraints, there will be no S&T claim. To Heads of All Institutions The content of this Circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this minute even if they are absent from their place of work.

CLOSING DATE : 11 October 2024

POST 35/77 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: SUND 09/2024 (X1 POST)**
Component: Isithebe Clinic (Sundumbili CHC)

SALARY : R656 964 per annum. Plus 8% Rural Allowance. Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).

CENTRE : Sundumbili CHC

REQUIREMENTS : National Senior Certificate/Grade 12, Diploma / Degree in Nursing Science Proof of SANC registration certificate as General and midwife, Current SANC receipt. One-year diploma in Primary Health Care. Minimum of 9 years nursing experience after registration as Professional nurse with SANC. At least 5 years of the period referred above must be appropriate after obtaining Diploma in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above-mentioned documents need not be attached on application, will be requested only if shortlisted. A candidate may possess Knowledge of Nursing care process and procedures Knowledge of disciplinary process and grievance procedures. Leadership, organizational, decision-making and problem-solving skills. Report writing skills, and time management skills good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies. Knowledge of Public service policies, Acts and regulations.

DUTIES : Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained. Provide effective management and professional leadership at the clinic. Ensure proper utilization and control of surgical sundries equipment and keep an accurate record. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit. Prevent, monitor patients incidents and report. Screen, diagnose and treat patients with minor ailments.

ENQUIRIES : Mr. P.E Mthethwa Tel No: (032) 454 7504

APPLICATIONS : Email: Vuyile.Gcabashe@kznhealth.gov.za or Apply Online at kznonline.gov.za / Or Application should be posted to: Private Bag X6032, Sundumbili Township, Mandenimandeni, 4490 or hand delivery to Sundumbili CHC A 682/3 Umsomuhle Road, 4490.

FOR ATTENTION : Human Resource Department

NOTE : To Heads of All Institutions The content of this Circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this minute even if they are absent from their place of work. Directions To Candidates The following documents must be submitted: Application for Employment Form (Form new Z83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. A comprehensive CV (with detailed experience). (c) Copies of qualifications and driver's license must not be submitted when applying for employment. The reference number must be indicated on the space provided on z 83 application form e.g. Reference SUN01/2022. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the large number of applications received, applications will not be acknowledged. However,

should you not here any response from us in four (4) weeks after the closing date of this advert you must consider your application unsuccessful. Applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. People with disability should feel free to apply for the post advertised. African males are encouraged to apply. Due to financial constraints, there will be no S&T claim.

- CLOSING DATE** : 11 October 2024
- POST 35/78** : **OPERATIONAL MANAGER SPECIALITY (MATERNITY) REF NO: SUND 13/2024 (X1 POST)**
Component: (Sundumbili CHC)
- SALARY** : R656 964 per annum. Plus 8% Rural Allowance, Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).
- CENTRE** : Sundumbili CHC
- REQUIREMENTS** : National Senior Certificate/Grade 12. Diploma/degree in General Nursing and Midwifery Plus 1 year post basic qualification in that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse and midwife with SANC of which 5 years must be recognizable experience after obtaining Post basic qualification. Registration with South African Nursing Council as Professional Nurse. Current SANC Receipt. working experience/ Certificate of service endorsed by Human Resource department. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above-mentioned documents need not be attached on application, will be requested only if shortlisted.
- DUTIES** : Manage the practice of all staff in Maternity Unit to ensure that individual patient care provided is of the highest standard. Provide adequate supervision and mentoring of junior personnel. Ensure effective utilization and monitoring of all resources in line with cost containment plan of the institution. Facilitate implementation of integrated material and child health programmes. Conduct clinical audits and develop remedial action plans and implementation of such. Ensure accurate collation, analysis and verification of monthly date within the unit and participate in data management meetings. Participate and oversee development and implementation of clinical policies, procedure and guidelines for MNCWH. Participate, co-ordinate and conduct perinatal and Child mortality meetings. Ensure compilation and timeous submission of relevant reports. Provide effective, adequate leadership and supervision of all sub-units in the sub-components i.e ANC, Labour and Post Natal Care. Improve quality of care through reduction of public complaints and waiting time, implement and monitor National Core standards. Monitor infection control measures in the Unit. Participate in outbreak, preventive and promotive programmes within the community. Administer Clinical treatment to acute patients and make appropriate referrals. Monitor infection control measures within the unit. Improve quality care through reduction of Public complaints and waiting times. Oversee all aspects related to mother and child (CTOP, ESMOE, FP, MBFI and CARMMA and HBB). Assist with the coverage in the nursing component. Ability to do presentation at District level. Maintain the code of conduct: Public service and Professional body. Ability to plan and organise own work and that of support personnel to ensure proper nursing.
- ENQUIRIES** : AR Zungu Tel No: (032) 454 7504
- APPLICATIONS** : Email: Vuyile.Gcabashe@kznhealth.gov.za or Apply Online at kznonline.gov.za / Or Application should be posted to: Private Bag X6032, Sundumbili Township, Mandenimandeni 4490, or hand delivery to Sundumbili CHC A 682/3 Umsomuhle Road, 4490.
- FOR ATTENTION** : Human Resource Department
- NOTE** : Directions to candidates the following documents must be submitted: Application for Employment Form (Form new Z83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. (b) A comprehensive CV (with detailed experience). (c) Copies of qualifications and driver's license must not be submitted when applying for employment The reference number must be indicated on the space provided on z 83 application form e.g. Reference SUN01/2022. NB: Failure to comply with the above instruction will disqualify

applicants. Please note that due to the large number of applications received, applications will not be acknowledged. However, should you not here any response from us in four (4) weeks after the closing date of this advert you must consider your application unsuccessful. Applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. People with disability should feel free to apply for the post advertised. African males are encouraged to apply. Due to financial constraints, there will be no S&T claim. To Heads of All Institutions The content of this Circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this minute even if they are absent form their place of work.

- CLOSING DATE** : 11 October 2024
- POST 35/79** : **CLINICAL NURSE PRACTITIONER REF NO: POM 05/2024**
- SALARY** : R520 560 - R686 211 per annum. Other benefits: 13th Cheque. Medical aid (Optional). Home Owner's allowance. 12% Rural allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Pomeroy CHC (Mazabeko Clinic)
Grade 12 (senior certificate). Degree/ Diploma in General Nursing Science & Midwifery plus Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current Registration with the SANC as a General, Midwifery and Primary Health Care nurse 2024. A minimum of 9 years appropriate / recognizable experience after registration as a Professional nurse of which at least 1 year must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. At least 5years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Applicants are submitting Z83 and CV only. Knowledge; Skills; Training and Competencies Required: Leadership, organizational, decision making, counselling and conflict management skills. Knowledge of nursing care processes and procedures and all relevant legal framework. Interpersonal skills including public relations, negotiating, Sound knowledge of discipline processes and grievance procedures. Financial and budgetary knowledge. Team building, planning and supervisory skills Recommendation: Knowledge of NIMART, TB and HIV/AIDS. Computer literacy (basic programs). Valid Driver's licence.
- DUTIES** : Provision of quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Implement, monitor and sustain Community Oriented Primary Care (COPC) through the Community Based Model (CBM). Formulate, implement and monitor Operational Plan aligned to District Health Plan. Maintain inter-sectoral collaboration with other government structure through the Operation Sukuma Sakhe (OSS) concept. Conduct community awareness as determined by disease burden within catchment population utilizing the Integrated Multi Stakeholder Health Promotion and Wellness Strategy. Implement the Employee Management and Development System Implement conflict management, disciplinary and grievance procedure. Analyse, implement and monitor Departmental objectives, policies and procedures. Conducts clinical audits and implement quality improvement plans. Effective allocation, utilization and monitoring of allocated resources. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Implement and Monitor Quality Improvement programs (Ideal Clinic maintenance and Realization/Norms and Standards). Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Accurate collation, verification, analysis, and submission of data within set timelines.
- ENQUIRIES APPLICATIONS** : Ms. TM Khoza Tel No: (034) 662 3300
All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
Mbalenhle.zulu@kznhealth.gov.za

<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource / certificate of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 05/2024). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please Note That Due to Financial Constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated for successful candidate. It will be available prior to assumption of duty. No Interim accommodation in a form of bed and breakfast or hotel accommodation.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/80</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PSYCH) REF NO: MAD 12/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 - R686211 per annum plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital Basic R425 Degree/ Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, 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. Sound knowledge of Mental Health Act 17of 2002. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Full understanding of the role of a professional nurse.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team with set standards and within professional and legal framework. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor. Ensure effective implementation of legal prescripts and compliance time frames thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.M Sithole Tel No: (034) 328 8137 All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email it to sibongiseni.kheswa@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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). 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. EE Target (African Male).

CLOSING DATE

: 18 October 2024

POST 35/81

: **CLINICAL NURSE PRACTITIONER (X2 POSTS)**
Newcastle Clinic, Madadeni Clinic 7

SALARY

: Grade 1: R451 533 – R530 376.per annum
Grade 2: R553 545 – R686 211 per annum
plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
: Basic R425 Degree/ Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem-solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the Norms and Standards, Ideal Clinic and data management.

DUTIES

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

<u>ENQUIRIES</u>	:	Ms. R.M Sithole Tel No: (034) 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940 or email it to sibongiseni.kheswa@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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 . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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). 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. EE Target (African Male). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 35/82</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) - EMERGENCY & TRAUMA REF NO: NDH 06/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Other Benefits: 13th Cheque Housing Allowance (Employees Must Meet the Prescribed Requirements), (Medical Aid Optional).
<u>CENTRE</u>	:	Northdale Hospital
<u>REQUIREMENTS</u>	:	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. Current SANC Receipt 2024. A post basic qualification in Emergency and Trauma Nursing Science/Critical Care Nursing Science with duration of at least 1year, accredited with the SANC. A minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Recommendations: Computer literacy, Driver's license. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Strong interpersonal, communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the

formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor other categories of staff and student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk condition. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager.

ENQUIRES : Mr ZC Biyela Tel No: (033) 387 9010
APPLICATIONS : Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X 9006, Pietermaritzburg, 3201, Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital, Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).
FOR ATTENTION : Mrs NR Madlala.
CLOSING DATE : 11 October 2024

POST 35/83 : **PROFESSIONAL NURSE (SPECIALTY) - SPECIALTY OPERATING THEATRE AND CSSD REF NO: NDH 07/2024 (X2 POSTS)**

SALARY : Grade 1: R451 533 – R530 376 per annum.
Grade 2: R553 545 – R686 211 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), (Medical Aid Optional).

CENTRE : Northdale Hospital
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. One year post basic qualification in Operating Theatre Nursing Science. Current SANC Receipt 2024. A minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Successful candidate will have to spend minimum one year in service. Recommendations: Computer literacy, Driver's license. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Strong interpersonal, communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor other categories of staff and student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk condition. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager

ENQUIRES : Mr ZC Biyela Tel No: (033) 387 9010
APPLICATIONS : Applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X 9006, Pietermaritzburg, 3201. Applications may also be hand delivered to 1389 Chota Motala Road, Pietermaritzburg, 3201, Northdale Hospital,

Human Resource Practices. Applicants may also apply online via the S'thesha Waya Waya – KZN Online recruitment portal at (<https://www.eservices.gov.za>).

**FOR ATTENTION
CLOSING DATE**

: Mrs NR Madlala
: 11 October 2024

POST 35/84

: **CLINICAL NURSE PRACTITIONER- SCHOOL HEALTH (EMTULWA CLINIC)**
: **REF NO: APP/ 01/2023 (X1 POST)**
: Component: Nursing-PHC

SALARY

: Grade 1: R451 533 – R520 560 per annum
: Grade 2: R553 545 – R676 068 per annum
: Other Benefits 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

**CENTRE
REQUIREMENTS**

: Appelsbosch Hospital (Emtulwa Clinic)
: Appointment Requirements for the posts Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit. Current registration with SANC (2024) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations: NIMART Certificate Computer literacy. Valid Driver's license Code B (08). Knowledge, Skills, Training, and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem-solving skills. Basic Financial management.

DUTIES

: Provide preventive and promotive services that address the health needs of school-going children. Conduct full examination of learners from head to toe to detect abnormalities. Conduct learner assessments and screen for diseases and illnesses. Conduct vision and hearing tests and refer if any complications. Provide immunization services including HPV campaign. Advise the teachers and parents concerning the challenges detected from each child in the management thereof. Mobilize resources and conduct capacity building for the implementation of the school health policy. Supervise and support team accordingly. Provide training where necessary. Control the use of vehicles and other government resources. Support, involve and ensure sustainable coordination for the school community and multi sectoral team in creating health promoting schools. Identify schools with potential to be accredited as health promoting schools. Establish school health forums where there are none and revive the existing forums if they not functioning properly. Organize and hold meetings with school governing bodies and school health forums. Update school principal and teachers about upcoming school health campaigns. Facilitate referral to health and other services where required. Prompt referral to the next level of care. Give full history of the child's problem in the referral letter. Explain to parents about abnormalities detected and advice continuity of care at home. Conduct follow ups where necessary. Monitor and evaluate the school health services rendered i.e. collecting and validating school health data and reporting accordingly. Make use of data collected with the team.

**ENQUIRIES
APPLICATIONS**

: Mr. M Zele: Assistant Manager Nursing-PHC, Tel: 032 2948000
: should be forwarded to: The Chief Executive Officer, Private Bag X215, Ozwathini, 3242, For online applications please send your application to **AppelsboschHospital.jobApp@kznhealth.go.za**

**FOR ATTENTION
NOTE**

: Human Resource Manager
: NB: Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office.
: Equity Target: African Male

CLOSING DATE

: 18 October 2024

<u>POST 35/85</u>	:	<u>CLINICAL NURSE PRACTITIONER-PHC (EFAYE CLINIC) REF NO: APP/02/2024 (X1 POST)</u> Component: Nursing-PHC
<u>SALARY</u>	:	Grade 1: R451 533 – R520 560 per annum Grade 2: R553 545 – R676 068 per annum Other Benefits 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
<u>CENTRE REQUIREMENTS</u>	:	Appelsbosch Hospital (Efaye Clinic) Appointment Requirements for the posts Degree/National Diploma in General Nursing and Midwifery. Only shortlisted candidate will submit. Current registration with SANC (2023) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations: NIMART Certificate. Computer literacy. Valid Driver's license Code B (08). Knowledge, Skills, Training, and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management
<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Provision of primary curative health care. Provision of health care services. Provision of rehabilitation services. Provision of administration services. Plan and organize clinics. Complete statistics. Ordering and control of stationery, medical class 11 stock, consumables. Ensure safekeeping. Ordering and control of medication as necessary. Up to date knowledge of appropriate legislations and department policies. Involvement with community meetings and committees. Identify needs of financial planning and direct control of expenditure. Act in the absence of the operational manager. Involve in quality improvement programs e.g. Ideal clinic, norms and standards, patient experience of care, patient safety incidents report etc. Provision of educational services. Clinical teaching, training and continuous evaluation of students. Teaching patients on a one-to-one basis. Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme. Continuous self-study, professional development, ensuring awareness of new professional developments. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Provision of clinical services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implement of programmes and evaluation of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Individual consultation sections. Identify community needs. Initiate minor ailment needs. Initiate community needs. Coordinate between hospital and community. Maintain professional secrecy and prevent medico-legal risks. Attend and participate in doctors' visits. Arrange admission and outpatient appointment. Function as member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal service delivery towards patients. Effective crisis management in the clinic. Usage of equipment and machinery. Usage of basic medical equipment. Safekeeping of equipment. Research responsibility. Assist in regional and departmental project. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Zele: Assistant Manager Nursing-PHC, Tel No: (032) 294 8000 Should Be Forwarded To: The Chief Executive Officer, Private Bag X215, Ozwathini, 3242, For online applications please send your application to <u>AppelsboschHospital.jobApp@kznhealth.go.za</u>
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager NB: Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity Target: African Male
<u>CLOSING DATE</u>	:	18 October 2024

<u>POST 35/86</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (EMERGENCY &TRAUMA) REF NO: MAD 11/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital Basic R425 Degree/ Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification in Trauma / Critical Care Nursing Science / Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: BLS trained. ACLS and/or PALS advantageous. 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.
<u>DUTIES</u>	:	Executive professional nurse's duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Have the ability to work in a fast-paced environment to deliver high standards in emergency care. Do meaningful rounds and monitor client satisfaction by communications with patients and relatives. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs in an emergency care environment. Advocate for quality care of patients Provide safe and therapeutic environment for patients, staff and public. Maintain accurate and complete patient records. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMSD System and other work-related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings and assist with relief duties of supervision as assigned by the supervisor. N.B: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands, this may occur in instances of staff shortages experienced in any nursing component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.M Sithole Tel No: (034) 328 8137 All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 or email it to sibongiseni.kheswa@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	The Recruitment Officer 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 . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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). 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. EE Target (African Male). This Department is an equal opportunity,

affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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.

CLOSING DATE : 18 October 2024

POST 35/87 : **CLINICAL NURSE PRACTITIONER (PHC) (X8 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Other Benefits: 13th Cheque, Medical aid (optional), and Housing Allowance (Employee must meet prescribed requirements). plus 8% rural allowance

CENTRE : Ilembe Health District Office (KwaDukuza Primary Health Care):
Component: Mpumelelo Clinic Ref No. MPUM 01/2024 (X1 Post)
Component: Groutville Clinic Ref No: GROUT 01/2024 (X1 Post)
Component: KwaDukuza Clinic Ref No: KDC 01/2024 (X6 Posts)

REQUIREMENTS : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2024) A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate) Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2024). A minimum of 14 years appropriate/ recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. NB: Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00. Staff may be requested to relieve in any of the nine (09) facilities within the Sub District if and when the need arises. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality nursing care. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in service training. Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patients records, both written and electronic. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by

assisting and capturing on Tier.net. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of ideal Clinic and OHSC Programme in the facility.

