



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 23 December 2024 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DALRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. 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. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DALRRD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The DALRRD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 45/01** : **DEPUTY DIRECTOR: LABOUR TENANTS (REF NO: 3/2/1/2024/009)**
 Directorate: Tenure Reform Implementation
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R849 702 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS) (12 Month Contract)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law, Humanities, Economics, Development Studies. Minimum of 3 years' experience at junior management level. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Strategic management skills, Operational planning skills, Proven supervisory skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy and Communication skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the Employer.
- DUTIES** : Coordinate the issuance of notices of Labour Tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that Project Officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management. Ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour Tenant applications. Monitor performance of District Offices against targets processing Labour Tenant. Ensure that Project Officials comply with the standard operating procedures for the processing of applications. Quality check all submissions from the Districts (terms of reference and memorandums for subdivision, valuation, conveyancing and referrals for presentation to Provincial Technical Committee (PTC) and National Land Allocation and Acquisition Committee (NLAACC) to ensure compliance to the Labour Tenants Act (LTA). Ensure that a targeted number of applications are settled per year. Coordinate the negotiations for the settlement of applications. Assist Project Officials from District Offices to negotiate the settlement of complex applications. Stakeholder management. Assist the Director: Tenure Reform Implementation to organise the provision of post-settlement support to Labour Tenants by the Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Manage section 33 (2A) direct access to court cases. Engage Project Officer, Land Owner and Labour Tenants on cases to be referred / already referred. Assist in drafting and vetting of settlement agreement. Vet Court referral package for approval by the Director: Tenure Reform Implementation. Assist in serving the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred or to be referred cases to State Attorney. Keep and update the referral spreadsheet. Maintain the database of Labour Tenant applications. Ensure that the database is accurate, complete and is updated monthly. Submit statistical reports monthly to the Director: Tenure Reform Implementation. Coordinate reports. Update Project Management System (EPM Live) and / or Project Register. Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Reform Implementation. Manage External and Internal Audit – Compile the audit management plan, ensure implementation of Action plan, respond to audit queries. Fraud and Risk Management (Finalisation of annual plans and monitoring and reporting monthly). Ensure budget expenditure reporting (Guard against over expenditure / under expenditure by balancing Integrated Operational Plan implementation with approved procurement Plan).
- ENQUIRIES** : Ms M Senwana Tel: (013) 754 8098
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200 or by email to P009@dalrrd.gov.za
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females. and Persons with disabilities are encouraged to apply.

CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : should be e-mailed to **Recruitment@cpsi.co.za** and the subject for your email should read HR Clerk Ref No: 0004/2024 (Applications received after the closing date will not be considered). Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned post.
- CLOSING DATE** : 23 December 2024 at 12h00
- NOTE** : The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of this position. Note: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <https://www.dpsa.gov.za/newsroom/psvc/>. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed, and initialled by the applicant (Sections A, B, C & D are compulsory and sections E, F and G are not compulsory if the CV is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, and qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 45/02** : **HUMAN RESOURCE CLERK REF NO: 0004/2024**
- SALARY** : R255 450.per annum (Level 6). Annual progression up to a maximum salary of R25860.per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria, Arcadia
Grade 12 or equivalent qualification with 3-5 years' experience in human resource management. Knowledge of the Public Service Policy Frameworks, Public Service e Act, Public Service Regulations, BCEA, Labour Relations Act, PSCBC Resolutions, and the Public Finance Management Act. Knowledge and use of the PERSAL System. Computer literacy, good interpersonal, analytical, problem-solving, initiative, teamwork, and communication skills.
- DUTIES** : Administration of Conditions of Services of employees, including capturing leave, leave inquiries, housing allowances, etc. Assist during the recruitment and selection process as an HR Representative. Capturing of transactions on the PERSAL system. Administration of payroll and payroll records to ensure the filling of pay records and distribution of monthly reports to finance. Assist with the administration of performance management. Assist with the implementation of the personnel skill development plan. Provide guidance and ensure adherence and implementation of HRM-related policies and procedures. Attend to internal and external inquiries. Personal Profile: Proactive individual with good verbal and written communication skills. Ability

ENQUIRIES

to communicate with external and internal partners. Ability to provide quality work, under tight deadlines and work under pressure.
Ms Tshepo Buthelezi Tel No: (012) 683 2817/00

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 23 December 2024
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and submit the certificate prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

MANAGEMENT ECHELON

- POST 45/03** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY AND AUXILIARY SERVICES REF NO: CSP/13/2024**
- SALARY** : R1 216 824 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF 7) in Computer Science or Information Technology or equivalent qualification. 5 years of experience in middle management or senior managerial level. Knowledge and or qualification in a recognized framework for ICT service and Microsoft Windows. Knowledge of current technologies and products used in the industry. Understanding of computer systems(Hardware/software) and networks. Experience in controlling information technology budget. Ability to develop and implement outcome based performance management system to support achievement of department goals and objectives. Knowledge of government prescripts. Strategic capacity and leadership, programme and project management, team player. Service delivery innovation, presentation skills, planning and organizing skills. Communication (verbal and written) skills. Drivers licence.
- DUTIES** : Provide strategic direction to the department with regard to information communication and technology environment. Develop and manage the implementation of Information Communication Technology (ICT) policies and procedures. Manage ICT support provision to system users. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users. Oversee provision of end-user services, including help desk and technical support services. Manage service

level agreements with providers of outsourced IT strategy and budget. Manage and provide ICT project monitoring and reporting. Ensure alignment of ICT projects to business objectives, provide projects standards and frameworks. Provide and manage contract management services and ICT projects. Manage backup and restore for systems, applications and database. Manage anti-virus deployment and support, provide firewall and proxy support services. Manage and oversee the overall ICT security standards. Manage servers, security solutions, network hardware and equipment. Manage and provide auxiliary services, oversee security management services, provide food service aide, receptionist and cleaning services. Facilities management and Auxiliary Services, Minimum Information Security Standards (MISS) and Safety and Security of both employees and the building. Implement the Facilities Management Plan, Environmental Sustainability Plan and the Disaster Recovery Plan. Manage resources of the Directorate (human and financial).

ENQUIRIES : Mr BK Shiphamele Tel: 012 4931 388
APPLICATIONS : Can also be emailed to Recruitment42@csp.gov.za

OTHER POSTS

POST 45/04 : **DEPUTY DIRECTOR: CIVIL SOCIETY PARTNERSHIPS REF NO: CSP/14/2024**

SALARY : R1 003 890.per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree in Social Science or relevant equivalent qualification. 5 years working experience in stakeholder relations/partnerships of which 3 years must be at management/ supervisory level (ASD). Understanding of stakeholder Management, Public Participation Framework, government policies, policy implementation and evaluation process. Advanced report writing skills, policy presentation and protocol skills. Good governance and Batho Pele Principles, Public Service Regulations and Public Finance Management Act. Computer literacy, communication (verbal & written) and project management skills. Planning and organizing, team leadership, event management, problem solving and decision making skills. Applied Strategic Thinking, networking and building bonds. Drivers Licence.

DUTIES : Manage the facilitation of Civil Society Partnerships, develop and manage Civil Society Partnerships policies and procedure manuals. Develop and update procedures, methods, policies and guideline Civil Society Partnerships. Develop, coordinate and maintain Civil Society Partnerships programmes. Manage the identification of role players to support crime prevention. Manage and facilitate Civil Society Partnerships, participate and contribute in Civil Society Partnerships. Develop, manage and continuously update the database of stakeholders. Research and analyse crime prevention initiatives. Manage and review Civil Society Stakeholders, develop and implement plans to evaluate Civil Society Partnerships crime prevention initiatives. Develop concept notes for civil society partnerships engagement with stakeholders. Write reports, presentations and engagements with civil society partners. Facilitate the development of civil society partners and signing of related working agreements or MOUs. Provide inputs on conducting needs analysis by means of appropriate tools. Manage the provision of the identification of relevant initiatives to support crime prevention. Manage the Civil Society Partnerships stakeholders' engagement and identify Civil Society Partnerships initiatives for the Sub-Directorate. Management of resources (Human resources and financial resources).

ENQUIRIES : Ms M Ngobeni/Ms NM Sefiti, Tel: 012 4931 388/ 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 45/05 : **ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/15/2024**

SALARY : R444 036.per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Social Science, Development Studies, Policing Studies or relevant equivalent qualification. 3 years working experience in stakeholder relations or partnerships. Understanding of stakeholder management, Public Participation Framework, government policies and advanced report writing skills. Policy presentation, policy implementation and evaluation process and protocol skills. Computer literacy, communication (verbal & written) skills, planning and organising skills. Event

DUTIES

management, networking and building bonds. Team leadership, problem solving and decision making skills. Drivers licence.

Facilitate the identification of relevant initiatives to support crime prevention. Research projects focused on crime prevention with public private partnerships, development and submission of the unit demand management plan. Provide inputs on conducting needs analysis by means of appropriate tools, keep abreast of latest public private partnerships trends and developments on crime prevention. Maintain stakeholder relations through conducting regular consultation on crime prevention initiatives through public private partnerships. Development of monitoring and evaluation guides for public private partnerships conducted, provide support in the monitoring and evaluation of crime prevention initiatives, participate in the preparation for implementation of crime prevention initiatives with public private partners, manage the Public Private Partnerships stakeholder engagement and database. Participate in the coordination and development of internal and external crime prevention programs. Conduct researched input on the development of sub-directorate annual plan, promote application of innovative PPP structures and approaches. Quarterly reports information Collating and Submission of POE. Maintain knowledge of emerging best practices on enhancing public private partnerships with stakeholders including best practices in crime prevention implementation. Make presentations and write reports on public private partnerships program with agreed timelines. Promote Public Private Partnerships cooperation on community safety and crime prevention, conduct impact assessment of social crime prevention and community behavior change programs initiated. Conduct impact of public private partnership initiatives to improve community police relations.

**ENQUIRIES
APPLICATIONS**

Ms L Mogudi/Ms NM Sefiti, Tel: 012 4931 387/ 012 4931 388
Can also be emailed to Recruitment32@csp.gov.za

POST 45/06

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CSP/16/2024

**SALARY
CENTRE
REQUIREMENTS**

R444 036.per annum
Pretoria
National Diploma in Auditing/ Internal Audit and Accounting or equivalent qualification. 3-5 years working experience in Internal audit. Understanding of Treasury and PFMA Regulations. Knowledge of internal Audit processes and Accounting Standards. Knowledge of IIA, ISACA, GAA standards and Government legislations. Computer literacy, knowledge of Teammate working papers, problem solving and analysis, planning, interpersonal, verbal and written communication skills. Report writing skills, presentation and project management skills. Ability to work under pressure. Review of Annual Financial Statements and Interim Financial Statements.

DUTIES

Participate in the development/ review of internal Audit methodology. Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan. Participate in the coordination with other internal and external service (AGSA). Perform compliance, performance and financial audits to validate the effectiveness and adequacy of internal controls to address governance, risk management and compliance structures. Attend planning sessions (Strategic planning, Strategic Risk Management etc.) to participate in identification of the key risk areas for the department. Maintain efficient and effective department's internal controls of internal audits. Develop proposals to determine the scope of allocated internal audits. Execute the allocated audit engagement, collect, analyse and interpret data for Audit purposes. Develop findings and recommendations for the enhancement of controls/processes. Keep up to date with new developments in the internal audit environment. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Coordination of information/ packs for Audit and Risk Committee (ARC). Maintain a file for Audit and Risk Committee member's records. Assist with minutes taking for Audit and Risk Committee and Management Steering Committee meetings.

**ENQUIRIES
APPLICATIONS**

Mr M Maiko, Tel: 012 4931 390/400
Can also be emailed to Recruitment52@csp.gov.za

POST 45/07

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: CSP/17/2024

**SALARY
CENTRE
REQUIREMENTS**

R444 036.per annum
Pretoria
National Diploma in Financial Management/Logistics/Purchasing management /Supply Chain Management/Public administration. 3-5 years' experience in

Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Contract management and leasing processes. Knowledge of SCM policies and procedures, BAS and LOGIS system. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), applied strategic thinking. Project Management, facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making.

DUTIES : Manage all departmental contracts and leases. Coordinate the drafting and signing of the Service Level Agreement, ensure participation on SITA and National Treasury Transversal Contracts. Identify, evaluate and manage the risks associated with contracts and compliance. Keep a record of all contracts (Maintenance of contract register). Management of contract register, facilitation of extension/expansion and variation of orders and price adjustments. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor performance of the service providers, ensure that best practice SCM and SIPDM standards are realized. Review and intervention on a poor or unsatisfactory performance by service providers. Monitor contract payments to service providers. Coordinate reports from directorates on contract issues. Compiling of contract management reports.

ENQUIRIES : Ms NM Sefiti, Tel 012 4931 388/400
APPLICATIONS : Can also be emailed to Recruitment42@csp.gov.za

POST 45/08 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: CSP/18/2024**

SALARY : R444 036.per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Human Resource Management and/or Development or equivalent qualification. 3-5 years' working experience in Human Resource Management field. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, knowledge of Persal, Public service regulatory framework and government planning. Understanding of government systems and structures, Labour Relations Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Good governance and Batho Pele Principles. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.

DUTIES : Implement and co-ordinate recruitment and selection processes, monitor vacancies within the department, quality assure adverts and list of applicants, approve transfer and appointment of employees on Persal. Maintenance of conditions of service (Leave, housing allowance, medical aid, termination. Long service, overtime, relocation, pension allowance and acting allowance). Verify and approve conditions of service transactions on Persal. Co-ordinate the services of Client Liaison Officers in the department (GEMS and Pension). Develop and implement effective and efficient leave management, compile leave reconciliation reports and manage employee records. Maintain and update staff establishment. Implement changes on Persal, verify that information on Persal correlates with the approved structure and draw up staff establishment reports. Update and consolidate employment Equity Statistics and equity plan, monitor the implementation of the departmental equity plan, provide advice on the employment equity and compile employment equity plan reports. Facilitate and co-ordinate the development and maintenance of the Human Resource Plan. Compile and maintain HR reports and data related to Human Resource information. Provide inputs and statistics on the Human Resource Annual report and Human Resource Plan. Management of resources, human and financial resources.

ENQUIRIES : Ms M Ngobeni/Mr BK Shiphamele, Tel: 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 45/09 : **HUMAN RESOURCE PRACTITIONER REF NO: CSP/19/2024**

SALARY : R308 154.per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Degree in Human Resources Management and/or Development or equivalent qualification. 2 – 3 years' relevant experience in human resource environment. Knowledge of PERSAL, an introduction to PERSAL training would be an added advantage. Knowledge of Public Service

Legislative Framework and Human Resources prescripts. Good interpersonal and presentation skills, report writing, planning and organizing. Problem solving and decision making. Verbal and written communication skills. Drivers licence.

DUTIES : Administer the implementation of Recruitment and Selection. Prepare adverts and compile submissions for approval to advertise posts on newspaper and DPSA. Arrange interviews and provide secretariat services during interviews. Provide support on the processing of submissions for approval of shortlisting and approvals of appointments of recommended candidates. Prepare documents for verification of qualifications. Administer the implementation of Appointments, Transfers and Termination of Services. Auditing of personnel and leave files, pension administrations and implement amendments on establishment. Administer Leave Management. Implement leaves on Persal. Compile leave reports. Administer the implementation of conditions of service. Administer the capturing of the authorization number of the overtime on Persal. Administer housing allowance, acting allowance and handle enquires related to conditions of service.

ENQUIRIES : Mr M Maiko/ Ms N Sefiti, Tel: 012 4931 390/400

APPLICATIONS : Can also be emailed to Recruitment52@csp.gov.za

NOTE : Preference will be given to youth and people with disability in accordance with our department employment equity.

POST 45/10 : **REGISTRY CLERK SUPERVISOR REF NO: CSP/20/2024**

SALARY : R308 154 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Records Management or equivalent qualification. Three (3) years' experience in records management. Knowledge of Employment Legislation. Knowledge of Human Resource Policies, storage and retrieval procedures. Knowledge of Public Service Regulations and Act, Public Finance Management Act. Basic Conditions of Employment Act. Planning and organizing, project management, report writing and presentation skills. Verbal and written communication skills. Ability to conceptualise ideas, problem analysis and decision-making. Drivers licence.

DUTIES : Supervise and provide registry counter services, receive and register hand delivered mail or files. Supervise and handling of incoming and outgoing correspondence. Supervise the reception and receive all mail, supervise and sort, register and dispatch mail, distribute notices on registry issues. Opening and close files according to the record classification system. Electronical and manual filing and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Lock post in postbag for messengers to deliver to Post Office, record all valuable articles as prescribed in remittance register. Send wrong remittance back to sender via registered post and record daily amount of letters franked. Electronic scanning of files, sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Allocate and ensure quality of work and assess staff performance.

ENQUIRIES : Ms M Ngobeni/ Ms N Sefiti, Tel: 012 4931 388/389

APPLICATIONS : Can also be emailed to Recruitment32@csp.gov.za

POST 45/11 : **SECRETARY TO THE CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CSP/21/2024 (2 POSTS)**

SALARY : R216 417 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or relevant qualification. Language skills and ability to communicate well with people at different levels and from different backgrounds. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), Problem analysis and decision making. Interpersonal relations, good telephone etiquette, organisational skills and high level of reliability. Ability to work under pressure, planning and organising. Ability.

DUTIES : Provides a Secretarial or receptionist support service to the Manager. Receives telephone calls and refers the calls to the correct role players if not meant the relevant manager. Records appointments and events in the diary of the manager, type documents for the manager and other staff within the Unit on a word processor. Provide a clerical support service to the manager. Liaise with travel agencies to make travel arrangements. Arranges meetings and events

for the Manager and the staff in the Unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Process travel and subsistence claims for the Unit. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports, filling of documents for the manager and the Unit where required. Administers leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms M Mogudi, Tel: 012 4931 387/400
APPLICATIONS : Can also be emailed to Recruitment6@csp.gov.za

POST 45/12 : **SUPPLY CHAIN CLERK: ASSETS REF NO: CSP/22/2024**

SALARY : R216 417.per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of supply chain duties, practices, as well as the ability to capture data. Operating computer and collecting statistics. Basic knowledge of working procedure in terms of the working environment, understanding of legislative framework governing the Public Service. Accuracy, planning and organizing, interpersonal skills, communication skills (verbal and written). Time management, ability to work under pressure and computer literacy.

DUTIES : Render assets management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individual. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain supplier database, register suppliers on Logis or similar systems, request and receive quotations. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretarial or logistical support during bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods, receive and verify goods from suppliers. Capture goods in register database, receive request for goods from end user, issue goods to end user, update and maintain register of suppliers.

ENQUIRIES : Ms L Mogudi, Tel: (012) 4931 387/400
APPLICATIONS : Can also be emailed to 20_Recruitment7@csp.gov.za

POST 45/13 : **ACCOUNTING CLERK REF NO: CSP/23/2024**

SALARY : R216 417.per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.

DUTIES : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

ENQUIRIES : Ms L Mogudi, Tel: 012 4931 387/400
APPLICATIONS : Can also be emailed to Recruitment8@csp.gov.za

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

- APPLICATIONS** : Please forward your application via email to: recruit@dcdt.gov.za. Please indicate clearly the relevant reference number and the Internship area as indicated for which you are applying. If you qualify for and are applying in more than one area, please submit separate applications for each area.
- CLOSING DATE** : 23 December 2024
- NOTE** : The Department of Communications and Digital Technologies (DCDT) is offering eight (8) Internship positions to graduates between the ages of 18 and 35 for a period of twenty-four (24) months. All positions are based in Pretoria. Please note this is not a student Internship and no students who require practical work experience will be considered. Applicants must be unemployed graduates who are in possession of the relevant tertiary qualifications as indicated above and are South African citizens. Applicants should have no previous work experience related to their qualifications, including no previous Internships. Note: Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview. Applications received after the closing date will not be considered. Should you be in possession of a foreign qualification, and you are shortlisted for a position, you will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) indicating the NQF level of the qualification. Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to enter into an internship agreement. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application is unsuccessful, the Department will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) with the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

**INTERNSHIP PROGRAMME
(24 MONTHS – 1 APRIL 2025 TO 31 MARCH 2027)**

OTHER POSTS

- POST 45/14** : **ECONOMIC ANALYSIS AND SCENARIO CONSTRUCTION INTERN REF NO: DCDT 2024/01 (1 INTERN)**
Branch: ICT Policy Development and Research
- STIPEND** : R8776.50 per month
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : National Diploma/B-degree in Economics, Econometrics, Public Policy and/or Statistics
- APPLICATION ENQUIRIES** : Email: recruit@dcdt.gov.za
Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)
- POST 45/15** : **BROADCASTING POLICY INTERN REF NO: DCDT 2024/02 (1 INTERN)**
Branch: ICT Policy Development and Research

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in Communications, Public Policy and/or Political Science
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/16 : **BROADBAND INTERN REF NO: DCDT 2024/03 (1 INTERN)**
 Branch: ICT Infrastructure Development and Support

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in Finance and/or Accounting
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/17 : **INFORMATION SOCIETY AND DEVELOPMENT INTERN REF NO: DCDT 2024/04 (1 INTERN)**
 Branch: ICT Information Society and Capacity Development

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in Digital Transformation and Technologies
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/18 : **BBI AND SITA INTERN REF NO: DCDT 2024/05 (1 INTERN)**
 Branch: ICT Enterprise and Public Entity Oversight

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in Finance and/or Information Communication Technology
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/19 : **SOE COMMUNICATIONS AND BROADCASTING AND COMMUNITY MEDIA INTERN REF NO: DCDT 2024/06 (1 INTERN)**
 Branch: ICT Enterprise and Public Entity Oversight

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in Financial Accounting and/or Public Finance
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/20 : **ICT INTERNATIONAL AFFAIRS – MULTILATERAL INTERN REF NO: DCDT 2024/07 (1 INTERN)**
 Branch: ICT International Relations and Affairs

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Diploma/B-degree in International Relations, Economics and/or Social Sciences
APPLICATION : Email: recruit@dcdt.gov.za
ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

POST 45/21 : **FINANCIAL MANAGEMENT INTERN REF NO: DCDT 2024/08 (1 INTERN)**
 Branch: Administration

STIPEND : R8776.50 per month
CENTRE : Pretoria, Hatfield

REQUIREMENTS : National Diploma/B-degree in Business, Commerce, Accounting and/or Finance

APPLICATION : Email: recruit@dcdt.gov.za

ENQUIRIES : Mr Thabo Rangwato Tel No: 071 061 2462 / Ms Tania Beukes 082 477 9895 (office hours)

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, hand deliver to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria. or emailed to recruitment10@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 23 December 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed, signed and dated Z83 form and a detailed curriculum vitae. Communication regarding certified copies of qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, the qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POST

- POST 45/22** : **REGIONAL COMMUNICATION COORDINATOR: NAMAKWA DISTRICT MUNICIPALITY REF: 3/1/5/1-24/10**
Directorate: Northern Cape Provincial Office
- SALARY** : R444 036 per annum (level 9)
- CENTRE** : Namakwa District
- REQUIREMENTS** : 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 or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media

liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Northern Cape Province with specific insights to Namakwa district and its local municipalities. Proficiency in local languages will be an added advantage. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

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

ENQUIRIES

: Mr Charles Moeti Tel: (053) 832 1378

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria or Email to e-mail addresses under each post
- FOR ATTENTION** : Ms. DD Kgosana / Ms. NW Mathibela, Human Resources Tel No: 012 748 6277 /012 748 6297
- CLOSING DATE** : 24 December 2024 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 45/23** : **CHIEF ARTISAN: EQUIPMENT MAINTENANCE (GPW 24/16)**
- SALARY** : R455 223 per annum (OSD Model)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in a Mechanical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years' proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.
- DUTIES** : Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health,

		environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<u>ENQUIRIES</u>	:	Mr T Tsebe, Tel. (012) 748 6288
<u>APPLICATIONS</u>	:	Email address is Artisan2416@gpw.gov.za
<u>POST 45/24</u>	:	<u>CHIEF ARTISAN: SERVICES MAINTENANCE (GPW 24/17)</u>
<u>SALARY</u>	:	R455 223.per annum (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in an Electrical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.
<u>DUTIES</u>	:	Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<u>ENQUIRIES</u>	:	Mr T Tsebe, Tel. (012) 748 6288
<u>APPLICATIONS</u>	:	Email address is Artisan2417@gpw.gov.za
<u>POST 45/25</u>	:	<u>ARTISAN FOREMAN: MECHANICAL SERVICES MAINTENANCE (GPW 24/18)</u>
<u>SALARY</u>	:	R362 130.per annum (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in a Mechanical-related field. At least 5 years' post apprenticeship appropriate experience. A valid driver's license. Grade 12 and working in a manufacturing environment will be an advantage Willingness to work shifts. Extended working hours may be required.
<u>DUTIES</u>	:	Ensure efficient supervision and organisation of mechanical services maintenance activities. Supervise a team of Engineering officials. Plan and organise work to achieve and meet service standards. Undertake job assessments and determine material requirements. Inspect services and provide reports to meet required formats and standards. Develop inspection schedules in line with service standards and manufacturer recommendations. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Prepare maintenance and repair reports. Engage different stakeholders to achieve Divisional objectives. Oversee the accurate analysis of services equipment specifications and capacity data. Supervise and control the status of work and backlog for work order submission to work order completion. Ensure the following-up and communication of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHS&A safety requirements.
<u>ENQUIRIES</u>	:	Mr T Tsebe, Tel. (012) 748 6288
<u>APPLICATIONS</u>	:	Email address is Artisan2418@gpw.gov.za

<u>POST 45/26</u>	:	<u>ARTISAN FOREMAN: CTP (GPW 24/19)</u>
<u>SALARY</u>	:	R362 130.per annum (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Electronic Origination. Grade 12 and experience in working in a manufacturing environment will be an advantage. At least 5 years' post apprenticeship (is this correct 5years) appropriate experience. Willingness to work shifts. Extending working hours may be required. Valid driver's license
<u>DUTIES</u>	:	The producing of computer to plate (CTP) matters. Oversee the day-to-day operations of the CTP section, ensuring smooth and efficient functioning. Implement and enforce quality control standards to ensure accurate and high-quality output of plates. d) Identify and resolve technical issues related to CTP systems, equipment, and software to minimize disruptions in production. e) Oversee the production of plates using CTP technology, including plate imaging, plate processing, and plate inspection. Work closely with the colour management team to ensure accurate colour reproduction on the printed materials. Oversee the reviewing of the content of documents, ensuring it is according to the requirements of the customers. Maintain accurate records and documentation of CTP production activities, performance metrics, and equipment maintenance. The verifying of the correctness and quality of the documents. Collaborate with the prepress section/department to review and prepare digital files for plate production, ensuring they meet printing requirements and standards. Ensuring computers, software and equipment in the section are up to standard for the producing of high-quality documents. Ensure that CTP equipment is properly maintained and serviced to optimize performance and minimize downtime. Comply with all OHS&A safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
<u>ENQUIRIES</u>	:	Ms H Masilo, Tel. (012) 748 6345
<u>APPLICATIONS</u>	:	Email address is Artisan2419@gpw.gov.za
<u>POST 45/27</u>	:	<u>ARTISAN (PRODUCTION): EQUIPMENT MAINTENANCE MECHANICAL (GPW/20)</u>
<u>SALARY</u>	:	R230 898. per annum (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical-related field. A valid driver's license. Grade 12 will be an added advantage. Working in a manufacturing environment. Willingness to work shifts. Extending working hours may be required.
<u>DUTIES</u>	:	Efficient mechanical maintenance and repair of production equipment. Perform routine and breakdown maintenance on various mechanical production equipment to prevent downtime. Provide regular reports to supervisor according to determined timelines and formats. Ensure adherence to specifications, regulations and procedures on work done. Assist in performing root cause analyses on production equipment breakdowns and report thereon. Dealing with the status of work and backlogs for work order submission to work order completion. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Perform administrative and related functions. Provide inputs to assist in the preparation of maintenance and repair reports. Adhere to SHERQ processes.
<u>ENQUIRIES</u>	:	Mr T Tsebe, Tel. (012) 748 6288
<u>APPLICATIONS</u>	:	Email address is Artisan2420@gpw.gov.za
<u>POST 45/28</u>	:	<u>ARTISAN (PRODUCTION): MECHANICAL SERVICES MAINTENANCE (GPW/21)</u>
<u>SALARY</u>	:	R230 898 per annum (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship. Trade Test Certificate in Mechanical related field. A valid driver's license. Grade 12 will be an added advantage. Working in a manufacturing environment. Willingness to work shifts. extending working hours may be required.
<u>DUTIES</u>	:	Efficient mechanical maintenance and repair of production services. Perform routine and breakdown maintenance on various mechanical production equipment to prevent downtime. Provide regular reports to supervisor according to determined timelines and formats. Ensure adherence to

specifications, regulations and procedures on work done. Assist to perform root cause analyses on service equipment breakdowns and report thereon. Dealing with the status of work and backlogs for work order submission to work order completion. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and regulatory bodies. Perform administrative and related functions. Provide inputs to assist in the preparing of maintenance and repair reports. Adhere to SHERQ processes.

ENQUIRIES
APPLICATIONS

: Mr T Tsebe, Tel. (012) 748 6288
: Email address is Artisan2421@gpw.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required).
- CLOSING DATE** : 23 December 2024
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practicing affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization.

OTHER POSTS

- POST 45/29** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: DHET01/12/2024**
component supporting the office of the minister and deputy ministers
- SALARY** : R849 702 per annum (level 11), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Political Science/ Public Administration or related qualification. Previous experience within the office of the Executive Authority will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level rendering parliamentary liaison support services. Key competencies: Knowledge of operational requirements within the office of the Executive Authority, working knowledge of the cabinet and parliamentary processes in South Africa, broad knowledge and understanding of the functional areas covered by Executive Authority's portfolio. Knowledge of public service policy and prescripts. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing. Management skills in Planning, Leading, Organizing and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation, Decision Making and driving License
- DUTIES** : To provide administrative support to the Executive Authority on matters related to Parliament and Cabinet. Monitoring events in parliament to identify matters that have a bearing on the portfolio of the Executive Authority and peruse documents (Hansard speeches, minutes of portfolio & standing committees, minutes of legislative structures to identify critical matters. Regular monitoring of events in cabinet to identify matters that have a bearing on the portfolio of

the Executive Authority and peruse documents e.g. cabinet and cluster committee minutes. Liaise with structures by attending cluster and cabinet committee meetings. Render and efficient and effective parliamentary services through facilitating appropriate parliamentary questions and ensure departmental representation in parliamentary events. Facilitate cabinet memoranda, submission and briefing notes as required. Provide advice and support in terms of policy and procedure to the department on key parliamentary events. Facilitate the gazetting and tabling of draft bills related to the portfolio of the Executive Authority. Co-ordinating and controlling movements between the Pretoria and Cape Town offices for Parliamentary sessions and ensure packing and unpacking of official documents and equipment. Ensure that relevant Public Service and departmental prescripts/policies and other documents are correctly applied in the provision of support to the Executive Authority.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/30 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DHET02/12/2024**

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

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration or related qualification. Previous experience within the office of the Executive Authority will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level rendering admin support services. Key competencies: Knowledge of operational requirements within the office of the Executive Authority, working knowledge of administration within a political office in South Africa, broad knowledge and understanding of the functional areas covered by Executive Authority's portfolio. Knowledge of public service policy and prescripts. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing. Management skills- Planning, Leading, Organizing and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage and provide administrative and coordination activities within the office of the Executive Authority. Develop and maintain systems, registers and databases to monitor and manage the flow of documents to and from the office of the Executive Authority. Compile correspondences, submissions, edit and provide comments cabinet memoranda for the Executive Authority's attention. Provide logistical support and manage procurement, maintenance of equipment and administer the budget of the office of the Executive Authority. Facilitate classification of documents in terms of the MISS prescripts and ensure compliance in the handling of such documents. Liaise with internal and external stakeholders, brief the Chief of Staff on matters related to the portfolio of the Executive Authority Liaise with Senior Managers within the department and co-ordinate activities of the Executive Authority's office. Facilitate general administration, quality control and enhance efficiency and effectiveness within the office.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/31 : **ADMINISTRATION CLERK REF NO: DHET03/12/2024 (X2 POSTS)**

SALARY : R216 417 per annum (level 05)

CENTRE : Cape Town

REQUIREMENTS : An appropriate national senior Certificate (Vocational) or (NCV) Level 4 certificate. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. A minimum of one year experience in rendering administration support services. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) verbal communication. Organizing; telephone etiquette and document management skills.

DUTIES : Responsible for overall general administration. Render general clerical support services (handle routine enquires, make copies, package and distribute documents, type correspondences update registers and statistics). Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurements forms, safeguard office stationery

and maintain an asset register. Provide personnel administration clerical support through maintenance of leave register and personnel records and facilitate travelling arrangements. Capture and update expenditure, verify the correctness of travel claims and facilitate requisition of petty cash.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/32 : **REGISTRY CLERK REF NO: DHET04/12/2024 (X3 POSTS)**

SALARY : R216 417 per annum (level 05)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate national senior Certificate (Vocational) or (NCV) Level 4 certificate. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. A minimum of one year experience in rendering registry/ administration support services. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) Skills: Communication skills, Computer skills, Managing the registry. Organizing skills.

DUTIES : Manage the registry services (develop, maintain proper filing system, facilitate disposal of documents, opening, closing of files, tracing and retrieval of documents). Receive, record, screen all incoming and outgoing submissions. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Ensure the smooth, efficient, and effective flow of documents. Facilitate electronic scanning of files, sort, bind and package documents. Facilitate archiving and disposal of documents. Prepare and record documents for submission to the Messenger and undertake spot checks to ensure accurate delivery of documents by the Messenger. Facilitate compliance in the classification of documents in terms of MISS and promote compliance with the National Archives Act and the MIS prescripts.

ENQUIRIES : Ms. N Liwane Tel No: (012) 012 312 6365.

POST 45/33 : **DRIVER/MESSAGER: REF NO: DHET05/12/2024 (X3 POSTS)**

SALARY : R183 279 per annum (level 04)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. 7 – 12 months experience rendering driving and messenger services. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Driving motor vehicle to deliver documents and transporting passengers. Collect and deliver confidential documents in accordance with the delivery slip. Perform external collection and delivery of confidential documents and related items. Collect and deliver mail and related items to and from the Post Office. Deliver and collect employees to and from identified destinations. Ensure that the allocated fleet is maintained, daily vehicle inspection undertaken to ensure that cars are roadworthy before taking and drop off. Report incident and accidents timeously and submit vehicle report of any defects to the supervisor.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/34 : **FOOD AID SERVICES REF NO: DHET06/12/2024 (X 3 POSTS)**

SALARY : R131 265 per annum (level 02)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A minimum of ABET level 2 certificate. Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Previous experience within the office of the Minister and Deputy Minister will be an added advantage. Three months working experience rendering food aid services. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write and interpersonal skills.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drink) Set up crockery and cutlery in the dining area and serve food. Removal of garbage disposal.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

DEPARTMENT OF HOME AFFAIRS

- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows:-
- Eastern Cape:** Postal Address: Private Bag 7413, King Williams Town, 5600
Physical address: 11 Hargreaves Avenue, King William's Town, 5600
- Free State:** Postal Address: Postal address: P.O Box 12262 Brandhof 9324
Physical Address: 40 Victoria Street Willows Bloemfontein 9301
- Gauteng:** Postal Address: Private Bag X108, Braamfontein, 2017, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
- KwaZulu-Natal:** Postal Address: Private Bag X 09, Pietermaritzburg 3209
Physical address: 181 Church Street, Pietermaritzburg 3209
- Limpopo:** Postal Address: Private Bag X 9517, Polokwane, 0700 Physical Address: 89 Biccard Street, Polokwane, 0699
- Mpumalanga:** Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200
- Northern Cape:** Postal Address: Private Bag X 6073, Kimberley 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
- North West:** Postal Address: Private Bag X 119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
- Western Cape:** Postal Address: Private Bag X 9103, Cape Town, 8000
Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000
- Head Office:** Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- CLOSING DATE** : 06 January 2025
- NOTE** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as a copy of the applicant's valid driver's licence and PDP (if specified as a job requirement). Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department's Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

OTHER POSTS

- POST 45/35** : **LOCAL OFFICE MANAGER, REF NO: HRMC 46/24/1**
- SALARY** : R1 003 890 - R1 182 534 per annum (Level 12). (An all-inclusive salary package)
- CENTRE** : Limpopo: Large Office: Thohoyandou
- REQUIREMENTS** : A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level is required. Sound experience in an operations management environment within Civic or Immigration Services. Knowledge of workflow planning and capacity planning. Knowledge and understanding of all

relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the district at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Limpopo: Mr J Kgole, Tel No: (015) 287 2802

POST 45/36 : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS AND JOINT OPERATIONS, REF NO: HRMC 46/24/2**

SALARY : R1 003 890 - R1 182 534 per annum (Level 12), (An all-inclusive salary package)