**ENQUIRIES
APPLICATIONS**

: Mrs R Bhagwandin Tel No: (032) 437 3500
: To The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza, 4450 or email it to siyabonga.ngobese@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Human Resources Management Department
: Directions to candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za. The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. EMRSILE 01/2024. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

CLOSING DATE

: 11 October 2024

POST 35/88

: **RADIOGRAPHER REF NO: RAD DIAG/2/2024 (X3 POSTS)**
Department: Diagnostic Imaging

SALARY

: Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: An appropriate three-year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice). Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20-year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign

qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24-hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES : Mrs B V Mfeka Tel No: (031) 240 1950
APPLICATIONS : 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 or email to: applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 18 October 2024

POST 35/89 : **PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 14/2024 (X9 POSTS)**
Component: Nursing

SALARY : Grade 1: R307 473 – R356 832 per annum
Grade 2: R375 480 – R435 759 per annum
Grade 3: R451 533 – R570 273 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital
REQUIREMENTS : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with the SANC as Professional Nurse with Midwifery. Current SANC receipt. **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing

after registration as Professional Nurse with SANC in general nursing. NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Good work ethics. Tenacity, integrity. Problem solving and decision making. Health promotion and team building. Report writing skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms. NJ Khumalo Tel No: (034) 982 2111, Ext. 5916
: All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid, 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE

: Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and proof will be required to the shortlisted candidates. Failure to comply will result in the application not being considered. 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. People with disabilities are encouraged to apply for the post. 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. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the

CLOSING DATE

:

requirements of the posts are made aware on this circular minute even if they are absent from their normal places of work.
18 October 2024

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

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

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho or email to ACSR@nwpg.gov.za. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 11 October 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 35/90** : **DIRECTOR: RECREATION REF NO: 2024/ACSR58/NW**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A three (03) year National Diploma or Bachelor degree (NQF6/7) in Recreation Management / Administration or relevant equivalent qualification. A postgraduate qualification in Recreation Management will serve as an added advantage. A minimum of five (05) years relevant experience at middle/Senior Management level. A valid driver's license. A pre-entry certificate for SMS must be completed before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the recreation industry and management. In depth knowledge of government legislation, policies, provincial and national plan of action. A high level of financial and people management skills. The ability to inspire staff and

communicate effectively in a wide range of situations. Change management and knowledge management skills. Program management and service delivery innovation. Problem, solving and analytical skills. Client orientation and customer focus, Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy.

DUTIES : Develop, management and implement recreation programs in the province, co-ordinate the recreation activities within municipal areas in partnership with municipalities and other stakeholders. Management of the recreation centers within the department, play oversight role on the functioning and effectiveness of the Northwest Provincial Recreation Council, Conduct research and develop recreation policies that will guide the Department on recreation matters, strategic management of the unit.

ENQUIRIES : Mr. G Marindi Tel No: (018) 388 2774

POST 35/91 : **DISTRICT DIRECTOR: DR. KENNETH KAUNDA DISTRICT REF NO: 2024/ACSR61/NW**

SALARY : R1 216 824 per annum (Level 13), (all-inclusive package)
CENTRE : Dr. Kenneth Kaunda District (Potchefstroom)
REQUIREMENTS : A three (3)-year National Diploma or bachelor's degree in social sciences or management. A postgraduate qualification in Administration / Management will serve as an added advantage. A minimum of five (05) years relevant experience at middle/Senior Management level. A valid driver's license. A pre-entry certificate for SMS must be completed before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the industry and management. In depth knowledge of government legislation, policies, provincial and national plan of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change management and knowledge management skills. Program management and service delivery innovation. Problem, solving and analytical skills. Client orientation and customer focus, Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio Proven management competencies Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills Computer literacy.

DUTIES : Development and implementation of the district strategic and annual performance plans. Planning and management of the district budget in line with the PMFA and Treasury Regulations. Monitoring, reporting and evaluation of the implementation of Arts, Culture, Sport Recreation and Library programs within the district. Liaising and managing stakeholders' relations of Arts, Culture, Sport, Recreation and Library structures within the district. Ensure the management and roll out of all calendar events within the district. Participation in cluster activities and forums within the district. Strategic management of the district.

ENQUIRIES : Mr G Marindi Tel No: (018) 388 2774

OTHER POSTS

POST 35/92 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO- ORDINATION MEC SUPPORT REF NO: 2024/ACSR51/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : National Diploma or Bachelor degree (NQF6/7) in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of 3-5 years' relevant experience at Assistant Director/Junior Management level. A valid driver's license. Competencies: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework Project Management. Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy. Problem solving skills.

DUTIES : Provide operational leadership for administrative support services in office of Executive Authority (EA). Plan, co-ordinate, organise and facilitate provision of

		registry and all frontline and customer care services. Plan, co-ordinate and supervise driver/messenger and food aid services in the office of the Executive Authority. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role-playing on stakeholder service.
<u>ENQUIRIES</u>	:	Mr T Mpuisang Tel No: (018) 388 2739
<u>POST 35/93</u>	:	<u>SERVICE POINT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Dr. Ruth Segomotsi Mompoti District: Naledi Service Point Ref No: 2024/ACSR45/NW) (X1 Post) Bojanala District: Moses Kotane Service Point Ref No: 2024/ACSR46/NW (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3)-year National Diploma or Bachelor's degree in Social Sciences or Management. At least three (3) to five (5) years' experience at supervisory level (Junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's license. Skills: Excellent supervisory human relations, report-writing, administrative and organizational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of Office Systems Management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Ensure planning, of service point performance and reporting thereof .Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs Supervise and support all service point employees to ensure implementation and management of programmes in the service point .Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes .Assist with the co-ordination of library activities at the Service Point Forge partnership with relevant stakeholders . Manage and supervise the achievement of the service point performance. Compile reports on the service point performance. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Dr. Ruth Segomotsi Mompoti District: Mr. G Valtyn Tel No: (053) 928 0161 Bojanala District: Mr. T Mpuisang Tel No: (018) 388 2739
<u>POST 35/94</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 2024/ACSR47/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3 year National Diploma or Bachelor's degree in Public Relations/ Marketing/ Journalism/ Communication or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of public relations, marketing and communications and government processes. The ability to work independently and under pressure with little or no supervision. Valid driver's license. Knowledge: Knowledge of report writing, events management and project management, marketing management and publication production. Knowledge of desktop publishing and other systems. Prepared to work long and irregular hours.
<u>DUTIES</u>	:	Implement internal communication strategy and policy. Develop the Events Management Strategy and ensure effective events management. Coordinate departmental events and projects. Ensure a favourable departmental corporate image and identity. Supervise staff. Control the budget. Develop and update the Department's calendar of events.
<u>ENQUIRIES</u>	:	MR V Kama Tel No: (018) 388 3704
<u>POST 35/95</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2024/ACSR48/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	National Senior Certificate. Bachelor Degree in Social Work or Psychology. Registration with the council SACSSP or HPCSA. Three (3) years supervisory experience in the spheres of Employee Health and Wellness programme. A valid

driver's license. Knowledge: knowledge of Employee Health and wellness strategic framework in the public service. Relevant legislations including Labour Relations Act. Public Service Act and Regulations. Employment Equity Act. Occupational Health and Safety Act. Good Communication. Presentation Skills. Planning, Analytical thinking. Problem Solving. Computer Literacy in MS word packages. Conflict management skills. Supervisory skills. Communication skills (written and verbal). Ability to work independently and work under pressure. Willingness to travel and work extended hours. Innovative skills. Good planning and organizing skills.

DUTIES : Develop policies and programme to address employee health and wellness in the workplace. Develop policy and programmes for HIV/AIDS, STI and TB Management. Develop policy and programmes for Wellness Management. Develop policy and programmes for Health and Productivity Management. Monthly and quarterly reporting on implementation of Employee Health and wellness programmes. Provide psychosocial support-counselling services to employees. Ensure monitoring and evaluation of the programme.

ENQUIRIES : Mr E Themeli Tel No: (018) 388 2740

POST 35/96 : **ASSISTANT DIRECTOR: DISTRICT LIBRARY REF NO: 2024/ACSR57/NW**

SALARY : R444 036 per annum (Level 09)
CENTRE : Dr Kenneth Kaunda District (Klerksdorp)
REQUIREMENTS : Degree or Postgraduate Diploma in Library and Information Science/ Information Studies. Five years (05) knowledge and experience in provincial or library services of which three (3) years should be at supervisory level. A valid driver's license. Knowledge: Good knowledge of community library operations. Knowledge of library collection management and library management system. Good communication skills, Computer skills. Supervisory and good interpersonal relations skills.

DUTIES : Manage the district library. Provide professional guidance, support and monitor community libraries in the district. Manage the collection of books in the district. Maintain partnerships with Local Municipalities. Manage and monitor the transfer payments to Local Municipalities in the District. Manage the human and financial resources in the district and the community libraries. Serve in management committee of the directorate, and participate in activities of the District, Chief Directorate and the Department.

ENQUIRIES : Ms Tinyiko Sempe Tel No: (018) 388 3965/6

POST 35/97 : **ASSISTANT DIRECTOR: CRAFT INVESTMENT REF NO: 2024/ACSR67/NW**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must in possession of a 3-year National Diploma or Bachelor's degree with specialization in any of the visual arts crafts or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of provincial concretes and other policy pronouncements. Working knowledge and application of Arts & Culture legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Knowledge of report writing skills. Good problem-solving skills and strong interpersonal relations. Events Management capabilities.

DUTIES : Work towards building capacity of the craft sector and contribute towards social and economic development and poverty alleviation. Compile, maintain, and updated craft database that is rated according to the levels of growth for further development and promotion of excellence. Have an understating of issues pertaining to the craft industry such as stakeholders markets and product development. Work towards the identification, promotion and marketing of the North West craft brand. Identify potential craft markets nationally, within the SADC region and internationally for the promotion and marketing of the North West crafts. Organization of craft exhibitions from ward, Service Point, District and Provincial levels. Assist in the development of the craft section into a viable cooperatives and small, medium and macro enterprises. Compilations and submission of reports. Achievement of strategic goals and targets. Management of the unit.

ENQUIRIES : Ms N Zahela Tel No: (018) 388 4860

<u>POST 35/98</u>	:	<u>ASSISTANT DIRECTOR: FACILITY MANAGER (KLEIN MARICO RECREATIONAL CENTRE) REF NO: 2024/ACSR69/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Applicant must in possession of a 3-year National Diploma or Bachelor's degree in Public Management or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of operations of an entity. Working knowledge and application of Recreation legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Strong Financial Management Skills. Knowledge of report writing skills. Good problem-solving skills and strong interpersonal relations. Events Management capabilities.
<u>DUTIES</u>	:	Day to day planning, organizing and directing of all the centre's services. Marketing and promotion of the Centre. Management of fixed and biological asset. Manage and maintain the trading account of the Centre in line with the PFMA and Treasury regulations, Fostering of good relations with stakeholders of the Centre. Overall Management of the Centre including the management of human resources, maintenance of the centre in line with OHSWA standards and procedures.
<u>ENQUIRIES</u>	:	Mr K Motladiile Tel No: (018) 388 2784
<u>POST 35/99</u>	:	<u>ASSISTANT DIRECTOR: CRAFT INVESTMENT REF NO: 2024/ACSR67/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Applicant must in possession of a 3-year National Diploma or Bachelor's degree with specialization in any of the visual arts crafts or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of provincial concretes and other policy pronouncements. Working knowledge and application of Arts & Culture legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Knowledge of report writing skills. Good problem solving skills and strong interpersonal relations. Events Management capabilities.
<u>DUTIES</u>	:	Work towards building capacity of the craft sector and contribute towards social and economic development and poverty alleviation. Compile, maintain, and updated craft database that is rated according to the levels of growth for further development and promotion of excellence. Have an understating of issues pertaining to the craft industry such as stakeholders markets and product development. Work towards the identification, promotion and marketing of the North West craft brand. Identify potential craft markets nationally, within the SADC region and internationally for the promotion and marketing of the North West crafts. Organization of craft exhibitions from ward, Service Point, District and Provincial levels. Assist in the development of the craft section into a viable cooperatives and small, medium and macro enterprises. Compilations and submission of reports. Achievement of strategic goals and targets. Management of the unit.
<u>ENQUIRIES</u>	:	Ms N Zahela Tel No: (018) 388 4860
<u>POST 35/100</u>	:	<u>CHIEF WORKS INSPECTOR REF NO: 2024/ACSR61/NW (X5 CONTRACT POSTS)</u>
		NB: These below posts are fixed term contracts ending on 31 March 2025, which may reviewed annually based on performance and availability of funds
<u>SALARY</u>	:	R376 413 per annum (Level 08) per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Mmabatho, Head Office: Ref No: 2024/ ACSR52/NW Ngaka Modiri Molema District to Be Stationed at Head Office: REF NO: 2024/ACSR53/NW Bojanala District- District Office Ref No: 2024/ ACSR54/NW Dr Ruth Segomotsi Mompati District: District Office Ref No: 2024/ ACSR55/NW Dr Kenneth Kaunda District: District Office: Ref No: 2024/ ACSR56/NW
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) in the built environment (Quantity Surveying, Architect, Construction Management, Electrical), B-Tech or relevant equivalent qualification. A minimum of 3-5 years relevant experience or N3 and a passed trade test in the built environment. Registration as an Engineering Technician or Professional will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance

requirements. A valid driver's license is compulsory. Knowledge: Knowledge of National Building Regulations and NHBR Compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Good management and interpersonal skills. Computer literacy. Willingness to travel.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices. Check and recommend on variation orders and on requests for the extension of deadlines. Brief contractors and consultants on projects and verify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects.

ENQUIRIES : Ms L Mabe Tel No: (018) 388 2821, Mr T Moliwa Tel No: (018) 388 2166

POST 35/101 : **PRINCIPAL COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2024/ACSR63/NW**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Head Office, Mmabatho
: Applicants should be in possession Grade 12 and an appropriate three-year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication, Journalism, ICT or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience and skills in planning content, writing & maintaining social media content, using social media as part of a government communication plan. Experience in using web content management systems (CMS), videography, photography and/or graphic design will be an advantage. Knowledge: He/she must have project and campaign management skills, with knowledge of, and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. The candidate must have excellent English writing and sub-editing skills, as well as planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer literacy is prerequisite. Candidate must be in possession of a valid driver's license.

DUTIES : The successful candidate will be responsible for the continuous updating, maintenance, and improvement of social media accounts and websites of the Department. Write and distribute e-newsletter to mailing list subscribers. Use social media monitoring tool to listen, monitor and engage with target audiences proactively. Facilitate Departmental projects, and events in relation to communication matters. Provide support in the design, layout and ensure correct placement of logos, corporate identity. Ensure that the Departments corporate identity is maintained. Internal communication support and manage the usage of internal communication channels to distribute messages. Provide digital communication support for internal and external events and content production.

ENQUIRIES : Ms E Mogapi Tel No: (018) 388 4899

POST 35/102 : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 2024/ACSR60/NW**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office, Mmabatho
: Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures. Administration procedures. Batho Pele Principles. Skills: Communication, Analytical. Computer literacy. Interpersonal. Organizing and Planning. Telephone etiquette.

DUTIES : Provide administrative support to the Head of Department. Manage the Head of Department's diary, including the events calendar; arrange meetings and workshops. Monitor the provision of secretariat services in the Head of Department

Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Head of Department Projects. Supervise the officials in the office.

ENQUIRIES : Mr T Mpuisang Tel No: (018) 388 2739

POST 35/103 : **REGISTRY CLERK IN OFFICE OF THE MEC REF NO: 2024/ACSR49/NW**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade 12 and equivalent qualification at NQF level 4. Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter. Computer.

DUTIES : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr. T Mpuisang Tel No: (018) 388 2739

POST 35/104 : **HUMAN RESOURCE CLERK (PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS) REF NO: 2024/ACSR59/NW**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A Grade 12 certificate. A National Diploma in Human Resources Management will serve as added advantage. Relevant experience will serve as an advantage. Knowledge of Human Resource prescripts. Knowledge of practical establishment administration and functional knowledge of PERSAL. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).

DUTIES : Receive all PMDS documents for the Department, Do quality assurance on the submitted documents. Capture PMDS documents on the Database and PERSAL. Co-ordinate moderating committee meetings. Implement rewards on the PERSAL System. Handle inquiries, queries and filling.

ENQUIRIES : Mr X March Tel No: (018) 388 2722

POST 35/105 : **DRIVER/MESSENGERIN THE OFFICE OF THE MEC REF NO: 2024/ACSR50/NW**

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade 10 and equivalent qualifications at NQF level 2. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite to the Executive Authority related work environment. Ability to respect Authority.