CENTRE REQUIREMENTS : Head Office: Immigration Services - Directorate: Central Law Enforcement
 : A qualification in Law, Policing, Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level is required in operations management or a law enforcement environment. Experience in Law, analysis and interpretation of information. Knowledge of the Immigration Act, Refugees Act and relevant Regulations. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in investigations or joint operations, project management and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours Required skills and competencies Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Investigate syndicates involved in Human Trafficking and smuggling. Ensure investigations are compliant with policies, legislation and that the evidence is admissible. Foster operational cooperation in the National Joint Operations. Build and maintain relationships with various internal and external stakeholders. Establish, maintain and ensure good working relations

between the Department and relevant stakeholders. Participate in the development and implementation of policies. Implement effective risk and compliance strategies in line with relevant Law Enforcement practices. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Head Office: Ms A Ngcobo. Tel No: (012) 4064356 / 081 041 1558

POST 45/37 : **DEPUTY DIRECTOR: APPEALS, REF NO: HRMC 46/24/3**

SALARY : R1 003 890 - R1 182 534 per annum (Level 12), (An all-inclusive salary package)

CENTRE : Head Office: Immigration Services - Directorate: Appeals

REQUIREMENTS : A qualification in Law, Policing, Public Management, Public Administration, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level is required in Law, analysis and interpretation of information. Knowledge of the Immigration Act, Refugees Act and relevant Regulations. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours

Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Stress management / ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the effective and efficient delivery of Temporary Residence Appeals processes. Implement best-practice quality assurance and data quality strategies within the Unit. Provide advice and guidance on Appeals matters. Participate in stakeholder engagements and collaboration with key account stakeholders and represent the Department at relevant forums. Ensure the effective implementation of strategic objectives and innovations (legislative reviews, digital transformation, case management solutions, product / process improvements and data management and analysis), in order to enhance service delivery in the Unit. Contribute to the delivery of the Appeals operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures. Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Head Office: Ms A Ngcobo. Tel No: (012) 4064356 / 081 041 1558

POST 45/38 : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES - INSPECTORATE (4 POSITIONS)**

SALARY : R552 081 - R650 322 per annum (Level 10)

CENTRE : Free State: Large Office: Bloemfontein: Ref No: HRMC 46/24/4a (1 Post)
Gauteng: Large Office: Johannesburg: Ref No: HRMC 46/24/4b (1 Post)
Head Office: Immigration Services - Directorate: Deportations Ref No: HRMC 46/24/4c (1 Post)
KwaZulu-Natal: Large Office: Umgungundlovu: Ref No: HRMC 46/24/4d (1 Post)

REQUIREMENTS : A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Paralegal or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' supervisory experience in a Law Enforcement, Legal or Security environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Criminal Prosecution Act and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license (Code C1). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Working extended hours Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Accountability. Record and time management. Attention to detail. Team work. Diplomacy. Planning and organizing. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of Inspectorate services, and applicable legislation. Manage Inspectorate operations management. Provide advice and recommendations on immigration transgressions. Liaise with Central Law Enforcement regarding priority and high-profile cases. Participate in the development and implementation of policies, procedures, directives, acts and regulations. Monitor and ensure the effective implementation of standard operating procedures. Ensure effective risk and compliance management. Implement governance processes, frameworks and procedures. Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Free State: Ms V Molefe, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043
Head Office: Ms B Kabinde, Tel No: (012) 406 4239
KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003

POST 45/39 : **SENIOR NETWORK CONTROLLER, REF NO: HRMC 46/24/5 (2 POSITIONS)**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 9). (An all-inclusive salary package)
: Head Office, Directorate: Networks
: A qualification in Information Technology, Computer Science, Information Systems, Computer Engineering at NQF level 6 as recognized by SAQA. 3 Years' experience as Network Controller / Network Administrator. Experience in LAN and WAN Installation, Monitoring and Troubleshooting. Knowledge of computer networking industry certificates (eg CCNA, CCNP, CCIE), will be an added advantage. Knowledge of routing and switching protocols. Knowledge of Network administration. Knowledge of the State Information Technology Agency Act 88 of 1998. Understanding of the Human Resource Regulatory Framework and Departmental Legislation and prescripts. Willingness to travel and work extended hours. Perform on-call duties. Required skills and competencies: Supervisory skills. Problem solving and conflict management. Planning and organising. Ability to translate IT language into English. Project administration. Good written and verbal communication skills. Stakeholder Relations and Customer focus. Report writing. Strong analytical skills. Teamwork. Ability to monitor LAN and WAN. Network configuration. Network administration. Time management. Project administration. Patriotism, Honesty and Integrity. Diplomacy

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate configuration and installation of all networks (LAN and WAN) in the Department. Connect systems and servers related to district networks for the availability of services to authorized users (eg mail systems, accounts, print queues, IP assignment, computers, etc). Establish and build relationships with stakeholders for networks operations. Ensure successful business transformation to a digital-first organisation. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Head Office: Ms T Rakgoale, Tel No: (012) 406 2808

<u>POST 45/40</u>	:	<u>DISTRICT INFORMATION TECHNOLOGY OFFICER, HRMC 46/24/6</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 9). (A basic salary)
<u>CENTRE</u>	:	Limpopo: Waterberg District Office
<u>REQUIREMENTS</u>	:	A qualification in Information Technology, Computer Science, Information Systems, Computer Engineering at NQF level 6 as recognized by SAQA. 3 years' technical experience in Information Technology. Experience in desktop, network, server and application support. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000. Knowledge of the State Information Technology Agency Act No 88 of 1998. Knowledge of public service and Departmental legislation and prescripts. Willingness to travel and work extended hours. Perform on-call duties Required skills and competencies: Supervisory skills. Problem solving and conflict management. Planning and organising. Ability to translate IT language into English. Project administration. Good written and verbal communication skills. Stakeholder Relations and Customer focus. Report writing. Strong analytical skills. Team Work. Ability to monitor LAN and WAN. Network configuration. Network administration. Time management. Project administration. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data-lines, routers, switches, firewalls and IDS/IPS. Ensure the installation and support of servers in the District. Provide support on desktops, printers, laptops on peripherals e.g. camera, 3M fingerprint scanner, signature pad, MDF-scan flow printers, etc. Provide support on DHA systems, ensure systems availability and user account management. Provide support to transversal systems like BAS, PERSAL, LOGIS, etc. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets and provide technical support for redundant and obsolete items. Facilitate and implement application/system support in the District. Enrol officials on BACM and provide access in a secure environment. Ensure that all desktops and laptops have anti-virus software, conduct regular updates and data recovery. Identify and resolve problems causing disruptions in the operations of the business and in the network. Resolve the roots causes of incidents and deploy effective workarounds. Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes. Increase knowledge capital (data used to identify trends and proactively identify any problem areas). Timeously identify, diagnose and resolve problems. Provide error control and record error solutions. Analyse the urgency and resources required to effect temporary and permanent solutions to problems. Ensure effective and efficient management of resources. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES</u>	:	Ms P Mosia, Tel No: (012) 406 4536
<u>POST 45/41</u>	:	<u>CONTROL IMMIGRATION OFFICER: INSPECTORATE, (10 POSITIONS)</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 8). (A basic salary package)
<u>CENTRE</u>	:	Eastern Cape: Large Office: East London Ref No: HRMC 46/24/7a (1 Post) Free State: Medium Office: Kroonstad Ref No: HRMC 46/24/7b (1 Post) Gauteng: Large Office: Soweto Ref No: HRMC 46/24/7c (1 Post) Head Office: Lindela Holding Facility Ref No: HRMC 46/24/7d (1 Post) KwaZulu-Natal: Large Office: Ethekewini Ref No: HRMC 46/24/7e (1 Post) Limpopo: Large Office: Polokwane Ref No: HRMC 46/24/7f (1 Post) Mpumalanga: Large Office: Emalahleni Ref No: HRMC 46/24/7g (1 Post) Northern Cape: Large Office: Upington Ref No: HRMC 46/24/7h (1 Post) North West: Medium Office: Brits Ref No: HRMC 46/24/7i (1 Post) Western Cape: Large Office: Cape Town REF NO: HRMC 46/24/7j (1 Post)
<u>REQUIREMENTS</u>	:	A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code EC). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management.

Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama, Tel No: (043) 604 6417
Free State: Ms V Molefe, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 3254
Head Office: Ms S Maswanganyi, Tel No: (012) 406 4236
KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar, Tel (021) 488 1409

POST 45/42

: **REFUGEE STATUS DETERMINATION OFFICER (5 POSITIONS)**

SALARY

: R376 413 - R443 403 per annum (Level 8) (A basic salary package)
Eastern Cape: Refugee Reception Centre – Gqeberha Ref No: HRMC 46/24/8a (1 Post)
Gauteng: Refugee Reception Centre –Tshwane Ref No: HRMC 46/24/8b (2 Posts)
KwaZulu-Natal: Refugee Reception Centre – Durban Ref No: HRMC 46/24/8c (1 Post)
Western Cape: Refugee Reception Centre – Cape Town Ref No: HRMC 46/24/8d (1 Post)

REQUIREMENTS

: A qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations Management, Administrative Management, Business Administration, Business Management, and Economics at NQF level 6 as recognized by SAQA. 2 Years' experience in law, analysis or interpretation of information. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks, including the Refugee Act and Immigration Act. Willingness to work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotism, Honesty and integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Adjudicate asylum seeker applications and confirm or reject

refugee status, in accordance with the amended Refugee Act, 1998 (Act No: 130 of 1998) and its Regulations. Administrate and assist applicants in completing the DHA-1590 Section B. Conduct interviews with applicants by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant. Refer applicant to United Nations High Commission for Refugees (UNHCR) or the Department of Social Development on placement of applicant. Issue and extend of first permit and first extension of Section 22 permit. Conduct an assessment prior to issuance of Section 22 Visa to be able to endorse. Administrate and adjudicate asylum applications. Ensure that all necessary documentation or evidence is submitted, and verify the validity and authenticity of all original documents. Make a decision to approve or reject the application. De-link dependants from the principal applicant when they reach age of maturity. Ensure effective and efficient management of resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Head Office: Ms A Ngcobo, Tel No: (012) 406 4356

POST 45/43

: **CIVIC SERVICES CLERK, (21 POSITIONS)**

SALARY CENTRE

: R255 450 - R300 912 per annum (Level 6). (A basic salary)
 : Eastern Cape: Large Office: Gqeberha Ref No: HRMC 46/24/9a (1 Post)
 Eastern Cape: PSP: Middelburg Ref No: HRMC 46/24/9b (1 Post)
 Eastern Cape: PSP: Cala Ref No: HRMC 46/24/9c (1 Post)
 Free State: Large Office: Bloemfontein Ref No: HRMC 46/24/9d (1 Post)
 Free State: PSP : Bothaville Ref No: HRMC 46/24/9e (1 Post)
 Free State: Medium Office: Sasolburg Ref No: HRMC 46/24/9f (1 Post)
 Gauteng: Medium Office: Roodepoort Ref No: HRMC 46/24/9g (1 Post)
 Gauteng: Medium Office: Alberton Ref No: HRMC 46/24/9h (1 Post)
 Gauteng: Medium Office: Randburg Ref No: HRMC 46/24/9i (1 Post)
 Gauteng: Medium Office: Carletonville Ref No: HRMC 46/24/9j (1 Post)
 KwaZulu-Natal: Medium Office: Eshowe Ref No: HRMC 46/24/9k (2 Posts)
 KwaZulu-Natal: Medium Office: Ngotshane (Pongola) Ref No: HRMC 46/24/9l (1 Post)
 KwaZulu-Natal: PSP: Greytown Ref No: HRMC 46/24/9m (1 Post)
 Limpopo: Large Office: Polokwane Ref No: HRMC 46/24/9n (3 Posts)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 46/24/9o (1 Post)
 North West: Large Office: Klerksdorp Ref No: HRMC 46/24/9p (1 Post)
 Western Cape: Medium Office: Somerset West Ref No: HRMC 46/24/9q (1 Post)
 Western Cape: Medium Office: Belville REF NO: HRMC 46/24/9r (1 Post)

REQUIREMENTS

: A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 recognised by SAQA. Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage. Knowledge of all relevant public service and Departmental Legislative Frameworks. Knowledge of Civic Services Regulatory Frameworks. Knowledge of fraud prevention. Knowledge of the Batho Pele Principles. Willingness to work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Telephone etiquette. Good written and verbal communication skills. Conscientious. Professionalism. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Process Civic Service applications and issue documents in line with standard operating procedures. Administrate the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Provide administrative support in the office. Attend to enquiries and perform online verifications. Contribute to the transformation of the Local Office into a digital-first organisation. Implement governance processes frameworks and procedures. Contribute to the effective and efficient management of resources within the Office. Provide prompt and professional customer service.

ENQUIRIES

: Eastern Cape: Mr L Jama, Tel No: (043) 604 6417
 Free State: Ms V Molefe, Tel No: (051) 410 3912
 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043
 KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
 Northern Cape: Ms S Botha, Tel No: (053) 807 6700
 North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar, Tel (021) 488 1409

<u>POST 45/44</u>	:	<u>IMMIGRATION OFFICER: INSPECTORATE (20 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	R255 450 - R300 912 per annum (Level 6) (A basic salary)
	:	Eastern Cape: Large Office: East London Ref No: HRMC 46/24/10a (2 Posts)
	:	Free State: Large Office: Bloemfontein Ref No: HRMC 46/24/10b (1 Post)
	:	Free State: Medium Office: Thaba Nchu Ref No: HRMC 46/24/10c (1 Post)
	:	Gauteng: Large Office: Soweto Ref No: HRMC 46/24/10d (2 Posts)
	:	Head Office: Lindela Holding Facility Ref No: HRMC 46/24/10e (2 Posts)
	:	KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 46/24/10f (2 Posts)
	:	Limpopo: Medium Office: Polokwane Ref No: HRMC 46/24/10g (2 Posts)
	:	Mpumalanga: Large Office: Emalahleni Ref No: HRMC 46/24/10h (1 Post)
	:	Mpumalanga: Medium Office: Belfast Ref No: HRMC 46/24/10i (1 Post)
	:	Northern Cape: Large Office: Upington Ref No: HRMC 46/24/10j (2 Posts)
	:	North West: Medium Office: Brits Ref No: HRMC 46/24/10k (2 Posts)
	:	Western Cape: Large Office: Cape Town Ref No: HRMC 46/24/10l 2 Posts)
<u>REQUIREMENTS</u>	:	A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognised by SAQA. Basic understanding of Refugee Act and Immigration Act. Knowledge of all relevant public service and Departmental Legislative Frameworks. A valid driver's license (Code EC). Valid Public Driver Permit (PDP). Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Planning and organising. Telephone etiquette. Analytical skills. Good written and verbal communication skills. Diplomacy. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Implement Immigration Services, processes and compliance in line with the Immigration Act No 13 of 2002 as amended, and other Departmental Legislation. Effective enforcement of the Immigration Act 13 of 2002 as amended and. Detect, trace, detain and prosecute illegal foreigners within the Country. Provide support on law enforcement investigations and anti-corruption cases. Conduct investigations on any transgressions of the Immigration Act, 2002 and the Refugee Act, 1998. Monitor the influx of foreigners residing in the Country with no legal documentation. Conduct deportation processes and keep records of foreigners (legal and illegal) in the Country. Safe keep, maintain and manage state property and assets. Implement policies and procedures. Ensure effective and efficient management of resources within the Unit.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr L Jama, Tel No: (043) 604 6417 Free State: Ms V Molefe, Tel No: (051) 410 3912 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043 Head Office: Ms B Kabinde, Tel No: (012) 406 4239 KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003 Limpopo: Mr J Kgole, Tel No: (015) 287 2802 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504 Northern Cape: Ms S Botha, Tel No: (053) 807 6700 North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915 Western Cape: Mr M Pienaar, Tel (021) 488 1409
<u>POST 45/45</u>	:	<u>HOSPITAL CLERK, (20 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	R216 417 - R254 928 per annum (Level 5). (A basic salary)
	:	Eastern Cape: Medium Office: Libode – St Barnabas Hospital REF NO: HRMC 46/24/11a (1 Post)
	:	Eastern Cape: Large Office: Mthatha – Mthatha General Ref No: HRMC 46/24/11b (1 Post)
	:	Eastern Cape: Large Office: King William's Town – Bisho Hospital Ref No: HRMC 46/24/11c (1 Post)
	:	Eastern Cape: Medium Office: Uitenhage – Kirkwood Hospital Ref No: HRMC 46/24/11d (1 Post)
	:	Free State: Large Office: Bloemfontein – National Hospital Ref No: HRMC 46/24/11e (1 Post)
	:	Free State: Large Office: Welkom – Bongani Hospital Ref No: HRMC 46/24/11f (1 Post)
	:	Gauteng: Medium Office: Mamelodi – Mamelodi Day Hospital Ref No: HRMC 46/24/11g (1 Post)
	:	Gauteng: Medium Office: Kempton Park – Tembisa Hospital Ref No: HRMC 46/24/11h (1 Post)

KwaZulu-Natal: Large Office: Amajuba – Newcastle Hospital Ref No: HRMC 46/24/11i (1 Post)

KwaZulu-Natal: Medium Office: Bulwer – St Apollinaris Hospital Ref No: HRMC 46/24/11j (1 Post)

KwaZulu-Natal: Medium Office: Prospecton – Prince Mshiyeni Hospital Ref No: HRMC 46/24/11k (1 Post)

KwaZulu-Natal: Large Office: Zululand – Nkonjeni Hospital Ref No: HRMC 46/24/11l (1 Post)

Limpopo: Medium Office: Maruleng – Sekororo Hospital Ref No: HRMC 46/24/11m (1 Post)

Limpopo: Medium Office: Gbblersdal: Philadelphia Hospital Ref No: HRMC 46/24/11n (1 Post)

Mpumalanga: Medium Office: KwaMhlanga Ref No: HRMC 46/24/11o (1 Post)

Mpumalanga: Large Office: Emalahleni Ref No: HRMC 46/24/11p (1 Post)

Mpumalanga: Medium Office: Secunda – Secunda Hospital Ref No: HRMC 46/24/11q (1 Post)

North West: Medium Office: Atamelang – CHC Ref No: HRMC 46/24/11r (1 Post)

Western Cape: Medium Office: Mitchell's Plain - Mitchell's Plain Hospital Ref No: HRMC 46/24/11s (1 Post)

Western Cape: Medium Office: Wynberg – Retreat Hospital Ref No: HRMC 46/24/11t (1 Post)

REQUIREMENTS

: A NQF Level 5 qualification or DHA Qualification: Home Affairs Services at NQF level 5 as recognised by SAQA. Basic understanding of all Departmental legislation and prescripts. Basic knowledge of the public service Regulatory Framework. Basic knowledge of Batho Pele Principles. A driver's license will be an added advantage. Required skills and competencies: Client orientation and customer focus. Analytical skills. Problem solving and conflict management. Planning and organising. Clerical and administration. Good written and verbal communication skills. Financial administration. Record and time management. Attention to detail. Team work. Patriotism, Honesty and Integrity. Diplomacy. Computer literacy.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Render birth registration services to clients. Receive notices of birth and relevant supporting documents. Perform online verifications. Capture applications on the National Population Register. Provide death registration services to clients. Ensure the safekeeping and safeguarding of assets and face value documents, stamps etc. Record and maintain a birth occurrence vs registered births register. Record and register foreign birth occurrences. Report all risks according to required procedures. Ensure good governance and compliance. Provide prompt and professional customer service.

ENQUIRIES

: Eastern Cape: Mr L Jama, Tel No: (043) 604 6417
Free State: Ms V Molefe, Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043
waZulu-Natal: Ms N Tshezi, Tel No: (033) 845 5003
Limpopo: Mr J Kgole, Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
Northern Cape: Ms S Botha, Tel No: (053) 807 6700
North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar, Tel (021) 488 1409

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941 Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
- FOR ATTENTION** : Ms P Mereko (Tel: 012 399 0000)
- CLOSING DATE** : 23 December 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the posts.

OTHER POSTS

<u>POST 45/46</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 – OSD REF NO: Q9/2024/47</u>
<u>SALARY</u>	:	R556 356 – R625 059 per annum (Basic notch plus benefits)
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB or degree in law, on NQF 7 level, as recognized by SAQA. Eight (8) year's appropriate post qualification legal experience in legal services and litigation. Admission as an advocate or an attorney will be regarded as an added advantage. A valid unendorsed driver's license. Knowledge requirements: expert understanding of court processes, administrative and constitutional law, law of evidence. In depth knowledge of public service act and regulation framework, labour law, law of delict, civil and general litigation, the public finance management act, criminal law and the criminal procedure act. Knowledge of the South African legal system and the legal fraternity. Knowledge of PAIA and PAJA acts. Knowledge of the ipid act and Mandate. Competencies: Time Management. Leadership. Stakeholder Management. Legal interpretation on legislation, policies and procedures within the public service. Criminal and Civil procedure and practice. Labour court and Arbitration procedure and practice. Computer literacy. Skills required: Communication skills (Verbal and written). Planning and organizing skills. Interpersonal skills. Presentation skills. Project management skills. Negotiation skills. Litigation skills. Analytical skills. Conflict resolution skills. Research skills.
<u>DUTIES</u>	:	Provide Legal Advice / Legal Opinions: Conduct research on applicable policy, legislation or regulations and legal principles to legal opinions. Formulate questions to be answered on legal opinions. Study and cite relevant case law on aspects related to legal opinions. Provide written recommendation and conclusion within permissible legal prescripts. Consult client to verify request for opinion and contents of the opinion upon finalization. Liaise with stakeholders on legal interventions. Draft and/or edit legal correspondence on legal administrative enquiries. Litigation and labour arbitration management: Collect evidence with regards to possible settlement and negotiate settlement with opponent. Prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court /arbitration cases from the inception to finality. Review all pleadings at all stages for the court cases as per court /bargaining council rules. Consult with the relevant line function at each stage of the litigation/ arbitration process. Explore alternative dispute resolution options for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Determine the factual and legal situation on the cases brought forward to protect the legal interest of the Department. Advise if the Department should litigate or defend matter. Consult with the relevant line function whenever is necessary. Prepare brief advising the relevant authority seeking to institute action for or defend the Department. Drafting / vetting of Contracts and SLAs: To conduct research and negotiate terms on contractual matters. Scrutinize requests for contract drafting/ vetting to check compliance with the law and internal control processes. Protect the department against legal risks. Legislation and Policy reviews: Consider proposals for Policy and Legislation development or amendment. Advise on the legal compliance. Liaise with stakeholders to obtain required information and communicate with requesters on progress. Manage the Administration of the Unit: Provide inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan. Submit monthly and quarterly reports to the Director. Processing of contingent liabilities list.
<u>ENQUIRIES</u>	:	Mr S Ramafoko (Tel: 012 399 0051)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 23 December 2024
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or 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 Director: Family Advocate with Ref No: 24/80/MAS, Post 43/17 advertised in the Public Service Vacancy Circular 43 dated 22 November 2024 with a closing date 9 December 2024 and a post of Legal Administration Clerk: Legal Services with Ref No: 24/VA22/NW, Post 44/35 advertised in the Public Service Vacancy Circular 44 dated 29 November 2024 with a closing date 17 December 2024 has been withdrawn. The following post advertised in the Public Service Vacancy Circular 44 dated 29 November 2024, Assistant Director: Recruitment and Appointment, with Ref No: 2024/31/GP, POST 44/22, the email address has been rectified and the correct email address is as follows: DOJ2024-31-GP@justice.gov.za. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 45/47** : **CHIEF EXECUTIVE OFFICER: OFFICE OF THE LEGAL SERVICES OMBUD (OLSO): REF NO: 24/89/IDS**
- SALARY** : R1 436 022 – R1 716 933 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at senior managerial level in litigation; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admittance as an Advocate/ admitted as Attorney with right of appearance at High Court; Knowledge of South African law, private law, constitutional law, criminal law, intellectual property, evidence and African Customary Law; Extensive knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and understanding of social dynamics related to OLSO

- mandate, investigation, litigation and office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provisioning of sound professional assessment and investigation of complaints and legal services; Manage and coordinate the provision of operations and strategic support; Manage the provision of communication, public information, stakeholder management services and corporate image of the OSLO; Manage, coordinate and facilitate the administration of HR, ICT, Finance and facilities related processes for the OSLO.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. or email to DOJ24-89-IDS@justice.gov.za
- POST 45/48** : **DIRECTOR: JUSTICE OPERATIONS AND FACILITIES: REF NO: 24/VA28/NW**
- SALARY** : R1 216 824 – R1 433 355 per annum. (All-inclusive remuneration package).
: The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office North-West
: An NQF level 7 as recognized by SAQA in Public Management/Administration, Bachelor's of Science in Property Management, Bachelor of Science in Real Estate or Bachelor's Degree in Security Management; 5 years' experience at middle/senior level in a building environment and/ or property management field environment; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); Skills and Competencies: Strategic Leadership Capability; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity
- DUTIES** : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-28-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 45/49** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: REF NO: 58/2024/WC**
- SALARY** : R1 216 824 – R1 433 355 per annum (All-inclusive remuneration package).
: The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
: An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. Skills and competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation

- (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
- DUTIES** : Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Isaacs Tel No: (021) 462 5471
- : Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-58-WC@justice.gov.za
- FOR ATTENTION** : Ms N Jacobs.

OTHER POSTS

- POST 45/50** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/93/LD (03 POSTS)**
- SALARY** : R884 268 – R1 459 071 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : An appropriate LLB Degree or recognized 4-year legal qualification; At least 5 year's appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of Public Finance Management Act (PFMA); Experience in Constitutional Law, Labour Law, International Law and Administrative Law. Skills and Competencies: Legal research and legislative drafting; Problem solving and decision-making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Ability to work under pressure and independently.
- DUTIES** : Investigate, evaluate, draft new and amend primary and subordinate legislation which has bearing on the line functions of the Department; Conduct legal research on matters pertaining to primary and subordinate legislation; Draft memoranda, reports and government notices; Draft and prepare the necessary documents to present Bills to Clusters and Parliaments; Evaluate and give inputs on draft legislation prepared by other Departments.
- ENQUIRIES APPLICATIONS** : Ms. R. Sema Tel No: (012) 315 1333
- : 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 DOJ24-93-LD@justice.gov.za
- POST 45/51** : **DEPUTY DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 24/92/CS**
- SALARY** : R849 702 – R1 000 908 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An appropriate undergraduate qualification (NQF level 6) as recognized by SAQA in Built Environment (town planning, quantity surveying, space planning services, etc.); A minimum of 3 years' experience in Facilities Management at (Assistant Director) level and exposure to financial management; Understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.
- DUTIES** : Coordinate and monitor the expenditure of facilities management and strategy requirements; Coordinate the development and implementation of User Asset Management Plan (UAMP); Coordinate the processing of Facilities

		Management payments; Coordinate Special Projects in Provincial facilities and the implementation of term contracts; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. A van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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 DOJ24-92-CS@justice.co.za
<u>POST 45/52</u>	:	<u>OFFICE MANAGER REF NO: 24/100/ICT</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</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA; in Public Management/Administration; Project Management or a Training certificate; A minimum of 3 years' experience at managerial (Assistant Director) level; Knowledge of 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 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>	:	Manage procurement and finance of goods and services; Manage documents in the office of the DDG; Provide technical and administrative support pertaining to different committees (e.g. Parliamentary, Cabinet, Departmental and Portfolio committees) Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services in the office Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. R. Sema Tel No: (012) 315 1333
<u>APPLICATIONS</u>	:	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 DOJ24-100-ICT@justice.gov.za
<u>POST 45/53</u>	:	<u>DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: 24/98/FLS</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</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Bachelor of Science, BCom, LLB and strategic Planning; Knowledge of process, system and policy improvement techniques; Knowledge of project management, Law and strategic management; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge and understanding of the Constitution; Knowledge of 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 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>	:	Manage the development and implementation of the Master's modernization digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's Strategies; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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 DOJ24-98-FLS@justice.gov.za

POST 45/54 : **SENIOR ASSISTANT STATE ATTORNEY – LP5/LP6: REF NO: 64/24EC**
(Kindly note this is a re-advertisement applicant who previously applied are encouraged to reapply)

SALARY : R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney, East London
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Good communication (written and verbal); Ability to maintain interpersonal relations.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register 31 trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES APPLICATIONS : Mr S Nofemela Tel No: (043) 702 7000 / 7003
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e mail DOJ24-64-EC@justice.gov.za

POST 45/55 : **DEPUTY MASTER MR-6 REF NO: 24/97/FLS**

SALARY : 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.

CENTRE REQUIREMENTS : Office Of the Chief Master: Pretoria
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Registration of trust Act, Curatorship's Act and Administration of the guardian's fund Act; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act, Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Understanding of administration skills and customer service oriented. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills (verbal and written); Honesty and integrity.

DUTIES : Supervise and manage the administration of guardian's funds and operations; Supervise and manage the administration of deceased estate; Supervise and manage the administration of insolvent estates; Supervise and manage administration of trust and curatorship's; Supervise and manage service points operations; Provide effective people management.

ENQUIRIES APPLICATIONS : 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 DOJ24-97-FLS@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

- POST 45/56** : **DEPUTY MASTER (MR6): REF NO: 51/24/NC/MA-KIM**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Master of the High Court: Kimberley
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Mr X. Jama Tel No: (053) 8311-942
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-51-NC@justice.gov.za.
- POST 45/57** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 55/2024/WC**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town
: An LLB degree or equivalent qualification; At least 8 years' appropriate post qualification legal/Litigation experience; Knowledge of South African Legal System; legal practices and related spheres with specific reference in civil litigation and the law of contract, Knowledge of criminal procedures, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal Research; Legal drafting; Applied Strategic thinking Applied technology; Budgeting and financial management; Communication and information management; Computer literacy; Continuous improvement; Citizen Focus and Responsiveness; Diversity management; Impact and influence; Managing interpersonal Conflict; Planning and organising; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate and conduct outreach, training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialised courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the province; Manage and coordinate quasi-judicial and statutory appointment matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms A Singh Tel. (021) 462 5471
: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to DOJ24-55-WC@justice.gov.za.
- FOR ATTENTION NOTE** : Ms P Paraffin.
: Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 45/58</u>	:	<u>COURT MANAGER (3 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices: Worcester, Ref No: 48/2024/WC (1 POST) Wynberg - Stationed at Athlone, Ref No: 76/2024/WC (1 POST) Standerton magistrate office, Ref No: 2024/12/MP (1 POST)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognised by SAQA in Public Administration/Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of three (3) years' experience in court management environment with a minimum of two (2) years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Planning and organising; 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 facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse 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; Manage service level agreements.
<u>ENQUIRIES</u>	:	Western Cape: Ms N Bekwa Tel: (021) 462 5471 Mpumalanga: Ms KN Zwane: Tel No: 060 532 2006
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to: DOJ24-48-WC@justice.gov.za for Worcester or DOJ24-76-WC@justice.gov.za for Wynberg – Athlone; For Attention: Ms P Paraffin Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or Physical address: 24 Brown Street ,5th floor Nedbank Centre, Nelspruit 1200, Or email to DOJ24-12-MP@justice.gov.za .
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin Separate application must be made per centre and quoting the relevant reference number. Persons with disabilities are encouraged to apply
<u>POST 45/59</u>	:	<u>IT CO-ORDINATOR (2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. Successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Western Cape, Ref No: 52/2024/WC Provincial Office: Limpopo – (Polokwane), Ref No: 07/24/LMP
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Information and Communication Technology (ICT) as recognised by SAQA. 3- 5 years' experience in ICT Environment of which 3 years must be as a functional specialist; Knowledge of ICT policy development, Corporate Governance of ICT, ICT risks, ICT audits and ICT related compliance; Knowledge of ICT Service Delivery/Portfolio Management; Understanding of Public Service Regulations; Public Finance Management Act; Treasury Regulations; Government financial processes and systems. Skills and competencies: Applied Strategic Thinking, Communication and Information Management, Continuous Improvement, Developing Others, Diversity Management, Managing Interpersonal Conflict and Resolving Problems; Planning and Organising, Problem Solving and Decision Making.
<u>DUTIES</u>	:	Key Performance Areas: Monitor the implementation of the Service Level Agreements (SLA) with service providers on ICT Operations and ICT projects within the province. Coordinate ICT Compliance and ICT Security programs on information systems and data. Coordinate and facilitate ICT End-User training. Coordinate the delivery of procurement activities for the ICT process. Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Western Cape: Ms N Bekwa Tel. (021) 462 5471 Limpopo: Ms. MR Phalane (015) 287 2036 or Ms MP Mongalo (015) 287 2037
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to DOJ24-52-WC@justice.gov.za For Attention: Ms P Paraffin

	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-07-LIM@justice.gov.za .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/60</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY: REF NO: 2024/13/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>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years' experience in intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. NC Maseko Tel No: 083 284 9056
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,5 TH Floor ,Building ,Nelspruit, 1200 Or email to DOJ24-13-MP@justice.gov.za
<u>POST 45/61</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 40/24EC</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Bisho
<u>REQUIREMENTS</u>	:	A 3 years National Diploma/Degree in Public Administration, Human Resources Management, Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in Administration Environment; Knowledge of Human resources matter and its policy, framework, Procurement directives and procedures, Provisioning administration; Knowledge and understanding of the legislative framework governing the Public Service; Public Finance Management Act and regulatory framework/guidelines, prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Planning and organising; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services; Manage Human resource services.
<u>ENQUIRIES</u>	:	Mr W Ndamase Tel No: 043 702 7000 / 7059
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-40-EC@justice.gov.za

<u>POST 45/62</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING (2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Lejweleputswa, Ref No: DOJ24/20/FS Fezile Dabi, Ref No: DOJ24/21/FS
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 plus Diploma in Court Interpreting at NQF level 5 or any other relevant qualification at NQF level 5. Six (6) years practical experience in Court Interpreting of which three (3) should be at supervisory level. A Valid driver license. Language requirements: Proficiency in two (2) or more indigenous languages and English. Welkom: English, Afrikaans, Sesotho, Setswana and IsiXhosa; Skills and competencies: Time management. computer literacy. Analytical thinking. Problem solving. Planning and organising. Confidentiality. Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Manage the Cluster Legal Interpreting, Language services and stake holder relations in the cluster. Develop the legal interpreting and language services operational plan for the cluster. Manage both human and non-human resources of legal interpreting and language service in the cluster. Manage special projects of legal interpreting and language service. Co-ordinates the interpreting and language service activities in the cluster. Manage the legal interpreting and language service stakeholder relations in the province. Manage evaluation and quality assurance. Manage operational efficiency of language service in the province. Manage compliance of the code of conduct.
<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: 051 407 1800/073 775 0709
<u>APPLICATIONS</u>	:	Please direct your application to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or email to DOJ24-20-FS@justice.gov.za (Lejweleputswa) DOJ24-21-FS@justice.gov.za (Fezile Dabi).
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/63</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: 24/103/DG</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Risk Management, Business Management and Auditing as recognised by SAQA; A minimum of 3 years' experience in risk management environment at supervisory level; Knowledge of Public Finance Management Act, Public Service Regulations and court processes. Skills and Competencies: Planning and organizing; Strategic capabilities and leadership; Communication; Honesty and integrity; People management; Team management; Client orientation and customer focus; Change management; Knowledge management; Service delivery innovation; Financial management.
<u>DUTIES</u>	:	Participate in the development of the risk management framework; Assist in identification and assessing the impact of identified risks; Identify and select appropriate risk management methods; Implement risk management plans; Assess project risk management and strategic projects; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. OR email to DOJ24-103-DG@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 45/64</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT. REF NO: 24/96/FMS</u>
<u>SALARY</u>	:	R444 036 – R532 602. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Supply Chain Management, BCom Law, Public Procurement Management; A minimum of 3 years' related contract management experience at a supervisory level; Knowledge and proper understanding of the Contract Management framework; Knowledge of Supply Chain Management contract management practices.

- Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Supervise, monitor, analyse and determine actions to ensure proper contract administration; Supervise, monitor contract compliance by determining whether the products/services are delivered in line with the contract specifications; Supervise and monitor supplier performance according to the contract and service level agreement; Provide effective people management.
- ENQUIRIES** : Ms A van Roos Tel No: (012) 315 1094
- 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 DOJ24-96-FMS@justice.gov.za
- POST 45/65** : **ADMINISTRATION OFFICER (3 POSTS)**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Ga- Kgapane, Ref No: 08/24/LMP
Magistrate Seshego, Ref No: 09/24/LMP
Magistrate Tzaneen, Ref No: 10/24/LMP
- REQUIREMENTS** : Three-year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources Management; Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and competencies: Computer literacy (Microsoft packages); Planning and Organizing skills; Problem solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management;
- DUTIES** : Co – ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain Management of the office; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of services.
- ENQUIRIES** : Ms. MR Phalane Tel No: (015) 287 2036
Ms MP Mongalo Tel No: (015) 287 2037
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-08-LIM@justice.gov.za DOJ24-09-LIM@justice.gov.za & DOJ24-10-LIM@justice.gov.za
- NOTE** : Separate application must be made per centre and quoting the relevant reference number
- POST 45/66** : **ASSISTANT STATE ATTORNEY LP3-LP4 (4 POSTS)**
- SALARY** : 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.
- CENTRE** : State Attorney: Bloemfontein, Ref No: 24/23/FS (2 Posts)
Office Of the State Attorney: Kimberley, Ref No: 89/24/NC/SA-KIM (2 Posts)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least two (2) years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will be an advantage; A valid driver's licence. Skills And Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case Flow Management ; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Handling litigation and appeals in the High Court, Magistrate's Court, Labour Courts, Land Claim Court and CCMA; Drafting 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** : Ms NM Dywili Tel No: (051) 407 1800

		Ms N. Gcilitshana (053) 8311-942
<u>APPLICATIONS</u>	:	Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300, No 108 St Andrew Street, Bloemfontein 9300. Or Email DOJ24-23-FS@justice.gov.za Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301 or email to DOJ24-89-NC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/67</u>	:	<u>STATE ACCOUNTANT: BUDGET, REF NO: 14/24/LMP</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Limpopo (Polokwane) A three-year Bachelor's Degree/National Diploma in Finance or equivalent qualification; One-year relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; Valid Driver's License Skills And Competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports,
<u>ENQUIRIES</u>	:	Ms. MR Phalane Tel No: 015 287 2036 Ms MP Mongalo Tel No: 015 287 2037
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-14-LIM@justice.gov.za .
<u>POST 45/68</u>	:	<u>SENIOR COURT INTERPRETER (5 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Dzanani, Ref No: 11/24/LMP Mutale, Ref No: 12/24/LMP Praktiseer, Ref No: 13/24/LMP Ermelo Magistrate Office, Ref No: 2024/21/MP Mkobola Magistrate Office, Ref No: 2024/28/MP
<u>REQUIREMENTS</u>	:	A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid drivers's licence. Language Proficiency: Dzanani, Mutale and Praktiseer: English, N. Sotho, Venda, Tsonga and Afrikaans or Shona; Ermelo Magistrate Office: IsiXhosa, IsiZulu, Sesotho; Mkobola Magistrate Office: isiNdebele, isiZulu, Sepedi. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Limpopo: Ms. MR Phalane Telo No: 015 287 2036 Ms MP Mongalo Tel No: 015 287 2037 Mpumalanga: Ms NC Maseko Tel No: 083 248 9056 or Ms KN Zwane Tel No: 060 532 2006
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699

OR email to DOJ24-11-LIM@justice.gov.za or DOJ24-12-LIM@justice.gov.za or DOJ24-13-LIM@justice.gov.za.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 or email to DOJ24-21-MP@justice.gov.za or DOJ24-28-MP@justice.gov.za.

NOTE : Separate application must be made per centre and quoting the relevant reference number

POST 45/69 : **JUDGES SECRETARY REF NO: 24/104/CA**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent with Typing/Secretarial certificate; A minimum of 1-year relevant experience; Knowledge of Microsoft Suite (MS Word, MS Excel, MS PowerPoint, Email and Internet); Knowledge of telephone etiquette; Understanding of customer service. Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem analysis; Self-Management; Team membership; Technical proficiency; Planning and organizing skills; Communication skills (verbal and written).

DUTIES : Render secretarial duties; Provide an administrative support service; Execute court related functions.

ENQUIRIES : Ms. DM Modibane Tel No: (012) 315 1668

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 DOJ24-92-CA@justice.co.za

POST 45/70 : **STATE ACCOUNTANT: PARTICIPATORY DEMOCRACY REF NO: 24/83/CD (04 POST)**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit or equivalent as recognized by SAQA; A minimum of 2 years' experience in Finance; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Division of Revenue Act (DORA); Knowledge of policy development. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (verbal and written); Creative thinking; Customer service orientation; Problem analysis; Interpersonal relations.

DUTIES : Implement the project budget forecast and objectives; Collect and consolidate of budget; Support the expenditure process; Capture statistics and generate reports on financial statistics indicating performance; Provide effective people management.

ENQUIRIES : Ms. M.D Modibane Tel No: (012) 315 1668

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 DOJ24-83-CD@justice.gov.za

NOTE : People with disabilities are encouraged to apply

POST 45/71 : **ADMINISTRATIVE OFFICER: ELIMINATION OF RACIAL DISCRIMINATION REF NO: 24/105/CD**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A 3-year National Diploma/Degree (NQF level 6) in Office Administration/ Office Management; A minimum of 1 year experience in Administration Knowledge and understanding of the legislative framework governing the public service and regulatory framework /guidelines, prescripts; Knowledge of Public Finance Management Act (PFMA) and budgetary/financial management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Computer literacy; Communication skills (verbal and

<u>DUTIES</u>	:	written); Planning and organizing skills; Creative thinking; Customer service orientation; Problem analysis; Self-management.
	:	Provide general administrative support; Facilitate the procurement of goods and services; Manage and control flow of documents; Provide secretariat support services.
<u>ENQUIRIES APPLICATIONS</u>	:	MD. Modibane Tel No: (012) 315 1668
	:	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 DOJ24-105-CD@justice.gov.za
<u>POST 45/72</u>	:	<u>ASSISTANT MASTER (MR3-5) (5 POSTS)</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court, Mafikeng, Ref No: 24/VA34/NW Master Of The High Court: Polokwane, Ref No: 15/24/LMP Master Of The High Court: Grahamstown, Ref No: 37/24EC Master Of The High Court, Mthatha, Ref No: 38/24EC Master Of The High Court: Nelspruit, Ref No: 2024/15/MP
<u>REQUIREMENTS</u>	:	An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment
<u>DUTIES</u>	:	Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
<u>ENQUIRIES</u>	:	North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Limpopo: Mr Mongwe P.M Tel No: (015) 287 2034 Eastern Cape: Ms C Williams Tel No: 043 702 7000 / 7131/ Ms S Msimang Tel No: 043 702 7000 / 7136 Mpumalanga: MS NC Maseko Tel No: 083 284 9056
<u>APPLICATIONS</u>	:	North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-34-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-15-LIM@justice.gov.za Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-37-EC@justice.gov.za OR DOJ24-38-EC@justice.gov.za Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown, Street ,Nedbank centre ,5 th floor building ,Nelspruit 1200 Or email to DOJ24-15-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/73</u>	:	<u>ASSISTANT MASTER: (MR3-MR5) REF NO: 24/95/FLS</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree; At least 2 year's appropriate post qualification legal experience; Knowledge and experience in the functional fields and services provided by the Masters of the High Court; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Knowledge of the South

- African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Computer literacy; Good communication (written and verbal); Good interpersonal relation; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills; Project and programme management; Financial management; Change management.
- DUTIES** : Manage the administration of guardian's funds and operations; Manage the administration of deceased estate; Manage the administration of insolvent estates; Manage administration of trust and curatorship's; Provide effective people management.
- ENQUIRIES** : Ms Adelaide van Ross Tel No: (012) 315 1094
- 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 DOJ24-95-FLS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 45/74** : **LEGAL ADMINISTRATION OFFICER: LITIGATION AND LOSS CONTROL (MR 1 – MR 5)**
- SALARY** : R239 673 – R1 053 387 per annum (The salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Cape Town, Ref No: 53/2024/WC
Provincial Office, Mafikeng, Ref No: 24/VA39/NW
- REQUIREMENTS** : LLB Degree or 4 year recognised legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Prescription Act, Treasury Regulations, Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration, Knowledge of Domestic Violence Amendment Act, Criminal Law and Related Amendment Act, Criminal Law (Sexual Offences and Related Amendment) Amendment Act, Maintenance Act, Child Justice; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Computer literacy, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Process civil litigation matters instituted against and by the Department Claims and contract vetting; Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Provide civil litigation advice service in respect of civil claims; Conduct legal vetting of Service Level Agreements; Manage, process and conduct determination of liability in respect of losses (Money and Property) recovery of departmental debt; Manage and ensure effective dealing with all out-of-service debt matters (Recovery and Write Off) ; Manage and attend to all aspects pertaining to State vehicles / rented vehicles (Recovery and Write Off).
- ENQUIRIES** : Western Cape: Ms A Singh Tel. (021) 462 5471
North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATION** : **Cape town:** Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-53-WC@justice.gov.za
North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-39-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745
- FOR ATTENTION** : Ms P Paraffin
- NOTE** : Shortlisted candidates will be subjected to a personnel vetting process.

- POST 45/75** : **LEGAL ADMINISTRATION OFFICER (MR 1 – MR 5): VULNERABLE GROUPS, REF NO: 54/2024/WC**
- SALARY** : R239 673 – R1 053 387 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town
: LLB Degree or 4 year recognised legal qualification; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytic thinking; Project Management; Computer literacy Report writing and analytical skills; Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Collate monthly data for Child Justice, Domestic Violence and Sexual offences matters at courts as per prescribed legislation and prescripts; Analyse and assess data to ascertain service delivery challenges and present solutions for risk mitigation; Conduct monthly court visits to provide effective support and to ensure effective training for court officials; Monitor and ensure that convicted sexual offenders are placed on the National Register for sex offenders; Receive applications for clearance certificates on the National Register for Sex Offenders and process such applications); Monitor and ensure effective processing of diversion matters in Child Justice and to submitting to Social Development; Provide support for stakeholder engagement in Child Justice, Domestic Violence and Sexual Offences.
- ENQUIRIES APPLICATION** : Ms A Singh Tel. (021) 462 5471
: Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to DOJ24-54-WC@justice.gov.za- Ms P Paraffin
- FOR ATTENTION** : Ms P Paraffin
- POST 45/76** : **MAINTENANCE OFFICER: (MR1- MR5) REF NO: 2024/17/MP**
- SALARY** : R239 673 - R1 053 387 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Standerton Magistrate Office
: An LLB Degree or a four (4) recognized years legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their function; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; compile statistics.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: (013) 753 9300 Ext. 224
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-17-MP@justice.gov.za Physical address: Application Box, 5th Floor, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-14-MP@justice.gov.za
- POST 45/77** : **ESTATE CONTROLLER (EC 1 – 4) (10 POSTS)**
- SALARY** : R239 673 – R556 356 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Master Of The High Court: Thohoyandou, Ref No: 16/24/LMP (3 Posts)
: Master Of The High Court: Polokwane, Ref No: 17/24/LMP (1 Posts)
: Master Of The High Court, Mthatha, Ref No: 34/24EC (1 Posts)
: Master Of The High Court, Grahamstown, Ref No: 35/24EC (1 Posts)
: Master Of The High Court, Bisho, Ref No: 36/24EC (1 Posts)
: Master Of The High Court, Mafikeng, Ref No: 24/VA33/NW (1 Post)
: Master Of The High Court: Johannesburg, Ref No: 2024/39/GP (1 Post)

<u>REQUIREMENTS</u>	:	Master Of the High Court: Nelspruit, Ref No: 2024/16/MP (1 Post) An LLB Degree or four (4) year recognized legal qualification; Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	:	North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Mrs Rr Moabelo Tel No: 011 332 9000 Mpumalanga: Ms Kn Zwane Tel No: 060 532 2006
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-16-LIM@justice.gov.za for Thohoyandou and DOJ24-17-LIM@justice.gov.za for Polokwane. Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to Mthatha: DOJ24-34-EC@justice.gov.za / Grahamstown: DOJ24-35-EC@justice.gov.za Bisho: DOJ24-36-EC@justice.gov.za North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-33-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 Or Physical address: Department of Justice and Constitutional Development; 7 th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or Email to: DOJ2024-39-GP@justice.gov.za Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, 5 th Floor, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-16-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/78</u>	:	<u>HUMAN RESOURCE OFFICER: REF NO: 49/2024/WC</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum; The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Knowledge of registry duties, practices as well as ability to capture data and operate computer; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedure in terms of the working environment; Understanding of the work in registry; Skills and Competencies: Job Knowledge; Computer skills; Planning and organising; Interpersonal relations; Flexibility; Good communication (verbal and written) skills;
<u>DUTIES</u>	:	Key Performance Areas: implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel. (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town or email to DOJ24-49-WC@justice.gov.za
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process"
<u>POST 45/79</u>	:	<u>SECRETARY IN THE OFFICE OF THE CHIEF MAGISTRATE'S OFFICE, REF NO: 24/VA19/NW</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Court Molopo
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate); Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager. Provides a clerical support service to the manager; Provides support to the manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-19-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
<u>POST 45/80</u>	:	<u>ADMINISTRATION CLERK (3 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Delmas Magistrate Office: Ref No 2024/19/MP Barberton Magistrate Office Ref No: 2024/18/MP Emalahleni: Magistrate Office Ref No: 2024/17/MP
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Skills and Competencies: Computer literacy (MS Office and Excel); Numeric skills; Analytical, efficient and resourceful; Accuracy and attention to detail; Able to work under pressure and independently; Good communication skills (verbal and written); Good interpersonal relations and ability to work in a team; Customer service orientated; Ability to work with the public and all stakeholders in a professional manner; Problem solving skills and be flexible to do any other work if required.
<u>DUTIES</u>	:	Key Performance Areas: Handling and processing of all administrative functions related to Court and within the cluster including all functions related to: Criminal; Traffic; Domestic violence; Civil; Child Justice Court; Children's Court; Finance; HR and Family court. Maintenance of Criminal record books. Registration and implementation of Court Orders on MOJAPAY; Issuing of warrants:-Detention, Removal, Committal, Liberation, Warrant of arrest; Registration and Processing of Reviews and Appeals; Requisition for transcripts; Capturing and management of Bails and Fines on MOJAPAY ; Draw Civil files for motion court, trials and filing; Prepare civil files for motion court roll, trial; Keep daily statistics accurate; Keep control of civil trial diary / appointment for magistrate; Issue pre-trial notices; Provide administrative support in general court and case flow management; File civil documents and other court papers; Perform digital recording of court proceedings and ensure integrity of such records; Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management systems (ICMS), Video Remands, document scanning, data capturing, etc; Provide any other administrative support as required by the Judiciary, Court Manager and/or the Supervisor; Handling and processing of all administrative matters associated with the relevant functioning to members of the public and legal fraternity. Any other administrative functions as required from time to time.
<u>ENQUIRIES</u>	:	Mr TV Mavundla: 078 802 0741 OR Ms KN Zwane: 060 532 2060 OR Mr LT Mndebele 078 802 0880
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,5 th Floor Building Nelspruit ,1200. email to DOJ24-19-MP@justice.gov.za or DOJ24-17-MP@justice.gov.za or DOJ24-18-MP@justice.gov.za Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street ,Nedbank centre ,5 th floor building ,Nelspruit 1200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 45/81</u>	:	<u>COURT INTERPRETER (14 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Bethal Magistrate Office, Ref No: 2024/23/ MP (1 Post)

Emakhanzeni Magistrate Office, Ref No: 2024/26/MP (1 Post)
 Evander Magistrate Office, Ref No: 2024/22/MP (1 Post)
 Mashishing Magistrate Office, Ref No: 2024/24/MP (1 Post)
 Mkobola Magistrate Office, Ref No: 2024/27/ MP
 Standerton Magistrate Office, Ref No: 2024/20/ MP (1 Post)
 Polokwane, Ref No: 21/24/LMP (1 Post)
 Groblersdal, Ref No: 22/24/LMP (1 Post)
 Giyani, Ref No: 23/24/LMP (1 Post)
 Dzanani, Ref No: 24/24/LMP (1 Post)
 Moutse, Ref No: 25/24/LMP (1 Post)
 Lebowakgomo, Ref No: 26/24/LMP (1 Post)
 Praktiseer, Ref No: 27/24/LMP (1 Post)
 Thohoyandou, Ref No: 28/24/LMP (1 Post)

REQUIREMENTS : NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Language Requirements: Bethal Magistrate: Sepedi and isiZulu; Emakhanzeni Magistrate: xiTsonga; IsiZulu; Sepedi, Evander Magistrate: Siswati; isiZulu; Sepedi; Mashishing Magistrate: Sepedi; isiZulu; xiTsonga; Mkobola Magistrate: Sepedi; isiZulu; isiNdebele; Standerton Magistrate; SeSotho; isiZulu; isiXhosa. Limpopo: English, N. Sotho, Venda, Tsonga and Afrikaans or Shona. Skills and Competencies: Communication skills, listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.

DUTIES : Key Responsibilities: Render Interpreting services; Translate Legal Documents and Exhibits; Coin Words; Assist with reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Assist in Cluster.

ENQUIRIES : Mpumalanga: Ms KN Zwane Tel No: 060 532 2006
 Mr LT Mndebele Tel No: 078 802 0880
 Limpopo: Mr. Mongwe P.M Tel No: 015 287 2034
 Mr Lamola V.M Tel No: 015 287 2147

APPLICATIONS : Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street ,Nedbank centre ,5th floor building ,Nelspruit 1200 or email to
DOJ24-23-MP@justice.gov.za
DOJ24-26-MP@justice.gov.za
DOJ24-22-MP@justice.gov.za
DOJ24-24-MP@justice.gov.za
DOJ24-27-MP@justice.gov.za
DOJ24-23-MP@justice.gov.za
 Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 Or email to
DOJ24-21-LIM@justice.gov.za
DOJ24-22-LIM@justice.gov.za
DOJ24-23-LIM@justice.gov.za
DOJ24-24-LIM@justice.gov.za
DOJ24-25-LIM@justice.gov.za
DOJ24-26-LIM@justice.gov.za Separate application must be made quoting the relevant reference number

POST 45/82 : **SECRETARY: LEGISLATIVE DEVELOPMENT AND IMPLEMENTATION REF NO: 24/88/LD**

SALARY : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 (with Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Communication skills (verbal & written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.

- DUTIES** : Make travel arrangements, process travel and subsistence claims for the manager and members of the unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Assist with procurement of goods and services.
- ENQUIRIES APPLICATIONS** : Ms. Rejoice Sema Tel No: (012) 315 1333
: 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 DOJ24-88-LD@Justive.gov.za
- POST 45/83** : **ACCOUNTING CLERK: BUDGET REF NO: 29/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office - Limpopo
: A Grade 12 or equivalent qualification; Relevant experience. Skills and competencies: Computer Literacy (MS Office). Good communication (verbal and written); Good Interpersonal relations; Ability to work under pressure; Knowledge PFMA, Treasury Regulations and DFI; Attention to detail.
- DUTIES** : Compile payment advises; Capturing payments on BAS; Request payment and document control reports; Request register of payment reports; Request expenditure reports; Monitor outstanding BAS transaction; Compile Journal; Perform any other related duties.
- ENQUIRIES APPLICATIONS** : Ms. Mapelane L Tel No: (015) 287 2035
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-29-LIM@justice.gov.za
- POST 45/84** : **ADMINISTRATION CLERKS (DCRS) (2 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate, Welkom, Ref No: 24/25/FS
: Master Of The High Court: Grahamstown, Ref No: 39/24EC
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Interpersonal relations; Customer service; Document management and filing; Attention to detail;
- DUTIES** : Render general clerical support services; Provide financial administration support services in the Court; Keep and maintain personnel records in the Court; Provide supply chain clerical support services within the Court Provide various administrative duties.
- ENQUIRIES APPLICATIONS** : Free State: Ms N Dywili Tel No: (051) 407 1800/073 775 0709
: Master of The High Court: Grahamstown, Ref No: 39/24ec
: **Free State:** Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 108 St Andrew Street Bloemfontein, 9300 rr email: DOJ24-25-FS@justice.gov.za.
: **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-39-EC@justice.gov.za.
- POST 45/85** : **ADMINISTRATION CLERKS (ASSISTANT REGISTRAR), REF NO: 18/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Polokwane
: Grade 12 or equivalent qualification; Experience in court related functions; A valid driver's license. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Ability to work under pressure; Good interpersonal relations.
- DUTIES** : Issue all processes that initiate court proceedings; Arrange trial dates for both civil and divorce matters in liaison with the Judiciary; Arrange court rolls for both civil and divorce matters.; Advice public with regards to court procedures; Give attention to and execute requests from the judiciary in connection with

cases and other case related matters; Filing and storage of court documents; Process and grant judgments by default as required by the Magistrates Court Act, 1944; Tax legal bills of costs; Issue court orders; Write and respond to correspondence; Process reviews and appeals; Maintenance of appeal and civil court registers; Provide any other administrative support as required by the Judiciary, Court Manager and / or Supervisor; Perform any other administration duties as directed by Court Manager

ENQUIRIES : Mr. Rapetsoa M.C Tel No: (015) 294 6000
APPLICATIONS : **Polokwane:** Quoting the relevant reference number, direct your application to: Postal address: Private Bag X 9320, Polokwane, 0700. Delivery address: Reception area Magistrate Office Polokwane opposite Polokwane Municipality 0700. or email to DOJ24-18-LIM@justice.gov.za

POST 45/86 : **ADMINISTRATION CLERKS (CRT) (4 POST)**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Kimberley Magistrate Office, Ref No: 88/24/NC/KIM (1 Post)
Magistrate Polokwane, Ref No: 19/24/LMP (3 Posts)

REQUIREMENTS : A Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management. Excellent planning and organizations skills; Accuracy and attention to detail;

DUTIES : Assist with Court Preparation; Record Court proceedings; Render general clerical support services; File/store and safekeeping of court documents; Maintain criminal record books and charge sheets.