DUTIES : Collect and deliver documents. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Mr T Mpuisang Tel No: (018) 388 2739

POST 35/106 : **FOOD SERVICES AID - OFFICE OF THE MEC REF NO: 2024/ACSR62/NW**

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy,

- operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the relevant Executive Authority work environment.
- DUTIES** : Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food.
- ENQUIRIES** : Mr T Mpuisang Tel No: (018) 388 2739
- POST 35/107** : **FOOD SERVICES AID – KLEIN MARICO RECREATIONAL CENTRE REF NO: 2024/ACSR68/NW**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Klein Marico Recreational Centre
- REQUIREMENTS** : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Experience in food preparation and catering environment Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time management, Trustworthiness, respect of authority. Ability to work according to schedule in the work environment. Knowledge of the code of conduct. Knowledge of hospitality services and ability to use kitchen equipment.
- DUTIES** : Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Cleaning of dining hall, storages, rooms and kitchen. Prepare food, snack, and beverages). Setup and convey crockery, cutlery and equipment to dining areas. Serve food. Assist with general work when required to.
- ENQUIRIES** : Mr K Motladiile Tel No: (018) 388 2784

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM

- APPLICATIONS** : Completed application forms and the Comprehensive CV quoting the relevant reference number, may, be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2735 or posted to Private Bag X15, Mmabatho, 2735 or e-mailed to dedectapplications@nwpg.gov.za
The North West Department of Economic Development, Conservation, Tourism and Environment is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.
- CLOSING DATE** : 11 October 2024
- NOTE** : The North West Department of Economic Development, Conservation, Tourism and Environment is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply. General Notes: Applications must be submitted on a newly prescribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently up-dated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). All non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) (submitted only when shortlisted). 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 six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check,

qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 35/108 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO: 06/DEDECT/2024/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE REQUIREMENTS : Mahikeng
: A Bachelor's degree or 3-year National Diploma (NQF level 7) in Human Resource Management / Public Administration or equivalent HR-related educational qualification. Five (5) years' work experience in the Human Resource Planning environment of which three (3) years must be at Assistant Director level. Valid driver's license. Competencies: Knowledge of: Personnel and Salary Administration System (PERSAL). Public Service Legislative Framework. Statistical Analysis. HRM policies and legislation. Employment Equity Act. Skills: Writing and analytical skills. Advanced Computer literacy. Facilitation and presentation. Project Management. Advanced Excel. Monitoring and evaluation methods and techniques. Policy Management Cycle.

DUTIES : Facilitate of the implementation of all the activities with regard to PERSAL Access Security Procedure for compliance. Generate Adhoc, Monthly, Quarterly and Annual reports for management planning and decision making. Manage the development, approval, implementation, as well as review the Departmental Employment Equity Plan. Manage the development, approval, implementation, as well as review of the Departmental Human Resource Plan. Ensure creation and maintenance of the PERSAL Establishment structure of the Department. Produce monthly and quarterly Human Resource Information Management Reports. Develop the Annual Human Resource Planning Implementation Report. Administer assessment of the HRM's Component Annually. Manage the performance of assigned personnel to achieve (agreed) Key Responsibility Areas, which derive from the Sub-Directorate's Annual Operational and Project Plans. Monitor performance of the Sub-Directorate every quarter for conforming to the desired outcomes outlined in the Strategic Plan and Annual Performance Plan of the Department. Contribute to the determination of the Directorate's financial requirements and ensure that the budget allocated to the Sub-Directorate is spent to meet the Directorate's service delivery objectives. identify and manage (actual and potential) risk factors and indicators pertaining to the achievement of the Directorate's goals and objectives. Contribute in the development of the Directorate's Annual Performance Plan and support the process of ensuring that assigned projects are completed within the deadline, costs and quality required.

ENQUIRIES : Mr. K.H. Digoamaje Tel No: (018) 388-5872

POST 35/109 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: 07/DEDECT/2024/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE REQUIREMENTS : Mahikeng
: A three (3) year tertiary qualification (Degree / National Diploma) NQF level 7 in Public Administration / Public Management /Business Administration or any other equivalent relevant qualification A minimum five (5) years relevant work experience of which three (3) years must be at Assistant Director level. A valid driver's license
Competencies: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio Working knowledge of the administrative processes in the Office of the Executive Authority Proven management competencies Report writing skills Presentation skills Computer literacy Problem solving skills.

DUTIES : Manage the administrative activities in the Office of the Executive Authority (EA) which include Coordinate the provision of administrative support and receptionist services in the Office of the EA, Coordinate the provision of Registry support services in the Office of the EA: Coordinate provision of messenger and driver services in the Office of the EA: Providing logistical support for the meetings of the EA.

<u>ENQUIRIES</u>	:	Mr. M. R. S. Senqhi Tel No: (018) 388- 5920 / 5921
<u>POST 35/110</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 09/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R556 356 per annum, (OSD Package) Mahikeng A three (3) or four (4) year Bachelor's Degree (NQF level 7) in Law like BProc, BJuris, LLB with at least eight (8) years' legal administration experience Litigation, provision of legal advices and opinions as well as understanding of Government Regulations / Laws as an Advocate or Attorney will be an added advantage A valid driver's license. Competencies: Extensive knowledge of Contract Drafting (including MOUs and SLAs). Report writing, Conduct legal research, extensive knowledge and experience in drafting strategic legal documents, litigation management support, drafting and vetting of legal documents, overall coordination of litigation matters within the Department: maintain strategic relations with the office of the State Attorney and office of the State Law Advisors, develop and implement appropriate systems, controls and measures, monitor and enforce compliance by the Department with litigation rules and procures and provide legal advice as required, computer literate, good communication (verbal and written), organizing and planning, problem solving and ability to work individually and with a team, understanding of government regulations.
<u>DUTIES</u>	:	Prepare legal documents and provide strategic legal support to the Department Ensure compliance with Protection of Personal Information Act, PAIA and PAJA, and provide legal education to the Department Provide legal advice and opinions Negotiate and advice on the drafting and vetting of contracts Undertake legislative review and drafting Litigation management Maintain Departmental contact and litigation register Report and advise on the contract management risks Monitor compliance to service agreements.
<u>ENQUIRIES</u>	:	Adv. I. B. Mosiapo Tel No: (018) 388-5839
<u>POST 35/111</u>	:	<u>PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (HOD) REF NO: 08/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mahikeng Grade 12 and National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant 2-3 years of experience in rendering support secretarial services to the Head of Department Computer literacy Candidates must be prepared to travel and work long hours A valid driver's license. Competencies: Good knowledge of Project Management Effective Telephone etiquette Good customer approach and understanding cultural diversity Ability to prioritize workloads Excellent written and verbal communication skills across all levels Ability to work independently Ability to establish and maintain effective working relationship with individuals from diverse backgrounds High ethical standards Ability to confidentially interact with stakeholders at all levels within and outside the Department Ability to do evaluate and analyse documents and situations Knowledge on the relevant legislation/policies/prescriptions and procedures Basic knowledge on financial administration Proactive, trustworthy and high output-driven individual.
<u>DUTIES</u>	:	Render Administrative and Secretarial support services in the Head of Department's Office. Manage the Head of Department's diary and schedule appointments Co-ordinate and organise travel arrangements and accommodation bookings Prepare and organise meetings, including agenda and documents Handle correspondence and communicate on behalf of the Head of Department Prioritise and manage multiple tasks efficiently Handle the budget, invoices and make payments Take and write minutes, prepare presentations, and manage adhoc projects Read, monitor and respond to the Head of Department's e-mailed messages. Answer telephone calls and liaise with clients competently.
<u>ENQUIRIES</u>	:	Mr. M. R. S. Senqhi Tel No: (018) 388- 5920 / 5921
<u>POST 35/112</u>	:	<u>REGISTRY CLERK REF NO: 10/DEDECT/2024/NW</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05) Mmabatho

<u>REQUIREMENTS</u>	:	Grade 12 / Matriculation or equivalent qualification at NQF level 4. Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.
<u>DUTIES</u>	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Operate office machines in relation to the registry function. Process documents for archiving and / disposal.
<u>ENQUIRIES</u>	:	Mr. O. O. Ntsimane Tel No: (018) 388-5809
<u>POST 35/113</u>	:	<u>SECRETARIES TO DIRECTORS REF: 11/DEDECT/2024/NW (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 / Matriculation certificate or equivalent qualification at NQF level 4. Experience in office administration / secretarial duties will be an added advantage Computer literacy. Competencies: Good planning and organisational skills good verbal and written communication skills Language skills Good interpersonal relations and people skills Experience in minute taking Experience in document management/filing Knowledge of procedures for receiving, responding to and managing requests/enquiries plus good telephone etiquette.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the director Provide administrative and clerical support service to director Provide support services to director regarding meetings by preparing reports and records of decisions/minutes, communicating to relevant role players and follow up on progress made Support the director with administration of the directorate budget Ensure safekeeping of all documents in the office of the director in line with relevant legislation and policies Manage appointments/engagements and other logistical arrangements related to the activities of the director Manage incoming and outgoing information of the office and ensure effective flow of information and documents to and from the office Handle procurement for activities in the directorate Obtain inputs, collate and compile progress and management reports Remain up to date with regard to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the director.
<u>ENQUIRIES</u>	:	Mr K. H. Digoamaje Tel No: (018) 388 5871 / 5872
<u>POST 35/114</u>	:	<u>DRIVER/MESSENGER REF NO: 12/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04) Mmabatho
<u>REQUIREMENTS</u>	:	Grade 10 and equivalent qualifications at NQF level 2. A valid Driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite for the Office of the EA.
<u>DUTIES</u>	:	Collect and deliver confidential documents in the Office of the Executive Authority. Transport employees in the office of the Executive Authority and guests and special advisors of the Executive Authority. Render a general support function in the office of the Executive Authority. Maintain knowledge on the policies and procedures that applies in the work environment. Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled.
<u>ENQUIRIES</u>	:	Mr. O. O. Ntsimane Tel No: (018) 388-5809
<u>POST 35/115</u>	:	<u>FOOD SERVICES AID REF NO: 13/DEDECT/2024/NW</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Mmabatho

- REQUIREMENTS** : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the Office of Executive Authority.
- DUTIES** : Ensure cleanliness and tidiness of the areas allocated for cleaning Removal of garbage disposal Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate Clean kitchen utensils and equipment Maintain and keep control of stock levels of cleaning material / tea and meal utensils Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine / equipment Clean the boardroom, arranging chairs, water, glasses and any other utensils. (b) Provide safeguarding & maintenance services Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : Mr. O. O. Ntsimane Tel No: (018) 388-5809

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

- POST 35/116** : **SUPERINTENDENT GENERAL/ HEAD OF DEPARTMENT (HOD):**
DEPARTMENT OF EDUCATION REF NO: NWP/OOP/2024/11
(5-year Fixed-Term Contract)
Re-Advertisement Applicants who previous applied for this post are encouraged to re-apply.

- SALARY** : R2 259 984 per annum (Level 16), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.

- CENTRE** : Mmabatho
- REQUIREMENTS** : A qualification at NQF Level 8 as recognised by SAQA. A minimum of ten (10) years' experience at senior managerial level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Core management competencies: Strategic capability and leadership skills Client orientation and customer focus Financial management People management and empowerment Communication Project and programme management Change management, Knowledge management and service delivery, Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

- ENQUIRIES** : B. S. Malwane Tel No: (018) 388 3710 and 083 628 5501

<u>APPLICATIONS</u>	:	Must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment1@nwpg.gov.za
<u>NOTE</u>	:	General Instructions: Note: In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/ appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: http://www.dpsa.gov.za/newsroom/psvc/ and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/117</u>	:	<u>HEAD OF DEPARTMENT (HOD): SOCIAL DEVELOPMENT REF NO: NWP/OOP/2024/12</u> (5-year fixed term contract) Re-Advertisement The successful candidate must enter into a performance agreement and sign employee contract. Applicants who previously applied for this post are encouraged to re-apply.
<u>SALARY</u>	:	R 1 741 770 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho A qualification at (NQF 8) as recognised by the SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess (SMS) Pre-entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government Information can be accessed via this link: https://www.thensg.gov.za/training_course/sms-pre-entry-programme . Core management competencies: Strategic capability and leadership skills Client Orientation and Customer Focus. Financial Management People Management and Empowerment Communication Project and Programme Management. Change Management, Knowledge Management and Service Delivery, Client Orientation and Customer Focus, Problem-Solving and Analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department Ensure effective utilisation and training of staff Maintain sound labour relations and discipline of staff Ensure proper use, care and maintenance of state assets and resources Render sound financial management in the Department, including serving as an Accounting Officer of the Department. Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.
- ENQUIRIES** : Mr. B. S. Malwane Tel No: (012) (018) 388 3710 and 083 628 5501
- APPLICATIONS** : must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment2@nwpg.gov.za
- NOTE** : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of this post. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The Department reserves the right not to make any appointments to the advertised posts. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessments. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
- CLOSING DATE** : 11 October 2024
- POST 35/118** : **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM (DEDECT)**
REF NO: NWP/OOP/2024/13
(5-year fixed term contract)
Re-Advertisement Applicants who previously applied for this post are encouraged to re-apply.
- SALARY** : R1 741 770.per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
- CENTRE** : Mmabatho
- REQUIREMENTS** : A qualification at (NQF 8) as recognised by the SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess (SMS) Pre-entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government Information can be accessed via this link:

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Core management competencies: Strategic capability and leadership skills Client Orientation and Customer Focus. Financial Management People Management and Empowerment Communication Project and Programme Management. Change Management, Knowledge Management and Service Delivery, Client Orientation and Customer Focus, Problem-Solving and Analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

DUTIES : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department Ensure effective utilisation and training of staff Maintain sound labour relations and discipline of staff Ensure proper use, care and maintenance of state assets and resources Render sound financial management in the Department, including serving as an Accounting Officer of the Department Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

ENQUIRIES : B. Malwane Tel No: (012) (018) 388 3710 and 083 628 5501
APPLICATIONS : must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment3@nwpg.gov.za

NOTE : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of this post. Candidates whose transfer/promotion/appointment will promote aforementioned will receive preference. The Department reserves the right not to make any appointments to the advertised posts. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).

CLOSING DATE : 11 October 2024

POST 35/119 : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER**
REF NO: NWP/OOP/2024/11

Job Purpose: To manage provincial government information technology services in the three spheres of government in the NWPG

SALARY : R1 436 022 per annum (Level 14), (all-inclusive package)
CENTRE : Mmabatho

REQUIREMENTS : Three-year tertiary qualification in Information Technology at NQF level 7 and/ or equivalent qualifications (NQF level and credits), technical information technology qualifications will serve as an added advantage. A minimum of 5(five) years at Senior Management level. Ten years extensive and vast experience in Information and Communication Technology. Knowledge, Skills and Competencies: Excellent knowledge of ICT systems and ICT infrastructure with a background in designing,

developing and implementing IT systems. Must be able to show a solid understanding of data analysis, budgeting and business operations. Must be able to demonstrate excellent organizational and leadership skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES

: The management and development of Infrastructure solutions, server and network administration; Ensure the facilitation of the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Ensure the promotion of common solutions for common requirements across the department. Ensure the Promotion of the utilisation of technology as a key enabler for the future in delivering information and Services and promote its use in the re-engineering / transformation of government service delivery. Oversee the provision of ICT customer relations services; Ensure the Change Management of the culture of the department to embrace an enterprise-wide information management and information technology approach. The visibility, strong and continuous support of senior managers responsible for ICT customer relations. Ensuring the development and training of the members in the department in relevant information technology matters. Oversee the provision and maintenance of information technology governance, planning and risk management; Oversee the implementation of corporate governance and management of enterprise architecture. Oversee the conducting of strategic and tactical(business) planning of the Information Technology unit.

ENQUIRIES
APPLICATIONS

: Mr. G.P Moholo Tel No: (018) 388 3752
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment1@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will

be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 11 October 2024
- POST 35/120** : **DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2024/12**
Job Purpose: To manage and oversee the coordination and mainstreaming of youth development programmes in the province
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5(five) years' of experience at a middle/senior management level. 6-7 years' applicable experience in the relevant field. Driver's Licence. Knowledge, Skills and Competencies: Relevant government legislation, policies and strategic frameworks; PFMA, LRA and PSA. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Coordinate the development of and monitoring the implementation of Provincial Youth Action Plan in line with the Provincial & National Priorities. Promote the mainstreaming of youth development in government programmes. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific youth catalytic programmes and projects. Management of the Directorate's resources.
- ENQUIRIES APPLICATIONS** : MS. C.N Modise Tel No: (018) 388 1596
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment2@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear

from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/121

: **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: NWP/OOP/2024/13**

Job Purpose: To manage and oversee the coordination and mainstreaming of Rights of Persons with Disabilities and of Older Persons in government programmes

SALARY CENTRE

: R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho

REQUIREMENTS

: Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5(five) years' of experience at a middle/senior management level. 6 to 7 years applicable experience in the relevant field. Driver's Licence. Knowledge, Skills and Competencies: Relevant government legislation, policies, strategic frameworks including the relevant international and regional instruments, agreement and protocols; PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES

: The coordination and development of the Provincial Action Plans for Persons with Disabilities and Older Persons in line with the Provincial & National Priorities. The mainstreaming of the rights of persons with disabilities and of older persons in government programmes. The Provincial Performance Monitoring and Evaluation of the Provincial Action Plans for Persons with Disabilities and Older Persons. Programs for the Rights of Persons with Disabilities and Older persons. Establishment and maintenance of partnerships with relevant stakeholders. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific catalytic programmes and projects to older persons and persons with disabilities. Management of the Directorate's resources

ENQUIRIES

: Ms. C.N Modise Tel No: (018) 388 1596

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment3@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered.

Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/122

: **DIRECTOR: E-GOVERNANCE REF NO: NWP/OOP/2024/14**
Job Purpose: To provide and maintain IT Governance, Planning, Risk and Quality Management

SALARY CENTRE

: R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho

REQUIREMENTS

: An appropriate tertiary qualification in Information Technology / Systems / Computer Science or equivalent at an NQF level 7 (NQF level 7 as recognised by SAQA) and COBIT certification. Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' experience in Governance Risk and Compliance of ICT. Knowledge, Skills and Competencies: Knowledge of ICT Governance Frameworks such as CoBIT and Corporate Governance of the ICT Policy Framework (CGICTPF), Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF), Knowledge management, Service delivery innovation, Knowledge of economic and social development. Strategic capability and leadership, Programme and project management, financial management, change management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES

: Implement the corporate governance of ICT and management of the enterprise architecture. Maintenance and development of IT Frameworks, policies, procedures, and standards. Monitor and report on the implementation of CGICTPF to the program manager for the North Provincial departments, and report on the Level of IT Governance capability / maturity achieved. Develop and manage the NWPG Enterprise Architecture capability. Manage the Strategic and tactical (business) planning of the Information Technology Unit and review of the Provincial IT Plan. IT Quality Management and maintenance of process standards. Develop and report on the implementation of the Post Audit IT Action Plan to the Program Manager for monitoring. Develop, manage, and maintain the IT Risk Register. Manage the engagements with IT Supplier/Vendors to establish sound relations and to monitor performance. Monitor and review the SLAs with Departments and ensure that service level meetings are conducted. Overseeing the development, implementation, and maintenance of software solutions or systems (internally developed) including SharePoint environment for the provincial departments. Manage and provide business and system analysis services to the provincial departments. Manage the development of the business functional requirements, systems specifications, business cases and user requirement specifications. Manage all aspects of the departmental IT programmes and projects against the agreed baseline (time, cost, and quality). Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies.

ENQUIRIES

: Mr. G.P Moholo Tel No: (018) 388 3752

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment1@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use

the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/123

DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2024/15

Purpose: To strategically manage and conduct forensic coordination in the Office of the Premier

SALARY

: R1 216 824 per annum (Level 13), (all-inclusive package)

CENTRE

: Mmabatho

REQUIREMENTS

: Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' applicable experience in the relevant field. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic Auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES

: Manage forensic coordination strategies. Manage forensic services methodology. Marketing forensic services and role in Provincial strategic processes. Monitor case/project planning and execution. Manage the provision of reports and monitor progress in forensic coordination and performance and human resource management

ENQUIRIES

: Enquiries: Mr. I Tselangoe Tel No: (018) 388 4276

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment5@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>
- CLOSING DATE** : 11 October 2024
- POST 35/124** : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2024/16**
Purpose: To manage the Provincial Monitoring, reporting and Evaluation System
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year bachelor's degree in public administration at NQF level 07 and/or equivalent qualification (NQF Level and credits). Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' experience within the monitoring, reporting and evaluation environment. Driver's license. Knowledge, Skills and Competencies: Knowledge of Government Legislation, Local Government prescripts, PFMA, LRA, PSA and PSR. Strategic capability and leadership skills; People Management and Empowerment skills; Programme and project management Skills; Financial Management skills; Change Management and Knowledge Management skills. Computer skills.
- DUTIES** : Institutionalize performance monitoring in the province. Monitor performance reporting in the province. Monitor the implementation of infrastructure projects. Coordinate the implementation of Management Performance Assessment tool (MPAT) self-assessment and improvement. Develop and manage implementation of province wide monitoring and evaluation, frameworks, guidelines and policies, Develop M&E plan that translates PGDS/provincial priorities into measurable

indicators and activities. Facilitate/coordinate reporting against provincial priorities, development indicators and Departmental and SOE APP's, On-site verification and monitoring of interventions linked to priorities and manage and coordinate Cluster Programs

**ENQUIRIES
APPLICATIONS**

: Mr. B.P Maboe Tel No: (018) 388 4042
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment6@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/125

: **DIRECTOR: ICT INFRASTRUCTURE REF NO: NWP/OOP/2023/17**
Purpose: To manage the development of infrastructure solutions, Server and Network

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification at NQF level 07 and/or equivalent qualification (NQF Level and credits) with relevant technical certifications. minimum 5(five) years of experience at a middle/senior management level. 5-10 years' experience in the relevant field. Knowledge, Skills and Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and project management; Financial Management; Change Management; Knowledge Management. Information management practices; Understanding of development thinking and practice; Monitoring and Evaluation systems and practices; Statistical information Practices. Leadership and monitoring, advanced computer and analytical skills, report writing, communication and facilitation skills, Project

management skills. Experience in monitoring of data and information, systems and records, information analysis skills, information and computer modelling, statistical information presentation.

DUTIES : Management, administration and support of Provincial server environment. Management and support of Provincial Network Systems. The Administration of Information Technology Security. The management of maintenance of database and administration system. The administration of storage backup environment.

ENQUIRIES : Mr. G.P Moholo Tel No: (018) 388 3752

APPLICATIONS : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment7@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE : 11 October 2024

OTHER POSTS

POST 35/126 : **SENIOR STATE LAW ADVISOR (LP09 SPECIALIST LEGISLATION AND LITIGATION) REF NO: NWP/OOP/2024/18**
Purpose: To administer and provide sound legal services in the Office of the Premier and Provincial Departments.

SALARY CENTRE : R1 132 806 per annum, (OSD all-Inclusive package)
: Mmabatho

REQUIREMENTS : LLB or equivalent qualifications at NQF level 7. 5 years or more post experience in legislative drafting and litigation. Experience in Public Service and relevant prescripts, legal research and communication skills. Supervisory position held in the last five years. A valid driver's licence. Knowledge, Skills and Competencies:

		Knowledge of Public Service Prescripts and legislative environment. Research and presentation skills, Communication skills both verbally and writing, ability to work independently and as part of a team. Computer literacy (MS Word, PowerPoint and Excel). Time management Skills, ability to work under pressure, travel when required and be eloquent, assertive and discipline.
<u>DUTIES</u>	:	Drafting, editing and certification of legislation. Provide litigation support and management to Provincial Departments. Provide general legal advice on matters affecting the office and other departments. Liaise with State Attorney. Provision of legal opinion and general legal advice. The performance of monitoring and evaluation of legislation and litigation pattern by Provincial Departments.
<u>ENQUIRIES</u>	:	Mr. GOB Ratshikana Tel No: (018) 888 3058
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment8@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/127</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2024/19</u> Purpose: To manage and facilitate the provision of Internal Control Services.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year auditing tertiary qualification at NQF level 7 (NQF level and credits) as accredited by SAQA. 6-7 years' experience of which three (3) years thereof should be at Assistant Director level as Internal Control manager. Certified internal Auditor with registration / active membership with relevant professional bodies, i.e. IIA SA & Auditing experience with completed articles will serve as an added advantage.

		Code 8 driver's license. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Strong business acumen, Management skills, Computer skills, Writing skills, basic accounting and Auditing skills.
<u>DUTIES</u>	:	Develop internal control charter and internal control standards. Coordinate the development of internal control processes in all key areas, standard operating procedures and policies to ensure compliance in the Office. Coordinate the development of post audit action plans for Internal and External audit assignments. Develop and manage a loss control system.
<u>ENQUIRIES</u>	:	Ms. T.M. Mooketsi Tel No: (018) 888 4277
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment9@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/128</u>	:	<u>DEPUTY DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2024/20</u> Purpose: To provide and conduct forensic coordination in the Office of the Premier
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification at NQF level 7 (NQF level and Credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. A Valid

driver's license. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem-solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills.

DUTIES

: Conduct Forensic Coordination Methodology. Manage the successful investigation and prosecution of cases of fraud, theft and corruption. Conduct Coordination in the investigation of cases. Provide Reports and monitor progress in Forensic Coordination. Monitor Project Management in Forensic Investigation. Form liaison with other state law enforcement agencies in order to identify trends of fraud and corruption in the province. Coordinate prosecutions, misconduct enquiries and recovery in liaison with state law enforcement agencies. Monitor project management of forensic investigations performed by appointed service providers. Perform where required certain pre-investigation reviews establishing determined facts before a full investigation process is initiated.

**ENQUIRIES
APPLICATIONS**

: Mr. I Tselangoe Tel No: (018) 388 4276
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment10@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/129</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2024/21</u>
		Job Purpose: To develop Human Resource Strategies and ensure alignment of the organizational structure to the Departmental Strategic Plan.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Appropriate three- year tertiary qualification at NQF level 7 and / or equivalent qualification (NQF level and credits).6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.
<u>DUTIES</u>	:	The management of Organisational design services; Manage the process management and Improvement; Coordinate and facilitate the job evaluation function; Coordinate and Facilitate the assessment of functionality and capacity of the department to deliver on the mandate; Coordinate and analyse office accommodation need; The management and facilitation of the implementation of Service Delivery Programmes; Develop the operational plan in line with the strategic objectives of the sub-directorate; Management of Human Resources. Generic Objectives: Strategic Leadership; Policies and Strategies.
<u>ENQUIRIES</u>	:	Ms. M.M.Tembe Tel No: (018) 388 3085
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment11@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will

be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 11 October 2024
- POST 35/130** : **DEPUTY DIRECTOR: MEDIA LIAISON AND FEATURE WRITING REF NO: NWP/OOP/2024/22**
Job Purpose: To provide media liaison management support services in the Office of the Premier
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification in communication at NQF level 7 and / or equivalent qualification (NQF level and credits). 6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of media liaison; Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts; Communicators' code of good conduct; Communication Policies and Strategies; Public Finance Management Act. Media plans formulations; Management people, project, and information; Problem solving; Writing and Editing skills; Presentation and Computer literacy.
- DUTIES** : Develop Media Plans for Office of the Premier activities and coordinate their implementation. Develop content for media advisories, media releases and media statements. Coordinate the hosting of Office of the Premier media briefings. Develop content for electronic and print media advertisements. Write feature articles for the media and government publications. Maintain an updated media database. Develop content for Office of the Premier social media accounts. Monitor implementation of the Provincial social media Policy by all provincial departments and municipalities. Produce and submit monthly and quarterly performance reports. Manage staff performance and assets allocated.
- ENQUIRIES APPLICATIONS** : Ms. B Mohlakoana Tel No: (018) 388 3705
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment12@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility

of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 11 October 2024
- POST 35/131** : **DEPUTY DIRECTOR: ICT PLANNING AND ENTERPRISE ARCHITECTURE**
REF NO: NWP/OOP/2024/23
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: A bachelor's degree in information technology at NQF level 7 and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at management level. Knowledge, Skills and Competencies: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5, DPSA Prescripts, and ICT International best practices. Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.
- DUTIES** : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the Northwest Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the Northwest Provincial Administration. To ensure that all the components of the organization, including business strategies, business processes, data architectures, and system architectures, are integrated, secure, and efficient. Coordinate and Consolidate reports. Management of staff.
- ENQUIRIES APPLICATIONS** : Ms. B.V Bantsijang Tel No: (018) 388 5612
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment13@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority

evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/132

: **DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2024/24 (X2 POSTS)**

Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG.

SALARY

: R849 702 per annum (Level 11), (all-inclusive package)

CENTRE

: Mmabatho

REQUIREMENTS

: Bachelor's degrees in LLB, Bcom, Forensic accounting, Criminal justice, or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 6-7 years relevant experience of which 3 should be at Assistant Director level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be an additional advantage. Knowledge, Skills and Competencies: Must have an extensive knowledge of Public Service prescripts., PFMA and Treasury Regulations and Knowledge of relevant legislation and regulatory frameworks, Strong analytical and problem-solving skills. Excellent written and verbal communication skills. Ability to work independently and as part of a team. High level of integrity and ethical standards. Proficiency in using investigation tools and software. Attention to detail and accuracy. Ability to handle sensitive and confidential information. Strong organizational and time management skills. Ability to work under pressure and meet deadlines. Good interpersonal, communication and presentation skills, be willing to travel extensively. Have a valid driver's license.

DUTIES

: To conduct investigations on allegations of fraud, corruption, financial mal administration. Collect, preserve, and analyze evidence in accordance with legal and procedural requirements. Prepare detailed investigation reports and present findings to relevant authorities. Collaborate with other law enforcement agencies and other stakeholders to ensure effective resolution of cases. Provide expert testimony in disciplinary hearings and court proceedings as required. Develop and implement fraud prevention strategies and training programs. Maintain accurate records and ensure the integrity of the investigation process. Develop and maintain database management system.

ENQUIRIES

: Ms. S. Mphehlo Tel No: (018) 388 4039

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment14@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified

documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 11 October 2024
- POST 35/133** : **ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2024/25 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Mmabatho
: Bachelor's degrees: LLB, B com, Forensic accounting, Criminal justice or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be additional advantage. Knowledge, Skills and Competencies Must have knowledge of Public Service prescripts, PFMA and Treasury Regulations and knowledge of relevant legislation and regulatory frameworks. Ability to conduct awareness training. Report writing skills. Communication skills both verbally and writing, ability to work independently and as part of a team. High level of integrity and ethical standards. Computer literacy. Time management Skills. Ability to work under pressure, be willing to travel extensively. Have a valid driver's license.
- DUTIES** : To conduct investigations on allegations of fraud, corruption, financial maladministration. Liaise with other law enforcement agencies. Compile comprehensive reports with recommendations. Monitor the implementation of the recommendations by the respective clients. Compile performance reports. Maintain accurate records and ensure integrity of the investigation process.
- ENQUIRIES APPLICATIONS** : Ms. S. Mphelo Tel No: (018) 388 4039
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment15@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held,

period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 11 October 2024
- POST 35/134** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2024/26 (X2 POSTS)**
Job Purpose: To provide Internal Control and Compliance services in the Office of The Premier.
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Mmabatho
: Three-year auditing tertiary qualification at NQF level 6 (NQF level and credits). 3-5 years' applicable experience in internal control of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good Communication skills, Computer skills, writing skills, basic accounting skills and Auditing skills.
- DUTIES** : Monitoring the implementation of internal control standards and processes, standard operating procedures, policies, prescribed frameworks and administrative controls to ensure compliance. Manage processes to detect, prevent and report fraud allegations and losses, fruitless, wasteful, and irregular expenditure. Monitor implementation of post audit action plan for Internal and External audits assignments. Develop systems to safeguard financial and non-financial records as prescribed.
- ENQUIRIES APPLICATIONS** : Ms. T.M. Mooketsi Tel No: (018) 388 4277
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment16@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit

copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/135

: **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2024/27**

Job Purpose: To facilitate financial planning, monitoring and reporting process

SALARY CENTRE

: R444 036 per annum (Level 09)
: Mmabatho

REQUIREMENTS

: Three-year diploma/degree in Financial Management / Public Finance / Economics at NQF level 7 or equivalent qualification in the relevant field (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulation, Knowledge of Public Services Act and Regulations, GRAP, Annual Financial Statement Guidelines (MCS & AMD), National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars, Computer literacy skills in Excel, Word and PowerPoint and Reporting skills. Numeric Skills, ability of paying attention to detail, Ability to perform routine tasks, Financial and management accounting. Report Writing, Planning & Organizing, Good People Skills, Problem Solving, Communication (written and verbal).

DUTIES

: Facilitate financial management policies, processes and procedure. Conduct medium- and long-term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Monitor and report on expenditure trends. Facilitate the provision revenue services. maintain departmental budget process; Analyze and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. Prepare report required for monitoring of the departmental budget; Analyze and consolidate departmental annual cash flow projections. Analyze and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. Analyze and respond to budget related enquiries. Facilitate budget bilaterals and training on budget related issues. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all the

sub-ordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management and safekeeping of assets in the official's area of responsibility.

**ENQUIRIES
APPLICATIONS**

: Mr. N Rapoo Tel No: (018) 388 2516
:
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment17@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/136

: **INFORMATION SECURITY OFFICER: ICT SECURITY PURPOSE: TO IMPLEMENT AND ADMINISTER REF NO: NWP/OOP/2024/28**
: ICT Security within the Northwest Provincial Government network

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
:
: Mmabatho
:
: Three-year tertiary qualification at NQF level 6 in Information systems, Technology and computer Science or equivalent qualification (NQF and credits). 2- 4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of Security Standards and ICT environment Mainframe security. Advanced computer literacy skills; Reporting Skills; Coordination; Problem Solving; Project Management; ability to interpret and apply policy; Analytical and innovative thinking; Research.

DUTIES

: The Administration and Monitoring of ICT Security Policy. The monitoring of Information Security. The controlling of physical security in the Information Technology environment. The Administration and Monitoring of the security programme.

**ENQUIRIES
APPLICATIONS**

: Ms. B.V Bantsijang Tel No: (018) 388 5612
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment18@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/137

: **SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2024/29**
Job Purpose: To provide and monitor storage backup environment in the NWPG

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
: Mmabatho
: Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation.