ENQUIRIES : Northern cape Mr N. Leshage Tel No: (053) 802 1300
Limpopo: Mr. Rapetsoa M.C Tel No: (015) 294 6000

APPLICATIONS : **Northern cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-88-NC@justice.gov.za.

Limpopo: Quoting the relevant reference number, direct your application to: Postal address: Private Bag X 9320, Polokwane, 0700. Delivery address: Reception area, Magistrate Office Polokwane opposite Polokwane Municipality 0700. OR email to DOJ24-19-LIM@justice.gov.za.

NOTE : Separate application must be made per centre and quoting the relevant reference number

POST 45/87 : **ADMINISTRATION CLERKS (CASH HALL), REF NP: 20/24/LMP**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate: Phalala

REQUIREMENTS : Grade 12 with mathematics and/or Accounting as a passed subject or equivalent qualification. Relevant administrative experience. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Interpersonal relations; Customer service; Document management and filing; Attention to detail.

DUTIES : Payments of maintenance to beneficiaries through Mojapay system; Manage transactions of Bails, Court Fines and General Modules over Mojapay; Process payment of invoices on BAS and payment of witness fees; Request BAS reports as well as compile statistics as required from time to time; Perform petty cash reconciliation; Update petty cash register and keeping of financial records up to date; Perform any other administration duties as directed by Court Manager from time to time.

ENQUIRIES : Phalala: Mr Dabana M.K Tel No: (014) 769 0165

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Magistrate Phalala, The Court Manager, Private Bag X220, Ellisras, 0555 Or Physical address: Reception area- Magistrate Phalala. OR email to DOJ24-20-LIM@justice.gov.za

POST 45/88 : **ADMINISTRATION CLERK REF NO: 24/102/LD**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : South African Law Reform Commission: Centurion
 : Grade 12 certificate or equivalent. Skills and Competencies: Creative thinking; Computer literacy; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES APPLICATIONS : Ms. Rejoice Sema Tel No: (012) 315 1333
 : 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 DOJ24-102-LD@justice.gov.za

POST 45/89 : **GENERAL WORKER REF NO: 24/91/FMS**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : ABET or equivalent qualification; Ability to work independently. Skills and Competencies Communication skills (verbal and written); Planning and organizing; Good interpersonal skills; Problem solving; Ability to work independently; Decision making.

DUTIES : Load and offload furniture, equipment and other goods to relevant destination; Clean government vehicles; Clean relevant workstations Move goods and or assets from one point to the other.

ENQUIRIES APPLICATIONS : 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, 0001 or email to DOJ24-91-FMS@justice.gov.za

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to asd-iaa-21@misa.gov.za. Applications will not be considered after the closing date: 23 December 2024
- CLOSING DATE** : 23 December 2024
- NOTE** : For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa.. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note for SMS posts - prior to appointment, a candidate will be required to complete the Nyukela Programme, a pre-entry certificate to Senior Management Services is an online course offered by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Note For Professional Engineers posts, please indicate province of preference. Candidates should therefore possess managerial skills at different levels of proficiency of the posts. Shortlisted candidates could be expected to complete management competency assessments.

OTHER POSTS

- POST 45/90** : **ASSISTANT DIRECTOR: IAA REF NO: MISA/ASD-IAA/21 (X2 POSTS)**
Re-Advertisement
- SALARY** : R444 360 per annum (Level 9)
- CENTRE** : MISA Head Office - Centurion
- REQUIREMENTS** : An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in the relevant field. Core Competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and Project Management. Process competencies: Knowledge management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and customer Focus. Communication. Programme and Project Management. Technical Competencies: Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management.
- DUTIES** : The successful candidate will perform the following duties: Coordinate and conduct infrastructure asset assessment and analysis. Develop Infrastructure Asset Register. Provide technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance.

ENQUIRIES

: Ms Zipho Thete/Ms Nommiselo Mtini Tel: 012 8485401/5305

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- CLOSING DATE** : 24 December 2024
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The Npa Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

- POST 45/91** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services
- SALARY** : R1 501 617.per annum (Total Cost Package) (Level 14)

<u>CENTRE</u>	:	DPP: Cape Town - Recruit 2024/284 DPP: Pietermaritzburg - Recruit 2024/285
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Cape Town Phyllis Lujabe Tel No: 021 487 7281 DPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail: Recruit2024284@npa.gov.za DPP: Pietermaritzburg e mail: Recruit2024285@npa.gov.za
<u>POST 45/92</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2024/286</u> National Prosecutions Services
<u>SALARY</u>	:	R1 501 617.per annum (Total Cost Package) (Level 14)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional

work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Sifiso Ntombela Tel No: 031 334 5084
APPLICATIONS : e mail: Recruit2024286@npa.gov.za

POST 45/93 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2024/287**
National Prosecutions Services

SALARY : R1 501 617.per annum (Total Cost Package) (Level 14)
CENTRE : Pretoria: Head Office (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in 8 investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Glittering Hlophe Tel No: 012 845 6336
APPLICATIONS : e mail Recruit2024287@npa.gov.za

POST 45/94 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2024/288**
(Re-advert)
Legal Affairs Division

SALARY : R1 501 617.per annum (Total Cost Package) (Level 14)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture Law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Valid driver's license.

DUTIES : Manage the portfolio assigned by the DNDPP or Head of the Civil Unit. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to civil matters, make and review decisions with regard to the institution of civil proceedings. Prepare civil proceedings for court including the acquisition of additional evidence and drafting affidavits and responding or supplementary affidavits and indictments and other court documents. Present the state's case in court,

including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study civil appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

- ENQUIRIES** : Jerry Mokwape Tel No: 012 845 6578
- APPLICATIONS** : Muzi Madlala Tel No: 012 845 6256
e mail Recruit2024288@npa.gov.za
- POST 45/95** : **CHIEF PROSECUTOR**
National Prosecutions Service
- SALARY** : R1 501 617.per annum (Total Cost Package) (Level 14)
- CENTRE** : CPP: Pretoria - Recruit 2024/289
CPP: Cape Town – Recruit 2024/290
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
- DUTIES** : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
- ENQUIRIES** : CPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808
- APPLICATIONS** : CPP: Cape Town Bernadine Moses Tel No: 021 487 7319
CPP: Pretoria e mail: Recruit2024289@npa.gov.za
CPP: Cape Town e mail: Recruit2024290@npa.gov.za
- POST 45/96** : **SENIOR STATE ADVOCATE RECRUIT 2024/291**
National Prosecutions Services
- SALARY** : R1 132 806.per annum (Total Cost Package) – R1 762 857.per annum (Total cost package) (LP-9)
- CENTRE** : DPP: Kimberley (OCC)
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in organised crime legal practice and/or organised crime prosecution unit will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences, racketeering, money laundering, gang related offences, commercial crimes, fraud and corruption related matters. Knowledge of prevention of organised crime Act and financial or accounting background. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex

or more difficult matters, including commercial, corruption and organized crime matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 5439
APPLICATIONS : e mail Recruit2024291@npa.gov.za

POST 45/97 : **SENIOR STATE ADVOCATE RECRUIT 2024/292**
National Prosecutions Services

SALARY : R1 132 806.per annum (Total Cost Package) – R1 762 857.per annum (Total cost package) (LP-9)

CENTRE : DPP: Cape Town (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently

DUTIES : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Phyllis Lujabe Tel No: 021 487 7144
APPLICATIONS : e mail Recruit2024292@npa.gov.za

POST 45/98 : **SENIOR STATE ADVOCATE RECRUIT 2024/299 (2 POSTS)**
(Re-Advert)
National Prosecutions Services

SALARY : R1 132 806.per annum (Total Cost Package) – R1 762 857.per annum (Total cost package) (LP-9)

CENTRE : DPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five(5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Phyllis Lujabe Tel No: 021 487 7281
APPLICATIONS : e mail Recruit2024299@npa.gov.za

<u>POST 45/99</u>	:	<u>STATE ADVOCATE (ATTORNEY) RECRUIT 2024/293</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R884 268.per annum (Total Cost Package) to R1 459 071.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	East London An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638 e-mail Recruit2024293@npa.gov.za
<u>POST 45/100</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR RECRUIT 2024/294</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753.per annum (Excluding Benefits) to R1 374 714.per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: George (Thembalethu) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuso Damane Tel No: 021 487 7129 e-mail Recruit2024294@npa.gov.za
<u>POST 45/101</u>	:	<u>HEAD CONTROL PROSECUTOR 2 RECRUIT 2024/295</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753. per annum (Excluding Benefits) to R1 374 714.per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Witbank (Balfour) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding

investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit2024295@npa.gov.za

POST 45/102 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R597 753. per annum (Excluding Benefits) to R1 374 714.per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE : CPP: Welkom (Virginia) – Recruit 2024/296
CPP: Butterworth (Sterkspruit) – Recruit 2024/297 (Re-advert)
CPP: Butterworth (Elliot) Recruit 2024/298

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Welkom (Virginia) Lemmer Ludwick Tel No: 051 410 6001
CPP: Butterworth (Sterkspruit) & CPP: Butterworth (Elliot) Ziyanda Mtwazi 046 602 3000

APPLICATIONS : CPP: Welkom (Virginia) e mail Recruit2024296@npa.gov.za
CPP: Butterworth (Sterkspruit) e mail Recruit2024297@npa.gov.za
CPP: Butterworth (Elliot) e mail Recruit2024298@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice 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, the employment equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resource policies of the Department will be taken into consideration and preference will be given to women, persons with disabilities and the youth.

- APPLICATIONS** : Free State Division of the High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- CLOSING DATE** : 23 December 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on the internet at www.judiciary.org.za/www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only, with contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in PDF format and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance Certificate from the country of origin (when shortlisted all non - SA citizens will be required to submit a copy of proof of South African permanent residency). Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POSTB 45/103** : **SENIOR LAW RESEARCHER, REF NO: 2024/289/OCJ**
- SALARY** : R552 081 – R650 322 per annum, (Level 10). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Division of The High Court
- REQUIREMENTS** : Matric certificate and an LLB or four (4) year legal qualification as recognised by SAQA. A minimum of three (3) years' experience as a Law Researcher. Knowledge of electronic information resources and the ability to access and

utilize computer research programmes (Westlaw, LexisNexis, Jutastats). An LLM degree will serve as an added advantage. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Office). Problem analysis and solving skills. Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Time management skills. Ability to work under pressure. Ability to work independently. Supervisory skills.

DUTIES

: Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Supervise the law researchers and manage all HR related functions within the unit. Assist with the communication, organization and full secretariat functions for the Judge President's Case Flow Management meetings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

ENQUIRIES

: Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588
HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585

APPLICATIONS

: Applications can be sent via email at applicationsfs@judiciary.org.za The department will give preference to candidates in line with the employment equity goals.

**GRADUATE INTERNSHIP PROGRAMME FOR 1 APRIL 2025 TO 31 MARCH 2027
(24 MONTHS)**

APPLICATIONS

: **National Office:** (Midrand)/Constitutional Court: Braamfontein/Judicial Support Services: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
Eastern Cape: Provincial Service Centre/Gqeberha/Bhisho/Mthatha/East London/Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice: Private Bag X13012, Cambridge, East London, 5206. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, East London, 5242
Free State: Provincial Service Centre/Free State Division of the High Court (Bloemfontein)/Supreme Court of Appeal (Bloemfontein): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
Gauteng: Provincial Service Centre/Land Claims Court (Randburg)/Johannesburg High Court/Pretoria High Court/Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg, 2001
Kwazulu-Natal: Provincial Service Centre/Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, Cnr Somtseu & Stalwart Simelane Streets, Durban, 4000
Limpopo: Polokwane/Thohoyandou: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the Limpopo Division of the High Court, 36 Biccard & Bodenstern Streets, Polokwane, 0699

Mpumalanga: Middelburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to the Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela; 1200

Northern Cape: Kimberley: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley, 8301

North West: Provincial Service Centre (Mafikeng)/Mmabatho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho

Western Cape: Provincial Service Centre/Western Cape Division of the High Court (Cape Town): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre, 30 Queen Victoria Street, Cape Town 23 December 2024

CLOSING DATE
NOTE

: The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025/2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, aged between 20–35 years and must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities. Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 45/104 : **INTERNSHIP PROGRAMME: LIBRARY SERVICES REF NO: 2024/212CC/OCJ (3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Constitutional Court: Braamfontein,
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Library Sciences/Information Sciences or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
APPLICATION : Applications can be sent via email at Recruitment64@judiciary.org.za

POST 45/105 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION REF NO: 2024/213CA/OCJ (2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms N Mzaidume, Tel No: (010) 493 2568
HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment65@judiciary.org.za

POST 45/106 : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 2024/214AD/OCJ (3 POSTS)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
National Office: Midrand
Matric certificate and a three-year National Diploma/Degree in Public Management/Business Administration/Public Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA

ENQUIRIES : Technical enquiries: Ms N Mzaidume, Tel No: (010) 493 2568
HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment66@judiciary.org.za

POST 45/107 : **INTERNSHIP PROGRAMME: INTERNAL AUDITING REF NO: 2024/215AUD/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
National Office: Midrand
Matric certificate and a three-year National Diploma/Degree in Internal Auditing or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms D Lebethe, Tel No: (010) 493 2550
HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment67@judiciary.org.za

POST 45/108 : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2024/216RM/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
National Office: Midrand
Matric certificate and a three-year National Diploma/Degree in Risk Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms V Sevule, Tel No: (010) 493 2688
HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment68@judiciary.org.za

POST 45/109 : **INTERNSHIP PROGRAMME: MONITORING AND EVALUATION REF NO: 2024/217ME/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
National Office: Midrand
Matric certificate and a three-year National Diploma/Degree in Public Administration/Management Developmental Studies/Social Science or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal). Good interpersonal skills and time management skills. Willingness to travel and work extra hours where necessary.

ENQUIRIES : Technical enquiries: Mr D Thoka, Tel No: (010) 493 2663
HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment69@judiciary.org.za

POST 45/110 : **INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO:2024/218STR/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
National Office: Midrand
Matric certificate and a three-year National Diploma/Degree in Public Administration/Public Management/Commerce/Strategic Management and Planning/Developmental Studies/Social Science or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal), Good interpersonal skills and time management skills. Willingness to travel and work extra hours where necessary.

ENQUIRIES : Technical enquiries: Mr C Serite, Tel No: (010) 493 2504

<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment70@judiciary.org.za
<u>POST 45/111</u>	:	<u>INTERNSHIP PROGRAMME: FINANCE MANAGEMENT AND MANAGEMENT ACCOUNTING REF NO: 2024/219FM/OCJ (2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Financial Management/ Management Accounting/Public Finance/ Commerce or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal) and time management skills.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr H Lekwane/Ms N Dukada, Tel No: (010) 493 2590
<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment71@judiciary.org.za
<u>POST 45/112</u>	:	<u>INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2024/220SCM/OCJ (2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Supply Chain Management/ Logistics/Procurement/Public Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Mavuso/Mr M Ngonyama, (010) 493 2603
<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment72@judiciary.org.za
<u>POST 45/113</u>	:	<u>INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2024/221HRP/OCJ :(1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	National Office: Midrand: Human Resource Practices
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Human Resource Management/Development or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Tshidino/Mr A Khadambi, Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment73@judiciary.org.za
<u>POST 45/114</u>	:	<u>INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT NO: 2024/222HRU/OCJ (2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	National Office: Midrand: Human Resource Utilisation and Development, Ref
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Human Resource Management/Labour Relations or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr T Mashele & Ms B Mahlangu, Tel no: (010) 493 2500/010 493 2648
<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment74@judiciary.org.za
<u>POST 45/115</u>	:	<u>INTERNSHIP PROGRAMME: ACILITY MANAGEMENT REF NO: 2024/223FSM/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Facilities Management/Built Environment or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Modisakeng, Tel No:010 493 2541
<u>APPLICATIONS</u>	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689 Applications can be sent via email at Recruitment75@judiciary.org.za
<u>POST 45/116</u>	:	<u>INTERNSHIP PROGRAMME: SECURITY MANAGEMENT REF NO: 2024/224SEC/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a three-year National Diploma/Degree in Security Management/Forensic/Criminal or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr C Manyathela, Tel No: 010 493 2518
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATION : Applications can be sent via email at Recruitment76@judiciary.org.za

POST 45/117 : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: 2024/225COM/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and a three-year National Diploma/Degree in Graphic Design or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA

ENQUIRIES : Technical enquiries: Ms P Mafenya/Ms L Ntuli, Tel No: (010) 493 2522
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment77@judiciary.org.za

POST 45/118 : **INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: 2024/226LS/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms D Ramaisa Tel No: (010) 493 2500
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment78@judiciary.org.za

POST 45/119 : **INTERNSHIP PROGRAMME: E-LEARNING (SAJEI) REF NO: 2024/227EL/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and a three-year National Diploma/Degree in Information Technology or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms P Mogale Tel No: (010) 493 2500
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment79@judiciary.org.za

POST 45/120 : **INTERNSHIP PROGRAMME: LAW RESEARCHER (SAJEI) Ref No: 2024/228LR/OCJ (2 Posts)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms H Maringa, Tel No: (010) 493 2599
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATION : Applications can be sent via email at Recruitment80@judiciary.org.za

POST 45/121 : **INTERNSHIP PROGRAMME: JUDICIAL SUPPORT SERVICES) REF NO: 2024/229JS/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : Office of the Chief Justice (Pretoria)
 : Matric certificate and a three-year National Diploma/Degree in Public Administration/Business Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical/HR enquiries: Ms C Schubert, Tel No: (012) 493 2500
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATION : Applications can be sent via email at Recruitment81@judiciary.org.za

POST 45/122 : **INTERNSHIP PROGRAMME: JUDICIAL SERVICE COMMISSION LEGAL REF NO: 2024/230JSC/OCJ (1 POST)**

STIPEND : R7 450.62 per month

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms M Songa Tel No: (010) 493 2500
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment82@judiciary.org.za

POST 45/123 : **INTERNSHIP PROGRAMME: JUDICIAL SERVICE COMMISSION (ADMINISTRATION) REF NO: 2024/231JSC/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and an LLB Degree or a three-year National Diploma/Degree in Public Management/Business Administration/Public Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : Technical enquiries: Ms D Ramaisa Tel No: (010) 493 2652
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATION : Applications can be sent via email at Recruitment83@judiciary.org.za

POST 45/124 : **INTERNSHIP PROGRAMME: OFFICE OF THE SECRETARY-GENERAL REF NO: 2024/232SG/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and a three-year National Diploma/Degree in Public Administration/Office Management and Technology/Business Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR enquiries: Ms B Mafani, Tel No: (012) 493 2496
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment84@judiciary.org.za

POST 45/125 : **INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT REF NO: 2024/233ISS/OCJ (2 POSTS)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : National Office: Midrand
 : Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : Technical enquiries: Ms S Mpheshwa, Tel No:(010) 493 2535
 : HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

APPLICATIONS : Applications can be sent via email at Recruitment85@judiciary.org.za

POST 45/126 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES REF NO: 2024/234CA/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : North West Division of the High Court (Mmabatho)
 : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRY APPLICATION : Technical /HR enquiries: Mr OPS Sebatso, Tel No: 018 397 7114
 : Applications can be sent via email at Recruitment86@judiciary.org.za

POST 45/127 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 2024/235HRM/OCJ (1 POST)**

STIPEND CENTRE REQUIREMENTS : R7 450.62 per month
 : North West Provincial Service Centre
 : Matric certificate and a three-year National Diploma/Degree in Human Resource Management/Development or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical /HR enquiries: Mr OPS Sebatso, Tel No: 018 397 7114
 : Applications can be sent via email at Recruitment87@judiciary.org.za

POST 45/128 : **INTERNSHIP PROGRAMME: LIBRARY SERVICES REF NO: 2024/236LBS/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : North West Division of the High Court (Mmabatho)
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Library Sciences/Information Sciences or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical /HR enquiries: Mr OPS Sebatso, Tel No: 018 397 7114
Applications can be sent via email at Recruitment88@judiciary.org.za

POST 45/129 : **INTERNSHIP PROGRAMME: FACILITY MANAGEMENT REF NO: 2024/237FM/OCJ (2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Mpumalanga Division of the High Court (Middelburg),
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Facilities Management/Built Environment or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA

ENQUIRIES APPLICATION : Technical /HR enquiries: Mr V Maeko Tel No: (013) 758 0000
Applications can be sent via email at Recruitment89@judiciary.org.za

POST 45/130 : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2024/238SCM/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Mpumalanga Division of the High Court (Mbombela),
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Logistics/Procurement/Public Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATIONS : Technical /HR enquiries: Mr V Maeko Tel No: (013) 758 0000
Applications can be sent via email at Recruitment90@judiciary.org.za

POST 45/131 : **INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT) REF NO: 2024/239SCM/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Mpumalanga Division of the High Court (Mbombela)
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Financial Accounting/Cost Management and Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA

ENQUIRIES APPLICATION : Technical /HR enquiries: Mr V Maeko Tel No: (013) 758 0000
Applications can be sent via email at Recruitment91@judiciary.org.za

POST 45/132 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES**

STIPEND : R7 450.62 per month
CENTRE : Thohoyandou Division of the High Court, Ref No: 2024/240CA/OCJ(1 post)
Polokwane Division of the High Court, Ref No: 2024/241CA/OCJ (1 post)
REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical/HR enquiries: Ms EM Ramaphakela, Tel No: (015) 495 1744
Applications can be sent via email at Recruitment92@judiciary.org.za

POST 45/133 : **INTERNSHIP PROGRAMME: ADMINISTRATION**

STIPEND : R7 450.62 per month
CENTRE : Thohoyandou Division of the High Court, Ref No: 2024/242AD/OCJ (1 post)
Polokwane Division of the High Court, Ref No: 2024/243AD/OCJ (1 post)
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Public Management /Public Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical/HR enquiries: Ms EM Ramaphakela, Tel No: (015) 495 1744
Applications can be sent via email at Recruitment93@judiciary.org.za

POST 45/134 : **INTERNSHIP PROGRAMME: FINANCE AND ASSET MANAGEMENT REF NO: 2024/244FM/OCJ(1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Limpopo Provincial Service Centre (Polokwane)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Financial Accounting/Accounting/Assets Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical/HR enquiries: Ms EM Ramaphakela, Tel No: (015) 495 1744

APPLICATION : Applications can be sent via email at Recruitment94@judiciary.org.za

POST 45/135 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL)**

STIPEND CENTRE : R7 450.62 per month
 : Gauteng Division of the High Court: Pretoria, Ref No: 2024/245CA/OCJ (1 post)
 : Land Court: Randburg, Ref No: 2024/246CA/OCJ (2 posts)
 : Gauteng Division of the High Court: Johannesburg, Ref No: 2024/247CA/OCJ (1 post)
 : Labour and Labour Appeals Court: Braamfontein, Ref No: 2024/248CA/OCJ (2 posts)

REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : HR enquiry Ms L Netshitomboni, Tel No: (010) 494 8520
 : Technical Enquiries: Ms N Shandu, Tel No: (010) 012 315 7602 (Pretoria)
 : Ms R Bramdaw, Tel No: (010) 494 8486 (Johannesburg)
 : Ms N Mhlambi, Tel No: (010) 493 5392/5670 (Randburg)
 : Ms T Nzimande, Tel No: (010) 494 9238 (Braamfontein)

APPLICATION : Applications can be sent via email at Recruitment95@judiciary.org.za

POST 45/136 : **INTERNSHIP PROGRAMME: FACILITY MANAGEMENT REF NO: 2024/249FM/OCJ (1 POST)**

STIPEND CENTRE : R7 450.62 per month
 : Gauteng Provincial Service Centre

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Facilities Management/Built Environment or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : HR Enquiries: Ms L Netshitomboni, Tel No: (010) 494 8520
 : Technical Enquiries: Ms S Malatji, Tel No: (010) 494 8533

APPLICATION : Applications can be sent via email at Recruitment96@judiciary.org.za

POST 45/137 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES LEGAL**

STIPEND CENTRE : R7 450.62 per month
 : Western Cape Division of the High Court, Ref No: 2024/250CA/OCJ (1 post)
 : Labour and Labour Appeals Court: Cape Town, Ref No: 2024/ 251CA/OCJ (1 post)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Public Administration / Management or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : Technical/HR enquiries Ms M Baker, Tel No: (021) 469 4000/Mr S Hlongwane
 : Tel No: (021) 469 4029

APPLICATIONS : Applications can be sent via email at Recruitment97@judiciary.org.za

POST 45/138 : **INTERNSHIP PROGRAMME: FACILITY MANAGEMENT**

STIPEND CENTRE : R7 450.62 per month
 : Western Cape Division of the High Court, Ref No: 2024/252FM/OCJ (1 post)
 : Western Cape Provincial Service Centre (Cape Town), Ref No: 2024/253FM/OCJ (1 post)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Facilities Management/Built/Civil Engineering/Project Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : Technical/HR enquiries Ms M Baker, Tel No: (021) 469 4000/Mr S Hlongwane
 : Tel No: (021) 469 4029

APPLICATION : Applications can be sent via email at Recruitment98@judiciary.org.za

POST 45/139 : **INTERNSHIP PROGRAMME: FINANCE MANAGEMENT) REF NO: 2024/254FM/OCJ (2 POSTS)**

<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Western Cape Provincial Service Centre (Cape Town)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Financial Accounting/Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical/HR enquiries Ms M Baker, Tel No: (021) 469 4000/Mr S Hlongwane Tel No: (021) 469 4029
<u>APPLICATION</u>	:	Applications can be sent via email at Recruitment99@judiciary.org.za
<u>POST 45/140</u>	:	<u>INTERNSHIP PROGRAMME: ASSETS AND LOGISTIC MANAGEMENT REF NO: 2024/255ASM/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Western Cape Provincial Service Centre (Cape Town)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Finance/Logistics Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical/HR enquiries Ms M Baker, Tel No: (021) 469 4000/Mr S Hlongwane Tel No: (021) 469 4029
<u>APPLICATION</u>	:	Applications can be sent via email at Recruitment100@judiciary.org.za
<u>POST 45/141</u>	:	<u>INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Durban High Court, Ref No: 2024/256CA/OCJ (2 posts) Pietermaritzburg High Court, Ref No: 2024/257CA/OCJ (2 posts)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
<u>NOTE</u>	:	Applications can be sent via email at Recruitment101@judiciary.org.za
<u>POST 45/142</u>	:	<u>INTERNSHIP PROGRAMME: FINANCE MANAGEMENT</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Durban High Court, Ref No: 2024/258FM/OCJ (1 post) Pietermaritzburg High Court, Ref No: 2024/259FM/OCJ (1 post)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Financial Accounting/Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
<u>APPLICATION</u>	:	Applications can be sent via email at Recruitment102@judiciary.org.za
<u>POST 45/143</u>	:	<u>INTERNSHIP PROGRAMME: FACILITY MANAGEMENT REF NO: 2024/260FM/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	KZN Provincial Service Centre (Durban)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Facilities/Built Environment or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
<u>APPLICATION</u>	:	Applications can be sent via email at Recruitment103@judiciary.org.za
<u>POST 45/144</u>	:	<u>INTERNSHIP PROGRAMME: RECORDS MANAGEMENT REF NO: 2024/261REC/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Pietermaritzburg High Court
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Archives/Records Management/Information Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721
<u>APPLICATION</u>	:	Applications can be sent via email at Recruitment104@judiciary.org.za
<u>POST 45/145</u>	:	<u>INTERNSHIP PROGRAMME: FLEET MANAGEMENT REF NO: 2024/267FM/OCJ (1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month

CENTRE : KZN Provincial Service Centre (Durban)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Logistics Transport or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721

APPLICATIONS : Applications can be sent via email at Recruitment105@judiciary.org.za

POST 45/146 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL)**

STIPEND : R7 450.62 per month

CENTRE : Mthatha High Court, Ref No: 2024/262CA/OCJ (1 post)
East London High Court, Ref No: 2024/263CA/OCJ (2 posts)

REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical/HR Enquiries: Mr S Mponzo, Tel No: 043 726 5217

APPLICATION : Applications can be sent via email at Recruitment106@judiciary.org.za

POST 45/147 : **INTERNSHIP PROGRAMME: LIBRARY SERVICES**

STIPEND : R7 450.62 per month

CENTRE : Makhanda High Court, Ref No: 2024/264CA/LS/OCJ (1 post)
Bhisho High Court, Ref No: 2024/265LS/OCJ (2 posts)
Mthatha High Court, Ref No: 2024/266LS/OCJ (1 post)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Library Sciences/Information Sciences or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical/HR Enquiries: Mr S Mponzo, Tel No: 043 726 5217

NOTE : Applications can be sent via email at Recruitment107@judiciary.org.za

POST 45/148 : **INTERNSHIP PROGRAMME: RECORDS MANAGEMENT REF NO: 2024/268REC/OCJ (1 POST)**

STIPEND : R7 450.62 per month

CENTRE : Kimberley High Court

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Archives/Records Management/Information Management or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR Enquiries: Ms L Wymers: Tel No: Tel No: (053) 492 3533

APPLICATION : Applications can be sent via email at Recruitment108@judiciary.org.za

POST 45/149 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL) REF NO: 2024/269CA/OCJ (1 POST)**

STIPEND : R7 450.62 per month

CENTRE : Kimberley High Court,

REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical /HR Enquiries: Ms L Wymers: Tel No: Tel No: (053) 492 3533

NOTE : Applications can be sent via email at Recruitment109@judiciary.org.za

POST 45/150 : **INTERNSHIP PROGRAMME: RECORDS MANAGEMENT REF NO: 2024/270REC/OCJ (1 POST)**

STIPEND : R7 450.62 per month

CENTRE : Free State Provincial Service Centre (Bloemfontein)

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Archives/Records Management/Information Management or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585

NOTE : Applications can be sent via email at Recruitment110@judiciary.org.za

POST 45/151 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL) REF NO: 2024/271CA/OCJ (1 POST)**

STIPEND : R7 450.62 per month

CENTRE : Free State Division of the High Court (Bloemfontein)

REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES : Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585

APPLICATION : Applications can be sent via email at Recruitment111@judiciary.org.za

POST 24/152 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL) , REF NO: 2024/272CA/OCJ (2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
Applications can be sent via email at Recruitment112@judiciary.org.za

POST 24/153 : **INTERNSHIP PROGRAMME: LIBRARY SERVICES REF NO: 2024/273LBS/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Library Sciences/Information Science or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATIONS : Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
Applications can be sent via email at Recruitment113@judiciary.org.za

POST 24/154 : **INTERNSHIP PROGRAMME: ASSETS MANAGEMENT REF NO: 2024/274ASM/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : Matric certificate and a three-year National Diploma in Finances/Assets Management/Logistics Management or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATION : Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
Applications can be sent via email at Recruitment114@judiciary.org.za

POST 24/155 : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 2024/275AD/OCJ (1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Supreme Court of Appeal: Bloemfontein,
REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES APPLICATIONS : Technical/HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
Applications can be sent via email at Recruitment115@judiciary.org.za

POST 24/156 : **INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY (ICT) (19 POSTS)**

STIPEND : R7 50.62 per month
CENTRE : National Office: Midrand, Ref No: 2024/276/OCJ (3 Posts)
Eastern Cape Provincial Service Centre: East London, Ref No: 2024/277/OCJ (1 Post)
Gqeberha High Court: Port Elizabeth, Ref No: 2024/278/OCJ (1 Post)
Cape Town High Court: Cape Town, Ref No: 2024/279/OCJ (1post)
Polokwane High Court: Polokwane, Ref No: 2024/280/OCJ, (1 Post)
Thohoyandou High Court: Polokwane, Ref No: 2024/281/OCJ, (1 Post)
Constitutional Court: Braamfontein, Ref No: 2024/282/OCJ (2 Posts)
Northern Cape Division of the High Court: Kimberley, Ref No: 2024/283/OCJ (1 Post)
North West Division of the High Court: Mafikeng, Ref No: 2024/284/OCJ (1 Post)
Mpumalanga Division of the High Court: Mbombela, Ref No: 2024/285/OCJ (1 Post)
Durban High Court: Durban, Ref No: 2024/285/OCJ (1post)
Free State Division of the High Court: Bloemfontein, Ref No: 2024/285/OCJ (1 Post)
Supreme Court of Appeal: Free State, Ref No: 2024/286/OCJ (2 Posts)
Pretoria High Court: Gauteng, Ref No: 2024/287/OCJ (1 post)
Johannesburg High Court: Gauteng, Ref No: 2024/288/OCJ (1 Post)

REQUIREMENTS

: Matric certificate and a three-year National Diploma/Degree in Information Technology or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES

: National Office: Midrand: Technical enquiries: Ms T Mafumo, Tel No: (010) 493 2625

HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689

Eastern Cape: Technical/HR related enquiries Mr S Mponzo, Tel No: (043) 726 5217

Limpopo Division of the High Court: Technical/HR related enquiries: Ms EM Ramaphakela, Tel No: (015) 495 1744

Supreme Court of Appeal Technical/HR related enquiries Ms N de la Rey Tel No: (051) 492 4585

Constitutional Court: Technical/HR related enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574

Kwazulu-Natal: Technical/HR related enquiries Ms S Mvuyana, Tel No: (031) 493 1721

Northern Cape: Technical /HR related enquiries Ms L Wymers, Tel No: (053) 492 3533

North West: Technical/HR related enquiries Mr OPS Sebatso, Tel No: (018) 397 7114

Mpumalanga: Technical /HR related enquiries Mr V Maeko, Tel No: (013) 758 0000

Free State: Technical/HR related enquiries Ms N de la Rey, Tel No: (051) 492 4585

Gauteng: Technical/HR related enquiries Ms F Lukhele, Tel No: (010) 494 8541

APPLICATION

: Applications can be sent via email at Recruitment130@judiciary.org.za

: National Office: Midrand: Applications can be sent via email at Recruitment116@judiciary.org.za

Eastern Cape Provincial Service Centre Applications can be sent via email at Recruitment117@judiciary.org.za

Gqeberha High Court: Applications can be sent via email at Recruitment118@judiciary.org.za

Cape Town High Court: Applications can be sent via email at Recruitment119@judiciary.org.za

Polokwane High Court: Applications can be sent via email at Recruitment120@judiciary.org.za

Thohoyandou High Court: Applications can be sent via email at Recruitment121@judiciary.org.za

Constitutional Court: Applications can be sent via email at Recruitment122@judiciary.org.za

Northern Cape Division of the High Court : Applications can be sent via email at Recruitment123@judiciary.org.za

North West Division of the High Court: Applications can be sent via email at Recruitment124@judiciary.org.za

Mpumalanga Division of the High Court: Applications can be sent via email at Recruitment125@judiciary.org.za

Durban High Court: Applications can be sent via email at Recruitment126@judiciary.org.za

Free State Division Applications can be sent via email at Recruitment127@judiciary.org.za

Supreme Court of Appeal: Applications can be sent via email at Recruitment128@judiciary.org.za

Pretoria High Court: Applications can be sent via email at Recruitment129@judiciary.org.za

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : You can apply on www.psc.gov.za under Vacancies, forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza.
- CLOSING DATE** : 20 December 2024, 10h00
- NOTES** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated.) Only shortlisted candidates will be required to bring certified copies of ID, license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS appointments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON

- POST 45/157** : **PROVINCIAL DIRECTOR: NORTHERN CAPE REF NO: PD/NC/12/2024**
- SALARY** : R1 216 824 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Office Public Service Commission, Provincial Office: Northern Cape (Kimberley)
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma/ Bachelor of Technology Degree qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Employee Relations, Labour Law, Industrial and Organisation Psychology. Five (5) years' relevant experience in a middle/senior management post, proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic

understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, research, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and presentation skills. Financial management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

DUTIES

: Key Performance Areas: Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196). Provide strategic support to the Office and provincially based Commissioner in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Northern Cape Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report. Provide corporate service support to the provincial office.