DUTIES

: To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

ENQUIRIES

: Mr. D.S Mtotoba Tel No: (018) 388 4149

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment19@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>
- CLOSING DATE** : 11 October 2024
- POST 35/138** : **PERSONAL ASSISTANT: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: NWP/OOP/2024/30**
(Re-advert)
Job Purpose: To render a secretariat support service to Chief Director Executive Support and Stakeholder Management Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Mmabatho
: Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
- DUTIES** : Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
- ENQUIRIES** : Mr. I Tselangoe Tel No: (018) 388 4276

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment20@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>
- CLOSING DATE** : 11 October 2024
- POST 35/139** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: GITO REF NO: NWP/OOP/2024/31**
Job Purpose: To render a secretariat support service to Chief Director: Government Information Technology Officer.
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem-solving skills.
- DUTIES** : Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
- ENQUIRIES** : Ms. B.V Bantsijang Tel No: (018) 388 5612
- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-

Mail: ooprecruitment21@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

POST 35/140

: **SECRETARY: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2024/32**

Job Purpose: To provide secretarial services to the Director Management Accounting

SALARY

: R216 417 per annum (Level 05)

CENTRE

: Mmabatho

REQUIREMENTS

: Matric and 1-2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.

DUTIES

: Provides Secretarial support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, Arrange accommodation for the Director, Complete S&T claims for the Director,

		manage the reception area and procurement of goods and services in the Directorate
<u>ENQUIRIES</u>	:	Mr. N Rapoo Tel No: (018) 888 2516
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment22@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/141</u>	:	<u>SECRETARY: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2024/33</u> Job Purpose: To render secretarial support service to the Director.
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline Knowledge, Skills, Competencies Knowledge: Knowledge of Secretarial services, typing, reporting writing and office management and Knowledge of prescripts public service regulations and PFMA, supply chain management. Planning and organisation, Communication skills, Ability to operate computer, Ability to type and Interpersonal relations.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager; receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the director. Type documents for the director and other staff within the unit on a word processor and Operate office equipment like fax machines and photocopiers. Provide clerical support services to the director; Attend to corporate administration functions and

loading of reports. Liaise with travel agencies to make travel arrangements and make follow-ups. Arrange meetings and events for the director and staff in the unit. Scrutinize routine submission / report and take notes or recommendations to the director. Attend to corporate administrative functions and loading of report. Process travel and subsistence claims for the director. Processes all invoices that emanates from the activities of the work of the director. Records minutes of the meeting of the director. Drafts routines correspondence and reports. Receives records and distribute all incoming and outgoing documents. Handles the procurement standard items like stationary, refreshments and other activities and collect all relevant documents to enable the director to prepare for meetings. Provide support to manager regarding meetings; Scrutinizes documents to determine actions / documents / other documents required for meetings. Collect and compile all necessary documents for the manager to inform him / her on the content. Records minutes / decisions and communicate to relevant role players, follow up on progress made. Prepare briefing notes for the manager as required and coordinate logistics arrangements for meetings when required. Knowledge of the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

: Ms. C.N Modise Tel No: (018) 388 5078
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment23@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

NOTE

: All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 11 October 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : The Acting Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building, or hand delivered to Provident House Building, 1st Floor, University Drive Mmabatho or emailed to LSegole@nwpg.gov.za
- FOR ATTENTION** : Mr L Segole
- CLOSING DATE** : 18 October at 15:00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use the incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR., Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The shortlisted candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualification's verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties.

OTHER POSTS

- POST 35/142** : **SERVICE POINT MANAGER: RATLOU REF NO: SD/ 1/22/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Ngaka Modiri Molema District
- SALARY** : R1 003 890 per annum, (an all-inclusive remuneration package)
- CENTRE** : Ratlou Service Point
- REQUIREMENTS** : A Grade 12 Certificate. An appropriate recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACCP council and proof of payment of annual fees for current cycle. Computer literacy. Valid driver's license.
- DUTIES** : Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational

- plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/143** : **INSTITUTION MANAGER: ITSOTENG HANDICRAFT CENTRE REF NO: SD/1/23/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Ngaka Modiri Molema District
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum, (an all-inclusive remuneration package)
Ditsobotla Handicraft Centre
A bachelor's degree in social work. A minimum of 10 years' appropriate experience in social work after registration as a social worker with the SACSSP, of which at least 5 years should have been at junior management level, i.e. Social work supervisor and facility management. A valid driver's license. Experience in Child and Youth care (secure care environment) will be an added advantage. Competencies: Computer literacy. An understanding of social welfare policies and people centred development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.
- DUTIES** : Provide social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities. Facilitate the development and planning of substance abuse programmes and interventions. Control the quality of the work delivered. Plan and ensure that social work research related to substance abuse is undertaken. Monitor and evaluate services. Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies. Manage and facilitate the implementation of wide range of social service. Ensure implementation of policies, processes and protocols to comply with legislation, as well as norms and standards facilitate for the service delivery planning, management and improvement. Identify risk areas, evaluate and provide corrective measures. Manage provision of corporate and financial management services in the institution. Facilitate and ensure development, implementation, and monitoring of the institution annual performance plan, operational plan, and service delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/144** : **DEPUTY DIRECTOR RESEARCH REF NO: SD/ 1/24/24/I**
Chief Directorate: Corporate Services
Directorate: Planning Policy Research Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (an all-inclusive remuneration package)
Provincial Office
Grade 12. A bachelor's degree in Economic and Management Sciences or Population and Development Studies. Research project will add as an advantage. Five to seven years' experience of (3 years') management experience in the Public Sector. A valid driver's license. Knowledge of the Statistical Package for Social Services (SPSS) and Statistical Analysis System. (SAS). Competencies: Strategic leadership. People management. Financial management Project management. Policy interpretation and application. Planning and Performance monitoring. Report writing, knowledge of government prescripts research methods and population development. Computer literacy.
- DUTIES** : Manage the sub directorate. Coordinate and monitor social development research projects. Develop multi-year Departmental Evaluation Plan. Develop a Research Agenda for Department. Conduct Departmental Evaluation studies. Compile programme evaluation reports. Manage the sub directorate's finances and human resources. Manage the implementation of operation plans delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRES** : Dr LM Gasealahwe Tel No: (018) 388 2556/2832

<u>POST 35/145</u>	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/1/8/24/I (X2 POSTS)</u>
		Chief Directorate: District Coordination and Institutional Support Management Directorate: Ngaka Modiri Molema District
<u>SALARY</u>	:	R570 9570 per annum, (OSD)
<u>CENTRE</u>	:	Ramotshere Moiloa An Ratlou Service Points
<u>REQUIREMENTS</u>	:	An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.
<u>ENQUIRES</u>	:	Ms P Kgaboesele Tel No: (018) 388 5719
<u>POST 35/146</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: SD/1/2/24/I</u>
		Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 coupled with Bachelor's degree/ National Diploma in Management Services/ Operations Management/ Production Management/ Industrial Psychology/ Human Resource Management. Certificate in Job Evaluation (Job Analyst). 3- 5 years' experience in Organisational Development and Job evaluation of which two (2) years must be at supervisory level. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the development and implementation of the organizational structure. Provide job evaluation services and implementation of ministerial directives on job grading. Coordinate and manage the development of job descriptions. Plan, coordinate and carryout Work Study investigations of a complex nature and make recommendations to promote service delivery. Coordinate development of Business Processes. Facilitate the development of Organisational Functionality Assessment and coordinate the implementation. Develop/ review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff.
<u>ENQUIRES</u>	:	Mr PM Mosadi Tel No: (018) 388 23578/1660
<u>POST 35/147</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: SD/ 1/3/24/I</u>
		Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management. A minimum of 3-5 years' experience in the relevant field of which 2 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license.
<u>DUTIES</u>	:	Develop internal controls and policies on service conditions and benefits. Formulate, review and ensure effective implementation of policies and procedure

manuals relevant to conditions of service and Service Benefits. Render support services and conduct training on the latest developments regarding service benefits and policies. Provide advice and support to the department on service conditions and benefits. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems. Management of PILIR. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates.

ENQUIRES : Mr PM Mosadi Tel No: (018) 388 23578/1660

POST 35/148 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/ 1/4/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. 3 - 5 years related supply chain experience of which three years must be at a supervisory level. supervisory level in Acquisition Management of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and Walker Systems.

DUTIES : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issued in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure compliance with Central Supplier Database (CSD), e-tender portal system and provincial SCM prescripts requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES : Ms GA Mogwai Tel No: (018) 388 2798/2796

POST 35/149 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: SD/ 1/5/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. 3 - 5 years related Logistics Management experience of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems.

DUTIES : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor logistics management policies, procedures and process in line with SCM prescripts. Coordinate and review the processing and requisitions of goods and services. Coordinate safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Manage commitments and reporting thereof. Compile monthly reports. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES : Ms GA Mogwai Tel No: (018) 388 2798/2796

POST 35/150 : **ASSISTANT DIRECTOR: ASSEST MANAGEMENT REF NO: SD/ 1/6/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Asset/purchasing 3 - 5 years related financial or Asset Management experience of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER systems.

- DUTIES** : Bar coding of assets. Maintain asset register, compile monthly reconciliation of assets. Manage the transfer of goods and services in accordance with the asset management prescripts. Monitor and review the allocation of assets to asset holders. Compile monthly and quarterly reports. Ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.
- ENQUIRES** : Ms GA Mogwai Tel No: (018) 388 2798/2796
- POST 35/151** : **ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: SD/ 1/7/24/!**
Chief Directorate: Hod Support
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
: Provincial Office
: Qualifications: Diploma / Degree in Accounting /Risk Management, Auditing. Knowledge of the relevant legislations such as PFMA, Public Sector Risk Management Framework, King IV Report and Treasury Regulations. Valid Code 08 Drivers licence. Experience: 3-5 years relevant experience in the Risk Management or Auditing. Competencies: Knowledge of risk framework, Public Service Regulations and Prescripts, Acts and Legislation, king 111 Report on Corporate Governance, Risk Management System (Barn-owl) and processes. Public Service anticorruption strategies. Quantitative techniques to assess risks. Computer literacy, the ability to compile reports.
- DUTIES** : Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy. Assist with the compilation of the operational risk register. Coordinate and facilitate Risk Management Workshops. Coordinate the activities of the Risk Management Committee and perform secretarial function. Perform any other duties that may be expected from time to time.
- ENQUIRES** : Mr M Pule Tel No: (018) 388 2905
- POST 35/152** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: SD/ 9/24/!**
Chief Directorate: Corporate Services
Directorate: Records And Information Management
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Provincial Office
: A recognized Bachelor's Degree or National Diploma in Records Management or Information Management or Library Services. 3 – 5 years Relevant Management experience in Records Management of which three years must be at a supervisory level. A valid driver's license.
- DUTIES** : Implementation of Departmental Records Management policy, File Plan and Records Control Schedule. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act Promotion of Administrative Justice Act, PFMA, etc). Manage the Central Registry Services. Develop Document and Records Management Policy. Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Training of Personnel on Records Management. Ensure functionality of Registry Systems and report non-compliance. Conduct records inspections in Head Office and Districts. Manage Records Management for Head Office, Districts.
- ENQUIRES** : Mr S Thipe Tel No: (018) 388 2421
- POST 35/153** : **ASSISTANT DIRECTOR: FINANCE REF NO: SD/ 1/20/24/!**
Chief Directorate: Districts and Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Dr Ruth Segomotsi Mompoti District Office
: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least 3-5 years' work experience in Accounting or Auditing. Competencies: Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.
- DUTIES** : Manage and control financial management system, perform general administration duties in Finance management, ensure compliance with relevant prescripts in financial management procedures/ policies, treasury regulations and public finance

management Act. Manage and implement contract management systems. Ensure adherence to annual stock taking. Ensure functionality of all finance management committees. Supervision and management of personnel.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/154 : **CHIEF PERSONNEL PRACTITIONER APPOINTMENTS AND PERSONNEL MOVEMENT REF NO: SD/ 1/10/24/I**
 Chief Directorate: Corporate Services
 Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
 : Provincial Office
 : Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to five (3-5) years' experience within the relevant field. PERSAL training. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g, Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.

DUTIES : Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Preparing periodic management and statistical reports as required. Supervise and manage. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation.

ENQUIRES : Mr PM Mosadi Tel No: (018) 388 3578/1660

POST 35/155 : **CHIEF PERSONNEL OFFICER REF NO: SD/ 1/18/24/I**
 Chief Directorate: Districts and Institutional Support Management
 Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
 : Taung Inpatient Treatment Centre
 : Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to Five (3-5) years' experience within the relevant field. PERSAL training. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.

DUTIES : Implementation of all policies and agreements related to conditions of employment and service benefits. Compile submission related to e.g. medical boarding and all motivations related to employment conditions. Oversee and ensure quality in relation to the standard of the HR Administration work before submission to related institutions. To service as an HR Administration Controller. Approve appointments of candidates on PERSAL. Attend to internal and external transfers. Attend to routine Enquiries and queries. Update personnel information on the system.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/156 : **SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: SD/ 1/16/24/I**
 Chief Directorate: Districts And Institutional Support Management
 Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
 : Taung Old Age Home
 : Bachelor Degree or National Diploma in Commerce or Accounting or Auditing. Three to Five (3-5) years' work experience in Accounting or Auditing. A valid driver's license.

DUTIES : Assist in providing budgetary and expenditure control services. Prepare related documentation for the division. Ensure compliance with prescripts. Control, manage and execute the timely payment of all invoices within the Division. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

- POST 35/157** : **SENIOR STATE ACCOUNTANT REF NO: SD/ 1/17/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Taung Old Age Home
: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least 3-5 years' work experience in Accounting or Auditing. Competencies: Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.
- DUTIES** : Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the Directorate. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/158** : **HR CLERK SUPERVISOR: CONDITIONS OF SERVICES REF NO: SD/ 1/14/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Provincial Office
: Grade 12 certificate or equivalent. Three to Five (3-5) years in Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.
- DUTIES** : Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports.
- ENQUIRES** : Mr PM Mosadi Tel No: (018) 388 23578/1660
- POST 35/159** : **STATE ACCOUNTANT PAYROLL ADMINISTRATION REF NO: SD/ 1/25/24/I (X2 POSTS)**
Chief Directorate: Financial Management and Administration
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Provincial Office
: Grade 12. A three-year Degree or equivalent or 3-5 years appropriate experience. Practical Knowledge of PERSAL system. Understanding of PFMA, Treasury Regulations and other financial prescripts, knowledge of the functioning of the government payroll systems, knowledge of the functioning of the government payroll systems, knowledge of the Excel and Power Point, problem solving as well as good communication skills.
- DUTIES** : Capture all salary allowance and deductions on the PERSAL system, prepare tax calculations for manual payments, maintain and update filling system, prepare date record for all incoming and outgoing advice. Collect bind and distribute payrolls. Prepare monthly reports on PERSAL exceptions. Provide support on all salary activities.
- ENQUIRES** : Ms TH Nodali Tel No: (018) 388 2377
- POST 35/160** : **PROFESSIONAL NURSE PNA GRADE 1 – GRADE 3 (GENERAL NURSING) REF NO: SD/ 1/13/24/I (X2 POSTS)**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE** : R307 473 – R578 826 per annum, (OSD)
: Taung Old Age Home Taung Inpatient Treatment Centre

- REQUIREMENTS** : A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.
- DUTIES** : Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/161** : **HR CLERK PRODUCTION: RECRUITMENT AND SELECTION REF NO: SD/ 1/12/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R216 4173 per annum (Level 05)
: Provincial Office
: Grade 12 Certificate or equivalent. No experience is required Computer Literacy. PERSAL Certificate. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.
- DUTIES** : Implementation of recruitment and selection policy and procedures. Implementation and capturing of appointments, promotions, secondments, and transfers on the PERSAL System. Provide Human Resource technical support during shortlisting and interviews. Attending Human Resource related enquires. Provide basic administration services.
- ENQUIRES** : Mr PM Mosadi Tel No: (018) 388 23578/1660
- POST 35/162** : **HR CLERK PRODUCTION: CONDITIONS OF SERVICE REF NO: SD/ 1/11/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R216 4173 per annum (Level 05)
: Provincial Office
: Grade 12 Certificate or equivalent. No experience is required. Computer Literacy. PERSAL Certificate. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.
- DUTIES** : Provide Human Resource technical support. Provide basic administration duties. Implementation of service conditions policy and procedures. Implementation and capturing of all leaves Ensure effective procure and provisioning in place. Provide and maintain filing system of the directorate. Assist with logistical arrangement for the occasion i.e. meeting, events and workshops. Assist with typing, record system and handle Human Resource related enquiries.
- ENQUIRES** : Mr PM Mosadi Tel No: (018) 388 3578/1660
- POST 35/163** : **DRIVER MESSENGER REF NO: SD/ 1/19/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)
: Taung Old Age Home
: A Grade 10 qualification, Valid Code 08 Driver's license with PDP plus 7 – 12 Months relevant experience. Competencies: Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies. Knowledge of the city(ies) in which the functions will be performed.
- DUTIES** : Daily transportation of service beneficiaries and staff members to various areas. Delivery and collection of goods and correspondence. Record and compile monthly log sheets for pool vehicles. Ensure proper and safe keeping of vehicle keys and

accessories. Timely reporting of faults and service requirements for vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/164 : **NURSING ASSISTANT NA GRADE 1 GRADE 3 REF NO: SD/ 1/15/24/I (X3 POSTS)**

Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE : R165 177 - R283 347 per annum, (OSD years of experience to be considered)
: Taung Old Age Home
: Taung Inpatient Centre
: Sonop Old Age Home

REQUIREMENTS : A qualification that allows for registration with the SANC as nursing assistant. Appropriate or recognizable experience in nursing after registration with the SANC as nursing assistant. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Registration Certificate and proof of current Registration.

DUTIES : Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 3885719

POST 35/165 : **CLEANER REF NO: SD/ 1/21/24/II (X27 POSTS)**

Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY CENTRE : R131 265 per annum (Level 02)
: Provincial Office Districts and Service Points

REQUIREMENTS : Grade 10 or equivalent. Adult education and training. No experience required. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.

DUTIES : Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.

ENQUIRES : Mr ASS Moche Tel No: (018) 3881506/2404

POST 35/166 : **FOOD SERVICE AID REF NO: SD/ 1/26/24/I (X2 POSTS)**

Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE : R131 265 per annum (Level 02)
: Khuseleka Crisis Centre
: Taung Old Age Home

REQUIREMENTS : ABET Certificate (Grade 10). No experience required. Preparedness to work under pressure

DUTIES : Prepare meals for residents on daily basis as prescribed in the menu. Keep the kitchen equipment and premises hygienically clean. Keep register of utensil and cutlery used by the residents. Dish and transport food to the wards and dining hall. Perform other relevant duties.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/167

: **LAUDRY AID REF NO: SD/ 1/27/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY

: R131 265 per annum (Level 02)

CENTRE

: Taung Old Age Home

REQUIREMENTS

: Grade 10 or equivalent ABET qualification. No experience required.

DUTIES

: Use laundry machinery and maintenance of equipment. Sorting and packing linen.
Liaising with housekeeping and other staff with regard to laundry items and services.

ENQUIRES

: Ms P Kgaboesele Tel No: (018) 388 5719

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

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 21 October 2024

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

OTHER POSTS

POST 35/168 : **SCIENTIST (PRODUCTION LEVEL): CROPPING SYSTEMS REF NO: AGR 20/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate Science degree BSc (Hons) or equivalent with Agronomy as a major subject; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Agronomy; A valid code B driving licence. Recommendation: MSc Agric degree in Agronomy; Experience in crops and cropping systems in the Western Cape (Small grain production systems, including cover crops); Experience in livestock management; Research connections with academic institutes involved in agronomy research, are recommended. Competencies: Working knowledge of the following: Small stock management and grazing management; Conservation agricultural and regenerative agricultural systems; Implements/machinery used in the small grain systems; Agronomy; Management in multidisciplinary cropping systems of the Western Cape and the management of component trials in cropping systems for optimal production and sustainability; Planning skills that involves managing a complex multidisciplinary systems trial within, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of agronomy and cropping systems in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research service

ENQUIRIES : Ms A Swanepoel Tel No: (021) 808 5320

POST 35/169 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024 R1 (X2 POSTS AVAILABLE IN ELSBURG AND TYGERHOEK)**

SALARY : Grade A: R371 253 per annum
Grade C: R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma with Soil Science/Agronomy or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Recommendation: Experience in soil science research; Experience with soils in small grain crops and systems of the Western Cape. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms A Swanepoel Tel No: (021) 8085320

POST 35/170 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (DAIRY) REF NO: AGR 22/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc (Agric) in Animal Science as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification Natural Scientific experience; A valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstrable experience in dairy research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently. **DUTIES** : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Ms M Burger Tel No: (021) 8085375

POST 35/171 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (RUMINANTS) REF NO: AGR23/2024 R1**

SALARY : Grade A: R721 476 per annum, (OSD as prescribed)
Grade C: R1 084 368 per annum, (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year Natural Science Degree: BSc (Hons) or BSc Agric in Animal Science as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification Natural Scientific experience; A

valid code B driving licence. Recommendation: MSc or PhD in Animal Sciences; Demonstratable experience in ruminant research. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing, Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES : Ms M Burger Tel No: (021) 8085375

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 21 October 2024

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

OTHER POST

POST 35/172 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET MANAGEMENT REF NO: CAS 41/2024 (X2 POSTS)**

SALARY : R308 154 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2years experience in a Supply Chain Management environment. Recommendation: Relevant experience in bids administration; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: Numeracy; Analytical; Decision making; Problem solving; Literacy; Interpersonal skills; Typing; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis; Strategic Planning.

DUTIES : Provide a bid administration function; Compilation of the Departmental Procurement Plan and ensure continuous monitoring and progress updates; Render support services during the development of specifications/ Terms of Reference (TOR); Render Acquisition Management Service; People Management.

ENQUIRIES : Mr T Malgas Tel No: (021) 4839558

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 21 October 2024

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

OTHER POSTS

POST 35/173 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 26/2024**

SALARY : R849 702 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year B- Degree (equivalent or higher qualification); A minimum of 3-years financial/supply chain management experience at supervisory/management level. Recommendation: Relevant experience in bids administration; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Human resources management function; Constitutional, legal, and institutional arrangements governing the South African public sector; Provincial policy development processes; Financial management processes; Strategic sourcing and Preferential Procurement/BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices, including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, and contract management; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); Transport management; SCM Systems (Syspro, Logis, Integrated Procurement System, Basic Accounting System). Skills in the following: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language skills; Project Management; Economic, financial analysis; Legal Administration; Strategic Planning; Networking and networking formation skills; Conceptual and formulation skills; Leadership skills (focusing on the ability to display thought leadership in complex applications); Team-building and strong interpersonal skills; Communication skills (verbal and written); Planning, organising and people-management skills.

DUTIES : Manage the functional operation regarding Acquisition, Demand and Contract Management within the Sub directorate; Manage the Physical Asset Management functional operation of the Subdirectorate; Manage the Logistics and Disposal Management functional operation, inclusive of Logistic Transport Management in the Subdirectorate; Provide Human Resource and Financial Management.

ENQUIRIES : Ms M. Abrahams Tel No: (021) 483 9138

DEPARTMENT OF HEALTH AND WELLNESS

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

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

ERRATUM: Kindly note that Post 34/ 248: Clinical Programme Coordinator: Grade 1 to 2 (HIV AIDS AND TB): Chief Directorate: Metro Health Services, Salary: Grade 1: R 520 560 per annum, Grade 2: R 602 964 per annum, Centre: Northern/Tygerberg Sub-Structure Office, has been cancelled. And Kindly note that Post 34/262: Professional Nurse: Grade 1 to 3 (General Nursing) (2 posts), Chief Directorate: Metro Health Services: Salary: Grade 1: R307 473 per annum, Grade 2: R375 480 per annum, Grade 3: R451 533 per annum, Centre: Vanguard Community Health Centre and Du Noon Community Health Centre has been cancelled.

MANAGEMENT ECHELON

<u>POST 35/174</u>	:	<u>CHIEF EXECUTIVE OFFICER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 216 824 per annum, (A portion of the package can be structured according to individual needs).
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health-related field or Managerial field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major management aspects within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Proven leadership and management competencies specific to a health-care environment. Strong business orientation with proven skills and ability in the financial management of a health service. High level of communication skills. Advanced planning and organising skills. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email).
<u>DUTIES</u>	:	Exercise Values-based leadership and overall governance, within the departmental strategic priorities and framework of a Regional Hospital and the health ecosystem. Enhance collaborative leadership within the ecosystem aligned with the culture transformation journey of the Department of Health and Wellness. Overall responsibility for Clinical Governance of George Hospital, ensuring the effective and efficient management of all aspects of patient care and ensuring the highest standard of clinical care possible within the available resources. Ensure effective risk and disaster management. Overall responsibility for corporate governance, including all aspects of People Management and Development, Change Management, Financial Management, Information Management, Infrastructure and Facility Management. Ensure effective and efficient engagement with external stakeholders.
<u>ENQUIRIES</u>	:	Dr LC Phillips Tel No: (044) 695-0047
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 October 2024

OTHER POSTS

<u>POST 35/175</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (ADULT GASTROENTEROLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology (adult). Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Competencies (knowledge/skills): Appropriate experience as a Gastroenterology Sub-Specialist in an academic environment with managerial experience. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate and sub-specialist Gastroenterology teaching and training. Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams. Leadership of the Division of Gastroenterology. Skills

in Interventional Gastroenterology and in the management of patients. Academic leadership including ability to provide teaching and clinical training to undergraduate, postgraduate students and Gastroenterology trainees. National reputation as a leader in the field of Gastroenterology. International reputation as a leader in the field of Gastroenterology. A strong history of academic mentoring and supervising research within the field of Internal Medicine and Gastroenterology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Gastroenterology.

DUTIES : Lead and manage the adult Gastroenterology Division / Gastroenterology services of the hospital. Lead and provide teaching and training of undergraduate, postgraduate students in Gastroenterology as well as supervision of Gastroenterology trainees. Lead a Gastroenterology research program.

ENQUIRIES APPLICATIONS : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi Tel No: (021) 938-4136
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : This is a joint staff appointment with the SU-FMHS. The successful candidate will also be The Head of Division of Gastroenterology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.

CLOSING DATE : 11 October 2024

POST 35/176 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ADULT GASTROENTEROLOGY)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology (Adult). Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Gastroenterology (Adult). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Gastroenterology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Gastroenterology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Gastroenterology. Inherent requirement of the job: Provide afterhours care accordance with the commuted overtime contract. Competencies (knowledge/skills): Appropriate experience as a Gastroenterology Sub-Specialist in an academic environment. Experience in undergraduate, postgraduate and sub-specialist Gastroenterology teaching and training. Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams Skills in Interventional Gastroenterology and skills in the management of patients. Academic leadership including ability to provide teaching and clinical training to undergraduate, postgraduate students and Gastroenterology trainees. A strong history of academic mentoring and supervising research within the field of Internal Medicine and Gastroenterology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Gastroenterology.

DUTIES : Inpatient and outpatient care of patients with gut and liver diseases. Provide teaching and training of undergraduate, postgraduate students in Gastroenterology as well as supervision of Gastroenterology trainees. Participate in the quality development programmes of the division of Gastroenterology. Conduct, assist and stimulate the Gastroenterology research program.

ENQUIRIES APPLICATIONS : Prof H Reuter Tel No: (021) 938-9081 / Dr M Mukosi Tel No: (021) 938-4136
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof

of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in Gastroenterology (Adult) with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 11 October 2024
- POST 35/177** : **MEDICAL OFFICER GRADE 1 TO 3 (G2G TB MENTORSHIP AND GOVERNANCE)**
Garden Route District
(1 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to individual needs).
- CENTRE** : Garden Route District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy including virtual meeting platforms e.g. MS TEAMS/ZOOM Proficiency in facilitating mentorship forums online and in person good leadership and project management skills. Extensive experience in management, clinical governance and mentorship of TB and HIV programmes. Accreditation as a mentor for Nurse Initiated Management of Antiretroviral Therapy (NIMAART) would be beneficial.
- DUTIES** : Support Comprehensive Health, enabling effective implementation and monitoring of TB/HIV programmes throughout the Garden Route District. Coordinate, implement and support mentorship and training of clinical staff in TB/HIV services. Facilitate mentorship and authorisation of Professional Nurses in NIMART. Through mentorship programmes improve outcomes of TB programme, priority lost to follow up and linkage to care. Support the collection of accurate data at point of care and the analysis thereof to inform Quality improvement plans. Support the development and/or strengthening of Sub-district clinical governance systems to affect improved outcomes in TB services.
- ENQUIRIES** : Ms G Holton Tel No: (044) 803-2700
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
- CLOSING DATE** : 11 October 2024

<u>POST 35/178</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (POISONS INFORMATION CENTRE)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week within the Department of Paediatrics and Child Health. Competencies (knowledge/skills): Appropriate supervised general paediatric experience post community service. Appropriate experience in database preparation and maintenance. A high degree of computer literacy. Practical experience in Poison Centre operation. Clinical experience in the treatment of patients with known or suspected poisoning, or relevant training in toxicology. The ability to communicate clearly and empathetically in telephone conversations. Ability to work systematically and accurately. Good communication and interpersonal skills. Ability to remain calm under pressure. Able to work independently as well as in a team. The ability to review medical literature and to write clear treatment guidelines. Training will be given but the incumbent will hold a key position and will have to demonstrate considerable initiative in performing his/her duties.
<u>DUTIES</u>	:	To oversee the Poisons Information Centre (PIC) with a clear vision (including service redesign), skills in operating procedures and willingness to support staff wellness. To contribute to an accurate, comprehensive and up-to date AfriTox Poisons Information database for the treatment of children and adults, by reviewing toxicological literature and preparing monographs and treatment protocols relevant to healthcare workers in Southern Africa, and to ensure that AfriTox is maintained and distributed to all facilities in South Africa. To oversee the IT development of the AfriTox Poisons Information database. To oversee and participate in a team providing the Poisons Information Helpline telephone service and to work on its sustainability as a national service. Willingness to participate in on-site overtime duties within the Department of Paediatrics and Child Health. To oversee the development, maintenance and data quality of the TeleLog database. To participate in teaching & training within the DPCH, and to teach around poisoning and its management (undergraduate, postgraduate students, as well as other groups); This could include a clinical component e.g. joining ward rounds in key areas such as SSW and PICU. To network with national and international organizations (e.g. WHO) and South African government departments to further the contribution of the PIC to toxicology both locally and internationally. To initiate and participate in research relevant to poisoning and toxicovigilance, and to publish the relevant information.
<u>ENQUIRIES</u>	:	Dr Moegamad Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/179</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the medical officer roster, HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before

the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other vacant Medical Officer (Internal Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 11 October 2024
- POST 35/180** : **MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC MEDICINE) (X8 POSTS)**
(12-Month Contract)
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.
- ENQUIRIES** : Dr M Salie Tel No: (021) 658-5430, Email: Moegamad.salie@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before

the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE

: 11 October 2024

POST 35/181

: **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(Chief Directorate: Metro Health Services)

SALARY

: Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum

**CENTRE
REQUIREMENTS**

: New Somerset Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Applicants must provide after-hours emergency service on a duty roster. Willingness to work commuted overtime. Valid driver's licence. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to work in a professional team Post-internship experience in general Obstetrics and Gynaecology (under onsite supervision of a registered specialist), including clinical experience with labour ward management and performing caesarean sections, and competency in assessing and managing first-trimester surgical emergencies. Ability to achieve and maintain good interpersonal relations with staff, patients and their families Must assist with the provision of a comprehensive Obstetrics and Gynaecology service. Completion of /or exemption from South African Community Service Sound verbal and written communication skills Good interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.

DUTIES

: Provide a high-quality clinical service to patients and their families Supervision of medical interns to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals and students. Informal teaching and training of junior staff in the course of clinical work. Clinical teaching of undergraduate medical students and nurses. Effective and efficient administration of clinical services. Administration of medical officer rosters. Improve professional competence by regular self-learning and reflection with the application of current evidence.

**ENQUIRIES
APPLICATIONS**

: Dr D Richards Tel No: (021) 402-6911
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. No payment of any kind is required when

applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 11 October 2024

POST 35/182 : **COUNCILLOR: GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R675 450 per annum
Grade 2: R769 347 per annum
Grade 3: R868 662 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Bredasdorp CDC, Cape Agulhas Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with the Health Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Registered Counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual.

DUTIES : Provide preventative and developmental counselling services and interventions on all systems levels. Perform supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Perform basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

ENQUIRIES : Mrs. D Liedeman-Prosch Tel No: (028) 514-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be required to undergo a competency assessment.

CLOSING DATE : 11 October 2024

POST 35/183 : **ASSISTANT MANAGER NURSING (COMMUNITY BASED SERVICES)**
West Coast District

SALARY : R656 964 per annum

<u>CENTRE REQUIREMENTS</u>	:	West Coast District Office, Malmesbury
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Understanding of knowledge of the core package of services for PHC and the Rural DHS. Excellent report writing and project management skills Experience with statistical data and financial management. Computer literacy (Ms Word, PowerPoint and Excel, Internet).
<u>DUTIES</u>	:	Overall management, planning, co-ordination, facilitation and effective implementation of HCB services ensuring quality integrated and comprehensive service. Effective support to the deputy director incl Interface management with all internal and external stakeholders. Lead and manage sub-component human, financial and physical resources. Effective monitoring and evaluation of priority services objectives, goals, performance indicators and targets. Capacity building of relevant Non-profit institutions and the community-based services sector.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Kogana Tel No: (022) 814-0348 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within West Coast District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/184</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 TO 2 (COMPREHENSIVE HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R520 560 per annum Grade 2: R602 964 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna Sub-district
	:	Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease. Management and Community Orientated Primary Care (COPC). Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide comprehensive support for the Knysna Sub District Primary Health Care management team to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC) Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Support Knysna Sub-District to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation, and analysis of statistical data.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 203-7205

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

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for other Clinical Programme Coordinators posts within the Knysna Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 11 October 2024

POST 35/185 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R444 036 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate work experience with regards to quality related aspects in a hospital or health service environment. Appropriate Experience in customer care and complaints management. Inherent requirement of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards Computer literacy in the full Microsoft Office Package.

DUTIES : Manage, evaluate, and report on all aspects of the quality assurance program. Manage, evaluate, report on, and respond to consumer input. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety program. Prepare management reports and provide statistical data. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Involve quality assurance committees, champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture change is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Ensure clinical and nursing audits are conducted to evaluate patient care. Co-ordinate adverse events, complaints, and various other related committees to improve quality of care and service user's satisfaction. Corporate Governance, people, and financial management.

ENQUIRIES : Ms SD Leo Tel No: (021) 850-4704
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Quality Assurance Manager posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment and competency assessment.

CLOSING DATE : 11 October 2024

POST 35/186 : **DISTRICT FLEET MANAGER**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R444 036 per annum
CENTRE : Emergency Medical Services, Overberg District
REQUIREMENTS : Minimum educational qualification: Grade12 Certificate with extensive Fleet Management experience. Experience: Relevant management experience in Fleet management services including competency in Fleetman and Vehicle Tracking management software or similar. Inherent requirements of the job: Valid code C1 driver's licence with PDP. Ability to work outside and be mentally and physically fit. Willingness to be on standby and work overtime at all hours. Ability to work irregular

hours (including weekends, public holidays and nights). Ability to travel provincially and nationally. Competencies (knowledge/skills): Technical knowledge to identify shortcomings on vehicles. Good administrative, human resource management, financial management, Leadership, project management, communication, interpersonal and Conflict resolution skills. Computer literacy and competency in Exell, Word, PowerPoint. Knowledge of Fleet management and tracking systems. Knowledge of Government Motor Transport Circular 3/2019 and vehicle maintenance. Knowledge of Standard Operational Procedures on Fleet Management services.

DUTIES : Attend to emergency breakdowns, including after-hours repairs, accidents (Ems fleet) and interdepartmental accident investigations & Standby/call out duties as required. Supervise and assist with repairs and maintenance. Training of subordinates. Overall supervision, administrative duties and cost-effective management of mechanical workshop. Minimizing fleet downtime and maximizing cost efficiency. Assisting with driving programs.

ENQUIRIES : Mr H Steenkamp Tel No: (023) 347-3360
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 11 October 2024

POST 35/187 : **PHYSIOTHERAPIST GRADE 1 TO 3**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 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 Physiotherapist. Registration with the Health Professions Council: Registration with HPCSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Required to participate in on call and weekend duties. Required to accumulate CPD points for continued registration with HPCSA. Competencies (knowledge/skills): A good basic knowledge and skills of all aspects relating to physiotherapy. Ability to work independently and in a multi-disciplinary team. Good communication skills. Problems solving skills and ability to work under pressure.

DUTIES : Assessment, treatment and holistic physiotherapy management of patients. Stock management and control. Assist with student training and supervision. Perform administrative activities relating to physiotherapy. Participation in departmental and clinical area activities.

ENQUIRIES : Ms A Swart Tel No: (021) 938-4576 / 5152
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as a Physiotherapist with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 11 October 2024

<u>POST 35/188</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (MENTAL HEALTH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Health Professions Council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with HPCSA as an Occupational Therapist. Minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to travel and to perform overtime when required. Competencies (knowledge/skills): Appropriate experience in the Mental health field. Good communication, advocacy and interpersonal skills. Good liaison, facilitation, training and presentation skills. The ability to work with different computer software programmes: MS windows suite (MS word, MS excel, MS Power Point). The ability to work independently and within a multidisciplinary team. Good administrative and report writing skills. Knowledge of FA21, Ideal Clinic, and other relevant policies, protocols, and guidelines. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Plan, manage and develop systems specifically related to risk management in community mental health facilities. Support the management of the Community Mental Health Facility project to promote optimal support for users in residential care mental health care facilities. Assessment of MH/ID clients residing at Alexandra and community Mental Health care settings. Determine appropriate treatment of community mental health patients in Community Mental Health Facilities. Contribute to the development and implementation of Occupational Therapy programs in the community, including PSR. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties including report writing, attending meetings Develop objectives and action plans for the management of CMHF according to MH Regulations. Assisting in the Co-ordination of community mental health facilities services in the district. Contribution to the training & mentoring to improve the care for the mental health community facilities and CBS teams.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Saville Tel No: (021) 503- 5004 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	11 October 2024

POST 35/189 : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade: R514 785 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as an Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of theatre, mobile, fluoroscopy and general radiography protocols. CT experience will be advantageous. Appropriate experience in a busy general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Knowledge of Patient Archiving and Communication Systems. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills, the ability to work under pressure and independently and in a team

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service over a 24-hour period, including risk management. Identify and perform the most appropriate diagnostic images of high quality, be responsible for self-development as well as training of staff and students. Ensure optimal care of equipment, quality assurance and use of suitable radiation protection. Provide support to the Chief and Assistant Director regarding day to day activities.

ENQUIRIES APPLICATIONS : Ms N Behardien-Peters Tel No: (021) 404-4187
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 11 October 2024

POST 35/190 : **RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 pe annum
Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Victoria Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform

Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Must be willing to work shifts and night duty as scheduled. Must be willing to work overtime when required. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Experience in Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.

ENQUIRIES : Mr R Arendse Tel No: (021) 799-1173

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

NOTE : No payment of any kind is required when applying for this post. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for other similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 11 October 2024

POST 35/191 : **CLINICAL TECHNOLOGIST: GRADE 1 TO 3 (NEUROLOGY)**

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Groote Schuur, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with the Health Professions Council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Monitoring of and maintaining neurophysiology and other electronic equipment. Infection and stock

control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Willingness to work overtime when required. Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Providing accurate interpretation and reporting of the above neurophysiology procedures. Expertise and experience in intraoperative monitoring would be a distinct advantage. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research.

ENQUIRIES : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 11 October 2024

POST 35/192 : **SENIOR PERSONNEL PRACTITIONER (EMPLOYMENT POLICY AND PRACTICES)**

Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in all aspects of PERSAL and People Management matters. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Extensive knowledge of PERSAL. Knowledge of HR Policies, procedures, practices. Knowledge of Staff Performance Management System. Computer skills (MS Office, Excel and PowerPoint).

DUTIES : Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, Complete and follow up compliance investigations. Provide support to CHC's and Hospitals within the Khayelitsha/Eastern Sub-structure with regards to development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Assist with the formal moderation. Investigate grievances about service benefits and SPMS. Monitor and ensure compliance/quality. Assist staff, supervisor, management with employment policy and practices.

ENQUIRIES : Ms. LD Fester Tel No: (021) 360-4732
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment, which may include a competency assessment. The pool of candidates may be utilized for other Senior Personnel Practitioner (Employment Policy and Practices) within the Chief Directorate Metro Health Services for a period of 3 months.

CLOSING DATE : 11 October 2024

POST 35/193 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
 Central Karoo District

SALARY : Grade 1: R307 473 per annum
 Grade 2: R375 480 per annum
 Grade 3: R451 533 per annum

CENTRE : Laingsburg Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to assist at PHC services when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Samuels Tel No: (023) 814-2015 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for other Professional Nurse General posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessments
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/194</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Murraysburg Clinic Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC). Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts. Valid (Code B/EB) Driver's Licence and willingness to travel. Willingness to assist at Murraysburg Hospital when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care.
<u>DUTIES</u>	:	Provide Holistic PHC nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective utilization of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training and research and data management. Provision of Support to Nursing Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Fass Tel No: (049) 844-0021 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/195</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE</u>	:	Koue Bokkeveld Mobile Clinic (X1 Post) Bella Vista Clinic (X1 Post) Skurweberg Mobile Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.
<u>DUTIES</u>	:	Provision of quality basic nursing patient centred care in a Clinic setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Community participation, outreach and support. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr L Wawini Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/196</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PROFESSIONAL SUPPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate office administration experience. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Excellent written and verbal communication. Interpersonal/Listening and typing skills. Organising/Record keeping. Analytical thinking/Problem solving and negotiation skills. Ability to work well in a team. Ability to work under pressure. Self-motivated and reliable.
<u>DUTIES</u>	:	Provisioning of effective administrative assistance functions including recording/receipt of submissions, S&T claims, travel arrangements and coordination/diary management. Meeting and attendance coordination for the Professional Support

team. Minute taking and document management Provide logistical support pertaining to meetings; events, projects, and workshops; including in arranging groupwork, invitations and communication with participants. Provide office administration functions and support to all team members. Support routine office processes and system management including task coordination, equipment inventory management, procurement of stationery and management of correspondence and other related tasks.

ENQUIRIES : Ms A Janse van Rensburg Tel No: (021) 815-8696
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 11 October 2024

POST 35/197 : **ADMINISTRATION CLERK: SUPPORT (NURSING)**

SALARY : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative duties. Competencies (knowledge/skills): Computer literacy in MS Word and Excel. Good organisational skills and the ability to function under pressure and as part of a team. Good interpersonal and communication skills. Knowledge of human resource management, labour legislation and the nursing agency tender process.

DUTIES : The candidate will be responsible for providing an effective nursing administrative service. Effective utilization of Human and financial resources to assist in achieving the objectives of the unit. Delivering effective support to the Nursing Department as well as the other departments/ modules on a relief basis.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 11 October 2024

POST 35/198 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R216 417 per annum
CENTRE : Directorate: Clinical Service Improvement
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Competencies (knowledge/skills): Computer literacy (MS Office). Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines. Knowledge of Project management and use of data analytical tools/methods to produce high quality reports.

DUTIES : Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with travel arrangement of staff in the department. Provide administrative support with record keeping filling and archiving. Provide general administrative support to the Directorate: Clinical Service Improvement. Collate and monitor data/information for the compilation of reports.

ENQUIRIES : Mr T Abrahams Tel No: (021) 815-8589
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.

CLOSING DATE : 11 October 2024

- POST 35/199** : **ADMINISTRATION CLERK (SUPPORT)**
Garden Route District
- SALARY** : R216 417 per annum
CENTRE : George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Ability to carry heavy boxes. Competencies (knowledge/skills): Knowledge and experience in office administration, financial and procurement administration. Computer Literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Provide general Administrative/Secretarial support to the Comprehensive Health staff. Create an office friendly environment by filing documents, keep all storerooms neat and organize pamphlets, posters and other IEC material. Support to the Comprehensive Health staff with program specific priorities and communication to the sub districts. Order stationary for the component and keep record of the assets. Organize meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all Comprehensive Health staff.
- ENQUIRIES** : Ms G Terblanche Tel No: (044) 803-2700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 October 2024
- POST 35/200** : **ADMINISTRATION CLERK: SUPPORT (GOVERNMENT TO GOVERNMENT)**
Chief Directorate: Emergency and Clinical Services Support
(1 Year Contract)
- SALARY** : R216 417 per annum
CENTRE : Directorate: Service Priorities Coordination
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: A valid (code B/EB) driver's licence. Willingness to travel on a regular basis to facilities in the Cape Metropolitan Area. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems. Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines.
- DUTIES** : Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow ups when required. Provide administrative support with travel arrangement of staff in the department. Collect, administrate and monitor receipt of data/information for the compilation of health programme reports. Provide administrative support with record keeping filling and archiving.
- ENQUIRIES** : Dr H Goeiman Tel No: (021) 483-5663
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.
- CLOSING DATE** : 11 October 2024
- POST 35/201** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R216 417 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Exit Management and Recruitment and Selection). PERSAL experience will be advantageous. Competencies (knowledge/skills): Knowledge of Human Resource legislation and policies. Ability to function effectively within a team environment with or without supervision. Ability to function effectively in a stressful environment with a heavy workload. Computer skills (i.e., MS Outlook, MS Excel, MS Word, MS PowerPoint and PERSAL). Aptitude for working with figures.

- DUTIES** : Perform all Human Resource related functions within the PM unit in conjunction with the AO: PM. Processing of appointments, service terminations, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, management of pay sheets and commuted overtime. Salary administration (i.e. salary determination, overtime, periodical and sessional payments). Assist with all telephonic and written queries related to People Management. Assist with Recruitment and Selection. Grading, OSD and non-OSD.
- ENQUIRIES** : Ms. S Share Tel No: (021) 658-5476
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 October 2024
- POST 35/202** : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist at surrounding PHC clinics when needed. Competencies (knowledge/skills): Good communication skills (both written and verbal) Self- discipline and motivation.
- DUTIES** : Develop and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Participate in infection prevention and control.
- ENQUIRIES** : Mr G Samuels Tel No: (023) 814 - 2015
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 11 October 2024
- POST 35/203** : **STAFF NURSE GRADE 1 TO 3 (EMERGENCY CENTRE AND OPD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Westfleur Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, public holidays, night duty, after hours, weekends and overtime as required. Willingness to rotate between departments according to operational needs. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.
- DUTIES** : Implementation of basic nursing care i.e. hygiene, physical comfort, monitoring vital signs and nutrition; wound care management etc. Ensure implementation of basic nursing care plans and effective communication. Effective utilisation of resources.

		Promotion of QA, IPC & OHS within the Department Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-8556
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/204</u>	:	<u>FOOD SERVICE SUPERVISOR</u> Central Karoo District
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a hospital setting. Inherent requirements of the job: A valid driver's license (Code B/EB). Willingness to work shift (Weekends and public holidays). Competencies (knowledge/skills): Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV) Ability to effectively multi-task, function independently and under pressure.
<u>DUTIES</u>	:	Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain and effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.
<u>ENQUIRIES</u>	:	Ms SC James Tel No: (023) 814 – 0130
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/205</u>	:	<u>FORENSIC PATHOLOGY ASSISTANT (X2 POSTS)</u> Emergency and Clinical Services Support
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 11 with Biology and/ or Life Sciences as passed subjects. Experience: Appropriate Mortuary experience. Inherent requirements of the job: Ability to work under pressure. Ability to work with people with all walks of life. Knowledge of cleaning protocols and procedures. Ability to work with corpses (mutilated, decomposed, infectious viruses, obese). Ability to work with and lift heavy objects. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Conversant with all prescripts w.r.t. Government policies to present the Government interest to the best of ability. Innovative and problem-solving skills. Ability to interpret and apply policies. Computer and software literacy.
<u>DUTIES</u>	:	Dissection area duties. Presentation of cadaver for identification. Deep cleaning and disinfecting of all wet areas. Receiving and dispatching of specimens.
<u>ENQUIRIES</u>	:	Mr. JA Retief, email: (John.Retief@westerncape.gov.za).

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidates will be subjected to a security clearance, qualification verification, criminal records, credits records and previous employment checks prior to appointment.
- CLOSING DATE** : 11 October 2024
- POST 35/206** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R131 265 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate porter experience in a hospital/health environment. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.
- DUTIES** : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.
- ENQUIRIES** : Mr H Williams Tel No: (021) 850-4755
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar post within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 11 October 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 21 October 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/207** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: DOI 49/2023 R2**
- SALARY** : Grade A: R833 499 - R889158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Civil Engineering Degree (BEng/BSc Eng); Minimum of 3years post-qualification engineering experience; Registered with ECSA as a Professional Engineer OR submitted application to ECSA for registration as Professional Engineer (registration becomes mandatory within 6 months from appointment); Valid drivers license (code B or higher). Competencies: Knowledge of the following: Road

infrastructure design in terms of traffic engineering; Traffic signal design; Capacity analysis with the aid of computer software; Roadtraffic signs and road marking designs; Traffic safety assessment; Speed limit review; Relevant technical manuals, standards and procedures; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Provide technical input for road infrastructure design; Develop cost-effective traffic engineering solutions based on sound engineering judgment and relevant standards; Evaluate transport infrastructure design based on sound engineering judgment and relevant standards; Evaluate existing technical manuals, standards and procedures; Ensure training and development of candidate engineers; Liaise with relevant internal and external bodies on engineering matters.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 4832216
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/208 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL REF NO: DOI 89/2024 R1**

SALARY : Grade A: R833 499 - R889158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Science in Engineering or Bachelor of Engineering (or relevant qualification); A minimum of 3-years post registration experience Engineering (Electrical); Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Knowledge of the following: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MSOffice).

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects, develop cost-effective solutions according to standards, evaluate existing technical manuals standard drawings and procedures to incorporate new technology, ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, supervise the engineering work and processes, administer performance management and development. Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, monitor and control expenditure, report on expenditure and service delivery. Research and development: Continuous professional, development to keep up with new technologies and procedures,

		research/literature studies one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr Kevin Kameri Tel No: (021) 4835362
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/209</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 147/2024</u>
<u>SALARY</u>	:	Grade A: R721 476 per annum, (Salary will be determined based on post registration experience as per the OSD prescript)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices ; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Ms Tanya Potgieter Tel No: (021) 483 4881
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/210</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (MECHANICAL GRADE A): ENGINEERING SERVICES-HEALTH REF NO: DOI 141/2024</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum Grade B: R419 325 - R449 079 per annum Grade C: R472 812 - R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA); A minimum of 6 years relevant post qualification technical (mechanical engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of Legal compliance; Technical report writing; Technical consulting. Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer

- focus and responsiveness; Written and verbal communication skills; Proven computer literacy; People management; Planning and organising; Change management; Good analytical, interpersonal and organisational skills.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities, Ensure the promotion of safety in line with statutory and regulatory requirements, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority; Perform administrative and related functions: Provide inputs into the budgeting process, Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Ms J Thomas Tel No: (021) 483 5403
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 35/211** : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 130/2024 (X2 POSTS)**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years property-related experience. Recommendation: Relevant management experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.
- DUTIES** : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently
- ENQUIRIES** : Mr E Arendse Tel No: (021) 4833800
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 35/212** : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 2 REF NO: DOI 132/2024 (X2 POSTS)**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years property-related experience. Recommendation: Relevant management experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.
- DUTIES** : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations

and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently

ENQUIRIES : Mr J Harry Tel No: (021) 483 3770
APPLICATIONS : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/213 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 1) REF NO: DOI 131/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3- year National Diploma/ B-Degree (higher or equivalent qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all disposals and update the disposal management system in respect of all immovable assets within the portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES : Mr E. Arendse Tel No: (021) 4833800
APPLICATIONS : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/214 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 2) REF NO: DOI 136/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3- year National Diploma/ B-Degree (higher or equivalent qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Interpret and apply relevant policies and procedures; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Maintain a complete record of all disposals and update disposal management system in respect of all immovable assets within portfolio; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights etc, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and

municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES : Ms P Gordon Tel No: (021) 4835218
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/215 : **PROJECT ADMINISTRATOR: DEPARTMENTAL PROGRAMME OFFICE REF NO: DOI 139/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1 year relevant experience; A valid Code B(or higher) driving licence. Competencies: Knowledge of the following: Administration rules and regulations; Relevant legislation; Departmental Strategic and Service Delivery Plan, objectives and operational Strategies. Skills needed: Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational; Communication (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.

DUTIES : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

ENQUIRIES : Mr G De Wet Tel No: (021) 483 0153
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/216 : **REGIONAL FOREMAN: ROAD MAINTENANCE REGION 1 (PAARL) REF NO: DOI 146/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Civil construction activities; Operating minor and large construction machines; Management and supervision of staff; Proven computer literacy (MS Office). Competencies: Knowledge of the following: Maintenance and repair of defects on roads and within road reserves according to the work methods; Operating of construction related machines; Skills needed: Supervisory; Planning organising and coordination of maintenance activities; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Management of various roadworker related teams; Leading the execution of road construction/road maintenance operations; Assist in the undertaking of operational planning for the Proclaimed Road Network; Manage, plan and inspect road maintenance activities; Qualify and quantify material quantities for road maintenance activities; Define road defects during daily or weekly inspections and undertake corrective measures; Perform all administrative support functions pertaining to the road worker related teams; Safeguard work areas in terms of the Occupational Health and Safety Act; Handle emergency situations; Ensure that deadlines are met; Train supervisor and subordinates in work methods.

ENQUIRIES : Mr H Uys Tel No: (021) 863 2020
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 35/217 : **AREA FOREMAN: ROUTINE MAINTENANCE REGION 1 (PAARL) REF NO: DOI 145/2024**

SALARY : R255 450 per annum (Level 06)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: civil construction activities; Operating minor and large construction machines; Management and Supervision of staff and Administrative related experience. Competencies: Knowledge of the following: Maintenance and repair of defects on roads and within road reserves according to the work methods; Operating of construction related machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.
<u>DUTIES</u>	:	Management of various Roadworker related Teams; Leading the execution of road construction/road maintenance operations; Assist in the undertaking of operational planning for the Proclaimed; Road Network; Manage, Plan and Inspect road maintenance activities; Qualify and quantify material quantities for road maintenance activities; Define road defects during daily/weekly inspections and undertake corrective measures; Perform all administrative support functions pertaining to the Road; Worker related Teams; Safeguard work areas in terms of the Occupational Health and Safety Act; Handle emergency situations; Ensure that deadlines are met; Train Supervisor and Subordinates in work methods.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Uys Tel No: (021) 863 2020 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 35/218</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 140/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R155 148 per annum (Level 03) Department of Infrastructure, Western Cape Government Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Fredericks Tel No: (044) 272 6071 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/219 : **ROAD WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE (VARIOUS POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 142/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Bricklaying, carpentry, plumbing, paint works and concrete works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; preparing formwork, installing rebar, mix, cast and finish concrete. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road infrastructure; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the DRE Road Camps are kept neat and tidy; Erect and dismantle concrete formwork and all associated equipment/material.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/220 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN UNIONDALE AND 2 POSTS AVAILABLE IN GEORGE) REF NO: DOI 143/2024**

SALARY : R155 148 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr E Fredericks Tel No: (044) 272 6071
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/221 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (MOSSEL BAY) REF NO: DOI 144/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr P Zulu Tel No: (044) 272 6071
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF)

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/222 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (MURRAYSBURG) REF NO: DOI 148/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 12). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Willing to sleep out utilizing caravan; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure.; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves,

road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES
APPLICATIONS**

: Mr R Du Preez Tel No: (023) 415 2611
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS

: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE

: 21 October 2024

NOTE

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

OTHER POSTS

POST 35/223

: **DEPUTY DIRECTOR: RISK REDUCTION PLANNING REF NO: LG 29/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government
: An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Disaster Management / Geographic Information Science (GIS) or related studies; A minimum of 3 years relevant management level experience in disaster risk reduction or similar environment. Recommendation: Registered as a Disaster Management Professional with the Disaster Management Institute of Southern Africa (DMISA) or eligible to register within six months of appointment in the post; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management systems and procedures as applied in all three spheres of government with the focus on disaster recovery Geographical Information Systems (GIS); Human Resource Management; Financial Management; Strategic Planning; Project Management; Information Management & Data Analysis. Skills in the following: Disaster risk reduction skills; Crisis management skills; Organisational skills; Project management skills; Negotiation skills; Information technology skills; Written and verbal communication skills.

DUTIES

: To coordinate and support the implementation of a comprehensive provincial disaster risk profile; Manage and execute community based disaster risk assessments in the province to support risk reduction; Provide support to all organs of state (at National, Provincial and Local level), the private sector, NGO's, communities and individualism undertaking risk assessments; Establish and

maintain a Disaster Management Spatial Information System; Implement an Early Warning System for all known hazards Implement special intervention programmes for high risk hazards and threatening emergency situations; The management of human resources, performance management and finances in the subdirectorate.
Ms M. Abrahams Tel No: (021) 4839138

ENQUIRIES

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS

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

CLOSING DATE

21 October 2024

NOTE

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

MANAGEMENT ECHELON

POST 35/224

CHIEF DIRECTOR: GOVERNMENT MOTOR TRANSPORT REF NO: WCMD 40/2024

SALARY

R1 436 022 per annum (Level 14), (all-inclusive salary package)

CENTRE

Western Cape Mobility Department, Western Cape Government

REQUIREMENTS

An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification in Public Management/Financial Management. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of the following: Information Systems that aid in the management of knowledge and information; Procurement and tendering processes; policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; the functioning of the province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Numeracy; Literacy; Driving; Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration;

- Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal | Presentation; Client Orientation.
- DUTIES** : Line management will entail the following: Manage fleet services; Ensure effective financial management services for Government Motor Transport; Provide management support services; Strategic Management; People Management; Financial Management.
- ENQUIRIES** : Ms. M Moore Tel No: (021) 483 5455

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 21 October 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/225** : **ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES REF NO: POCS 04/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge and understanding of the following: Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Communication (Written and verbal); Planning and organising, conceptual and formulation skills.
- DUTIES** : Develop and facilitate the implementation of security related data and information management systems and processes for the Chief Directorate; Coordinate the analysis and reporting on security related statistical data collected and the dissemination of information for the Chief Directorate; Provide and/or supervise the provision of general administrative support with regards to Supply Chain Management (SCM) activities and meetings; Provide financial administrative support to the Chief Directorate; Managerial functions.
- ENQUIRIES** : Ms. C Buys Tel No: (021) 483-7830

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 21 October 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in

the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 35/226** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 45/2024**
- SALARY** : R884 268 per annum; (LP 7), all-inclusive salary package, (OSD as prescribed).
R1 037 820 per annum (LP 8), all-inclusive salary package, (OSD as prescribed).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years 'appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years 'appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional and Administrative Law, public-sector legislation, Interpretation of Statutes and relevant legislation and caselaw. Skills needed: Excellent legal writing ; Excellent written and verbal communication ; well-developed innovative problem-solving and analytical ; functional training sound organising and planning.
- DUTIES** : Present functional training; Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments, identify legal obligations and requirements in terms of the legislation, furnish proactive advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure good governance; Ensure that all Provincial Executive and provincial departments' delegations are legally sound; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework in an attempt to minimise successful legal action against the Western Cape Government; Assist with compliance in respect of new legislation by analysing same and communicating requirements with departments via workshops reports and memoranda; and Assist with implementation of various pieces of legislation ,i.e. Protection of Personal Information Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, and Constitution of the Republic of South Africa
- ENQUIRIES** : Ms S van Aarde Tel No: (021) 4838433
- POST 35/227** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 68/2023 R1**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years experience in an Internal Audit and Governance environment of which 3 years must be management level experience. Recommendation: Certified Internal Auditor (CIA)/Certified Information System Auditor (CISA); A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply . Competencies: Knowledge of the following: Audit practices; Strategic planning and management; Engagement planning and execution; Reporting and progress monitoring; Control objectives for information and related frameworks (COBIT); Governance principles; Legislation, policies and procedures; Skills needed: Written and verbal communication; Analytical thinking; Teamwork; Compute assisted audit techniques (CAATs); Teammate audit software; Proven computer literacy (MSOffice).
- DUTIES** : Develop risk based Rolling 3 year Strategic and 1 year operational ICT Internal Audit Plan including resource allocation; Develop an engagement work programme, ensuring qualitative engagement objectives and control adequacy assessment was conducted and advance mechanism to test control effectiveness were designed; Execute the engagement assignment reviewing the following: IT General control review Application control review; Information security assessments; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Manage client relations at Accounting Officer level and liaison with key stakeholders such as the Auditor General of South Africa.
- ENQUIRIES** : Ms A Behardien Tel No: (021) 483 0884/aneesa.behardien@westerncape.gov.za

POST 35/228 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 43/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information-gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

DUTIES : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment and evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.

ENQUIRIES : Mr M Williams Tel No: (021) 4833724

POST 35/229 : **LABOUR RELATIONS OFFICER REF NO: DOTP 44/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; National and Provincial Resolutions and legislation pertaining to Human Resource Management; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and execution; Conflict resolution; Ability to work independently and as part of a team.

DUTIES : Handle misconduct matters; grievances matters and disputes; Render advice on misconduct and grievance matters; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Mr P Samuel Tel No: (021) 483 4646

PROVINCIAL TREASURY

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 21 October 2024

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

OTHER POSTS

- POST 35/230** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 29/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in Financial Accounting at supervisory/management level. Recommendation: Experience of the compilation of Interim Financial Statement (IFS) and Annual Financial Statements (AFS). Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management; The following skills: Computer literacy; Management; Written and verbal communication; Customer service.
- DUTIES** : Development and implementation of Financial Accounting, Revenue Management and Expenditure management policies, processes and procedures; Ensure revenue and expenditure management and provide financial administration and accounting services; Plan and manage the work of and account for the overall performance of the sub-directorate; People management.
- ENQUIRIES** : Ms A Smit Tel No: (021) 483 3037/ Annamarie.Smit@westerncape.gov.za
- POST 35/231** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CAPACITY DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: PT 26/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics or Supply Chain Management; A minimum of 3 years functional experience in Supply Chain Management or Financial management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Recommendation: Experience in the following: South African marketplace; Providing advice, guidance and support on implementation of Supply Chain Management policy, norms and standards. Competencies: Knowledge of the Public sector Supply Chain Management legislation, policies and procedures; Skills needed: Analysing; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Reporting; Written and verbal communication skills.
- DUTIES** : Develop and implement strategies for Supply Chain Management capacity development; Provide Supply Chain Management client support to provincial departments, public entities and external stakeholders; Manage assistance to suppliers and capacity building; Manage information and report on analysis of client performance.
- ENQUIRIES** : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za
- POST 35/232** : **ASSISTANT DIRECTOR (PROCUREMENT SPECIALIST): SCM AND MAM DATA ANALYTICS AND TECHNICAL SUPPORT REF NO: PT 27/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: 3-year B-Degree (equivalent or higher qualification) in Statistics, Information Management or Econometrics; A minimum of 3years functional experience in Statistics, Information Management or related field; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendations: Applies statistical methods and models to specific problems in order to develop and inform solutions; Policy analysis and experience in research and utilising different research methodologies and translating that into information required for data analysis and dashboard development. Competencies: Knowledge of the following: Research and analysis; Project management; Report writing; Knowledge management and information systems; Skills needed: Proven computer literacy; Written and verbal skills; Creating and Innovating; Writing and Reporting; Analysing; Presenting and Communicating; Information; Applying Expertise and Technology.

DUTIES : Provide SCM and MAM data, information, trend analysis and research reports; Facilitate and coordinate standardised SCM and MAM business intelligence systems; Coordinate and implement the integration of new technologies and new initiatives into data standards and structures for SCM and MAM; Use and maintain a central repository and data warehouse in respect of SCM and MAM for provincial data on performance reporting.

ENQUIRIES : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za

POST 35/233 : **ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION (PROCUREMENT SPECIALISTS) REF NO: PT 28/2024 (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management or Public Administration; A minimum of 3 years functional experience in Supply Chain Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendations: Experience in the following: CIDB/construction procurement; Developing and implementing policies and prescripts; Business intelligence analytic capability. Competencies: Knowledge of the following: Public sector SCM legislation, policies and procedures; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Economic and financial analysis; Analysing; Presenting and communicating information; Learning and researching; Applying expertise and technology.

DUTIES : Develop, review and continuously improve SCM policies, strategies, systems, best practices, norms and standards; Provide advice, guidance and support on implementation of SCM policy, norms and standards; Establish SCM governance mechanisms and enforce compliance; Monitor and enforce compliance; Monitor, evaluate and report on SCM system and supplier performance.

ENQUIRIES : Ms L Cupido Tel No: (021) 483 5486 /Lee-Anne.cupido@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 21 October 2024

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

OTHER POSTS

POST 35/234 : **SOCIAL WORK MANAGER: PROGRAM IMPLEMENTATION AND COORDINATION (WORCESTER) REF NO: DSD 75/2024**

SALARY : Grade 1: R920 082 – R1 052016 per annum, (OSD as prescribed)
Grade 2: R1 094 508 – R1289 274 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP), Compulsory registration with SACSSP as a Social Worker; Minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and

DUTIES

: Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
: Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilization of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research; Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES

: Ms A van Reenen Tel No: (021) 483 3996

POST 35/235

: **SOCIAL WORK POLICY MANAGER: PROFESSIONAL DEVELOPMENT REF NO: DSD 78/2024**

SALARY CENTRE REQUIREMENTS

: Grade 1: R920 082 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Networking; Psycho social intervention; Communication and language; People management practices; Conflict management; Interpersonal; Ability to compile complex reports (Report-writing); Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus; Professional counselling; Policy Analysis and development; Financial management; Monitoring and evaluation skills

DUTIES

: Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes);The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management / Relationship Management (International /National / Provincial / Local /Regional); Manage a social work policy and/or M&E unit to ensure that the required legislation policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all administrative functions required in the program/unit and undertake the higher level administrative functions

ENQUIRIES

: Ms A van Reenen Tel No: (021) 483 3996

POST 35/236 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM (PHILLIPI) REF NO: DSD 79/2024**

SALARY : R452 667 - R532 113 per annum, (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSS. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following : Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions

ENQUIRIES : Ms P Magadla Tel No: (021) 763 6209

POST 35/237 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 74/2024(X2 POSTS AVAILABLE IN BREEDE VALLEY AND BREEDE RIVER WINELANDS)**

SALARY : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed).
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed).
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed).
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed).

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

- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes(casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr S Mtlaka Tel No: (021) 872 7818
- POST 35/238** : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN KRAAIFONTEIN, EERSTE RIVER AND KHAYELITSHA) REF NO: DSD 77/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed)
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being;Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills Self; Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes(casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Mr Q Arendse Tel No: (021) 7636206
- POST 35/239** : **SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 80/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed).
Grade 2: R376 416 – R436 014 per annum, (OSD as prescribed).
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed).
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service

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

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

ENQUIRIES : Mr S Loliwe Tel No: (022) 713 2272

POST 35/240 : **CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS POSTS AVAILABLE IN HORIZON, LINDELANI, OUTENIEKWA AND KRAAIFONTEIN) REF NO: DSD 82/2024**

SALARY : Grade 1: R242 211 – R275 712 per annum, (OSD as prescribed)
Grade 2: R285 921 – R321 741 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MSOffice; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions

ENQUIRIES : Mr F Hendricks Tel No: (021) 9881138

POST 35/241 : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (VARIOUS POSTS AVAILABLE IN BONNYTOUN, LINDELANI, HORIZON, VREDELUS AND ROAR) REF NO: DSD 83/2024**

SALARY : Grade 1: R193 125 – R218 673 per annum, (OSD as prescribed)
Grade 2: R227 628 – R267 624 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a auxiliary or above Child and Youth Care Practitioner. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

DUTIES : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES : Mr M Benting Tel No: (021) 9310236

POST 35/242 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (POSTS AVAILABLE AT VARIOUS FACILITIES) REF NO: DSD 84/2024**

SALARY : Grade 1: R174 711 – R196 020 per annum, (OSD as prescribed)
Grade 2: R203 964 – R231 042 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A Grade 12 qualification (Senior Certificate or equivalent qualification). Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment /Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Ms S Smith Tel No: (044) 803 7508

POST 35/243 : **ADMINISTRATIVE OFFICER (MONITORING): SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 85/2024**

SALARY : R376 413 per annum (Level 08)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
An appropriate 3-year National Diploma (B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards;

- Information management; Public administration; Skills needed: Decision making; Problem-solving; Planning and organising; Written and verbal communication skills.
- DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.
- ENQUIRIES** : Ms P Momoza Tel No: (021) 483 4015
- POST 35/244** : **ADMINISTRATIVE OFFICER (FUNDING): CHILDREN AND FAMILIES REF NO: DSD 81/2024**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (B-degree or higher qualification); A minimum of 1 year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: Budgeting, leadership, liaising and decision making; Written and verbal communication skills.
- DUTIES** : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.
- ENQUIRIES** : Mr TK Kwakwini Tel No: (021) 483 4115
- POST 35/245** : **ADMINISTRATION CLERK: SUSTAINABLE LIVELIHOODS REF NO: DSD 76/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Good understanding of the following; Clerical duties and capturing data; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Communication (written and verbal); Interpersonal skills; Flexibility; Planning and organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES** : Mr L Arnolds Tel No: (021) 483 4994