ENQUIRIES

: Mr ST Giyose Tel: 012 352 1145

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 23 December 2024.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 45/158** : **LEGAL ADMINISTRATION OFFICER (MR 3-5) REF NO: DPSA 15/2024**
- SALARY** : R307 659 – R625 059 per annum, (Salary will be in accordance with OSD determination).
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc) as recognised by SAQA. 2 to 7 years' appropriate post qualification legal experience. Good knowledge of the South African legal system, public service legislation and policy frameworks, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; ability to conduct legal research, provide opinions and work independently; Sound knowledge of legislative processes, the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good interpersonal, problem-solving, and dispute-resolution skills; must be computer literate; good communication and writing skills and willingness to travel are essential.
- DUTIES** : To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation, providing guidance to the Department in respect of legislative processes and participating in policy processes requiring reflection or amendment in legislation. Support litigation processes. Provide support in respect of technical quality, adherence to best practices, and consistency with the Constitution and other primary legislation of the DPSA
- ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006
- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia

0083, or emailed. E-mail your application to
Advertisement152024@dpsa.gov.za.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

**CLOSING DATE**

: 23 December 2024 at 16H00

NOTE

: 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. Note: Kindly take note that with effect from 01 January 2021, DPISA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be 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 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 The 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 Professionalization 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 Governance (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-entry-programme/>.

MANAGEMENT ECHELON

- POST 45/159** : **HEAD OF INFRASTRUCTURE SOUTH AFRICA REF NO: 2024/100**
(Five (5) Year Contract)
(Re-advertisement for Ref No: 2024/88 PSVC 35 of 2024, Applicants who previously applied are encouraged to reapply)
- SALARY** : 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 Note: 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. Note: The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An NQF level 08 qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. Ten (10) years of experience at Senior Management Level in the relevant field.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr Sifiso Mdakane, Tel: (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: Recruitment24-21@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau
- POST 45/160** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/101 (X3 POSTS)**
(Re-advertisement for Ref No: 2024/99 PSVC 41 of 2024 (X3 posts), Applicants who previously applied are encouraged to reapply)
- SALARY** : R1 200 426. per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Pretoria (Regional Office)
: Relevant B Degree or equivalent qualification in a technical field/built environment with a minimum of 6 years post qualification experience. Valid driver's licence, Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project management. Project design and analysis; legal and operational compliance, as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills and well as negotiation skills.

<u>DUTIES</u>	:	Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance, Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Procure the services of the Built Environment professionals through stipulated supply chain management processes, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department.
<u>ENQUIRIES</u>	:	Mr D. Sewada, Tel: (012) 310 5399
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA24-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tihapane/ Ms. MC. Lekganyane
<u>POST 45/161</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 2024/102</u>
<u>SALARY</u>	:	R1 042 170.per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	B degree in Urban/Town and Regional Planning or relevant qualification. Six years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Valid driver's licence. Willingness to travel extensively. Knowledge And Skills: Conversant with Built Environment related legislation and/or policies. In-depth understanding of Town and Regional Planning processes (Site Clearance/readiness processes). Well-developed Project and Stakeholder management skills. Knowledge of PFMA, Treasury regulations and other related government prescripts. Understanding of property development. Problem solving; Decision-making; Communication; Interpersonal skills, Report writing, Presentation Computer literacy and Negotiation skills. Personal Attributes: Ability to work under pressure; Ability to communicate at all levels; People oriented; Innovative; Flexibility and ability to adapt to change; Analytical thinking; Hardworking and highly motivated.
<u>DUTIES</u>	:	Rapid site delivery for the construction of accommodation for national departments, in line with the Site Delivery Programme linked with Construction Programmes and budgets. Ensure verification and interpretation of all client department needs preference and space norms. Ensure community involvement and stakeholder support in projects. Manage site analysis/audit; approve and clear sites for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with client departments, KAM, Portfolio managers, Professional Services, Head & Regional Office project managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers. Provide professional and technical support to the implementation teams at Head and Regional offices. Conduct research regarding international best practice on Town and Regional Planning. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project

compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation, site development plans etc. Resolve any town planning and/or other related development matters that affect client sites or assets. Provide professional advice on Town and Regional Planning issues.

ENQUIRIES : Mr M Ganiso, Tel: (012) 406 1035
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-22@dpw.gov.za

FOR ATTENTION : Ms. NP Mudau

POST 45/162 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2024/103**

SALARY : R833 499.per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Bloemfontein (Regional Office)
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.

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

ENQUIRIES : Mr. A Visser, Tel: (051) 408 7508
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM24-04@dpw.gov.za

FOR ATTENTION : Mr D Manus

DEPARTMENT OF SCIENCE TECHNOLOGY AND INNOVATION

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

CLOSING DATE

03 January 2025

NOTE

: Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). The pre-entry certificate is not a requirement for shortlisting but must be submitted prior to the appointment. For more information on the course please visit the NSG website: <https://www.thensg.gov.za>.

MANAGEMENT ECHELON**POST 45/163**: **DIRECTOR-GENERAL (REF. NO. DSTI 2024/1)****SALARY**

: R2 259 984 per annum (all-inclusive remuneration package)

CENTRE

: Pretoria

REQUIREMENTS

: A Master's degree (NQF level 8 as recognised by the SAQA) in natural, social or engineering sciences. A Doctoral degree would be an added advantage. 10 years' senior management experience in science, technology and innovation policy development and implementation. Demonstrable expertise in and knowledge of science, technology and innovation policy, strategy and programming. Sound knowledge and understanding of the national system of innovation (NSI) and its links with society and economy. Solid understanding of all relevant legislative frameworks, including but not limited to the Public Finance Management Act (PFMA), Treasury Regulations, etc. Leadership acumen in strategic foresight planning, policy analysis, development and execution, and strategic management (finance, human resources, information systems). Commitment and competence in driving transformation in the national system of innovation. Thoughtful leadership, diplomacy, analytical and critical thinking. Ability to work individually and as a team. Attention to detail. Proven track record in building and inspiring high team performance. Knowledge of the SA labour relations environment, and general Human Resources Management.

DUTIES

: Ensuring effective policy and strategy development and implementation in line with the DSTI Decadal Plan. Ensuring effective and efficient management of the DSTI including human, financial, information technology and data

resources and assets. Ensuring effective promotion of DSTI's science and technology missions and programmes and their articulation within the economy and society. Ensuring effective social and economic diffusion of technologies to support national development goals, including the National Development Plan (NDP). Ensuring the effective promotion and alignment of DSTI's bilateral and multilateral international partnerships in SADC, the rest of Africa and globally, to drive Decadal Plan priorities. Provide an enabling environment for research, training and knowledge production that promotes strategic development of basic science and priority science areas. Ensure DSTI contribution to socio-economic priorities through technology and innovation partnerships. Ensure integrated governance, a responsive NSI, and participation in the Forum of South African Directors-General system. Strategic management including people management and development, and prudent financial management of public resources.

ENQUIRIES : Ms Zanele Ngwenya, Tel. 012 843 6409/ 082 808 0490
APPLICATIONS : Applications must be emailed to dg@dsti.gov.za

POST 45/164 : **DEPUTY DIRECTOR-GENERAL: TECHNOLOGY INNOVATION (REF.NO. DSTI 2024/2)**

SALARY : R1 741 770 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Master's degree (NQF level 8 as recognised by the SAQA) in the natural sciences or engineering fields. 8 years' experience at a senior managerial level within the research, development and innovation sector. Sound knowledge and understanding of the national system of innovation (NSI), the Public Finance Management Act and Treasury Regulations, departmental policies and strategies, government priorities and policy formulation, the Public Service Act and Regulations, Technology Innovation Act, South African Space Agency Act, Intellectual Property Rights from Publicly Financed Researched and Development Act as well as the international cooperation environment. Skills in financial management, change management, knowledge management, service delivery innovation, people management and empowerment, and communication. Client orientation.

DUTIES : Guide and steer the South African space science and technology programme. Provide leadership in innovation planning and commercialisation of SA publicly funded IP, including enhancement of SA's readiness for the 4th industrial revolution. Provide leadership moving SA towards a knowledge-based bioeconomy including the mainstreaming of indigenous knowledge systems. Provide leadership in the planning, development, and implementation of low carbon energy solutions for the country. Provide leadership of and management of the National Intellectual Property Management Office and the implementation of the Act.

ENQUIRIES : Ms Zanele Ngwenya, Tel. 012 843 6409/ 082 808 0490
APPLICATIONS : Applications must be emailed to ddgti@dsti.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line to recruitment2024@dsac.gov.za There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
- CLOSING DATE** : 23 December 2024 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. 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 these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes.

OTHER POSTS

- POST 45/165** : **ASSISTANT DIRECTOR: ANALYST PROGRAMMER REF NO: DSAC-06/11/2024**
- SALARY** : R444 036.per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Information Technology/IT Software Development/Computer Science or any relevant qualification; 2-3 years relevant experience at an IT Technician/Systems Developer level in the IT environment. Competencies: Knowledge of Public Service Regulations; Knowledge and understanding of developing Systems; Knowledge and understanding of relevant policies; Knowledge and understanding of SITA regulations; Problem-solving skills; Creativity & Innovation; Communication and Interpersonal relations; Analytical and thinking skills; Presentation skills; Research skills; Training skills; Business analysis; Attention to detail.
- DUTIES** : Key Performance Areas: The purpose of this post is to develop and maintain all business systems and application software. -Perform business analysis and systems requirements: Perform system requirements gathering; Compile user

requirements specification documents; Compile business case documents; Conduct systems development and maintenance support. -Undertake programming tasks for new systems: Monitor systems performance; Maintain existing systems and perform system administration duties; Perform systems implementation. -Lead systems implementation and Go-live activities: Testing of newly developed systems; Document systems errors and oversee resolution thereof; Review of business processes and develop optimization strategies. - Document business processes: Lead business process automation actions; Analysis of business processes; Develop user manuals for applications, databases and lead training interventions in the department. -Compile manuals for bespoke systems developed in-house: Arrange training sessions; Review training manuals developed by external service providers.

ENQUIRIES : Mr Thulani Jongweni, Tel: (012) 441 3727
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/166 : **CHIEF LANGUAGE PRACTITIONER: TRANSLATION AND EDITING (ENGLISH) REF NO: DSAC-07/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in language, majoring in English or Translation or Linguistics or other relevant subjects; 2–3 years' relevant experience as a Senior/ Language Practitioner in translation and editing services or related fields; Successful completion of a departmental English translation and editing test. competencies: Excellent command of English; Editing/translation skills and language knowledge; Computer literacy; Ability to edit and translate text electronically; Good written and verbal communication and interpersonal skills; Ability to work under pressure; Analytical skills; Planning and organising skills; Knowledge of public service regulations and relevant policies and prescripts; Problem solving skills; Research skills

DUTIES : Key Performance Areas: The purpose of this post is to edit and translate documents to meet the government's constitutional obligation to facilitate access to information in all the official languages and comply with the provisions of the Department's Language Policy (English). -Edit English documents. -Translate, check and do quality control of English documents: Translate Afrikaans documents into English: Check and proofread documents translated into English; Do quality control of outsourced English documents. - Research, language advice and liaison: Conduct research using the Internet and other sources to obtain information about work: Provide English language advice to clients, freelancers, NLS staff and the public on correct language usage; Liaise with clients about TE services, relevant background documentation required for translation and/or editing and due dates; Resolve client, internal and freelance queries; engaging on activities; that support the promotion and development of official languages; Administration and supervision: Provide administrative support and supervision; Internal administration of English documents; Outsourcing administration of English documents; Record keeping of translated work; Supervise English Section; Assist subordinates with training and development needs; Assist the unit with related duties.

ENQUIRIES : Ms M Gaffane, Tel: (012) 441 3256
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/167 : **ASSISTANT DIRECTOR: DESIGN REF NO: DSAC-08/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Design Studies in Textile Design/Interior Design/ Multimedia Design or relevant qualification; 2-3 years relevant experience at a Cultural Officer level in a Design related field; Valid driver's license. Competencies: Knowledge and understanding of the Design Sector in South Africa; Knowledge of relevant policies and prescripts in arts, culture, and heritage; Knowledge of White paper on Arts, Culture and Heritage; Planning and organizational skills; Ability to communicate in clear and appropriate grammar; Ability to approach work in new and imaginative ways; Intensive

knowledge of the sector; The ability to deal with difficult issues systematically; Research Skills; Problem solving skills; Good communication and interpersonal relations; Creativity and innovation; Resilience; Project Management Skills; Computer literacy; Good administrative and organisational skills.

DUTIES : Key Performance Areas: The purpose of this post is to assist in the formulation and implementation of strategic intervention in the design sector. -Assist in Programme and Project Management: Assist in handling design unit flagship projects and handling the administrative duties; Provide assistance towards the formulation of strategic interventions of the design sector and in order to achieve national imperatives i.e job creation, education etc; Providing logistical support to all design projects; Promote socio-cultural development of vulnerable groups; Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector- Manage Stakeholder Relations: Maintain a high standard on stakeholder relations with all relevant stakeholders; Assist in compiling, storing, and retrieving management data (presentations, strategic document, proposals, Memo's etc).; Attend consultations and information dissemination to the public; Liaise and support design organisations; Provide support to other units in the department; Continuous liaison with the industry and stakeholders by disseminating accurate, relevant information regarding the subject matter; Provide advice to all relevant stakeholders on arts and culture matters. - Provide Administrative Support to design and related programmes: Assist in Monitoring and evaluating funded projects and programmes; Develop and maintain database of design institutions; Provide administrative and technical support with regards to design and related programmes; Monitoring the implementation of approved programmes for all funded organisations and institutions; Conduct Research. -Assist in the development, implementation of policies and strategies of the design sector: Assist in providing inputs in the development of strategies and policies to grow the design sector; Assist in the formulation and implementation of strategies; Address the overall development of the design sector through design strategy formulation and implementation.

ENQUIRIES : Mr V Ngobeni, Tel No: (012) 441 3732
NOTE : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

POST 45/168 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DSAC-09/11/2024**

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Accounting or relevant qualification; 2-3 years relevant experience at a State Accountant/Chief Accounting Clerk level in Finance environment; Working knowledge and experience in Persal and BAS Systems. Competencies Knowledge of Public Finance Management Act (PFMA); Knowledge of Treasury Regulations and Financial Systems (e.g. BAS, LOGIS & Persal); Understands and applies commercial and financial principles; The ability to interpret and apply financial policy and procedures; Numeracy skills; Computer skills; Problem solving skills; Analytical thinking skills; Good communication and interpersonal relations; Planning and Organizing skills

DUTIES : Key Performance Areas: The purpose of this post is to coordinate and review the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures. -Manage Tax (Pay-As-You-Earn (PAYE)) deductions and reconciliation: Ensure correct Income tax is deducted and paid over to SARS; Ensure Tax is reconciled and corrected; Submit SARS Monthly PAYE return (EMP201) and SARS Annual and/or Bi-annual PAYE reconciliation (EMP501); Ensure employees receive their correct IRP5 certificates; Assist officials with Tax related issues. -Manage expenditure of the department: Oversee the verification of the capturing of payroll transactions on the accounting system; Oversee quality assure all payroll transactions; Authorizes reimbursement transactions on the basic accounting system (BAS); Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the basic accounting system (BAS); Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system; Oversee verification of information for payroll certification and its transaction on BAS/PERSAL; Ensure that expenditure is in

line with budget and item provisioning; Act as Assistant Persal System controller (Syscon-assist) in the absence of the Persal Syscon; Oversee and reconcile payment requests with budget provisions and the availability of funds; Authorize the payment of transfers and subsidies processed on the basic accounting system. -Ensure the implementation of Travelling & subsistence, reconciliation and analysis of the general ledger: Ensure the implementation of travelling and subsistence policy by monitoring and following up on outstanding advances; Perform account analysis to make sure that entries and balances are correct; Reconcile accounts with general ledger on the monthly basis; Ensure that all entries are accurate and that transactions are reported in accordance with accounting standards and government regulation. -Facilitate reporting procedures for expenditure and financial statements: Oversee the processing of information to determine expenditure against budget; Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status; Prepare unit inputs for the interim and annual financial statements; Ensure the safeguarding of all source documents. -Supervise subordinates: General supervision of employees; Allocate duties and do quality control of the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively; Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES
NOTE

- : Ms S Mabe, Tel No: (012) 441 3473
- : Preference will be given to Coloured Males, White Males, Coloured Females and Persons with Disabilities.

NATIONAL TREASURY

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



<u>CLOSING DATE</u>	:	17 January 2025 at 12:00 am (Midnight)
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 45/169</u>	:	<u>CHIEF DIRECTOR: GOVERNANCE AND FINANCIAL ANALYSIS REF NO: S065/2024</u> Division: Asset And Liability Management (ALM) Purpose: To monitor financial management of State-Owned Companies (SOCs), monitor contingent liabilities, and enforce compliance with Corporate Governance.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022. per annum (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Economics or Business Management. Certification as a Chartered Accountant (SA) will be an added advantage. A minimum 5 years' experience at a senior managerial level obtained in a financial governance environment. Knowledge and experience of financial markets and regulatory frameworks. Knowledge and experience of treasury operations, corporate governance and development finance. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- Enforce the PFMA, Treasury Regulation, Protocol on Corporate Governance, King II Code on Corporate Governance: Initiate the amendment of PFMA and Treasury Regulations. Monitor compliance to PFMA,

Treasury Regulations and Corporate Governance Codes. Manage and review treasuries of SOCs. Advise on appropriate shareholder management model for SOCs Monitor financial performance of SOC's: Monitor financial analysis of SOCs i.e. performance indicators, forecasting annual financial statements, industry comparisons, benefits and risks of financial transactions. Identify risk management in SOCs through analysis of corporate plans. Co-ordinate with macroeconomic policy and public finance. Enforce restructuring through compliance to the relevant provisions of PFMA. Analyse financial impact of SOCs strategic plans. Monitor financial performance against shareholder compacts and KPIs Monitor Contingent Liabilities and align Compliance with Corporate Governance: Monitor contingent liabilities of SOCs. Act as Secretariat of the Fiscal Liability Committee (FLC). Participate in legislative processes pertaining to contingent liabilities and conduct the impact analysis on the fiscus. Set standards for the management of the register of guarantees, letters of comfort, financial commitments and borrowing limits. Conduct due diligence of the contingent liabilities and guarantees Monitor Financial Performance and Development impact of DFIs: Develop a finance policy framework for DFIs. Review mandates of individual DFIs. Initiate research and propose an appropriate development finance systems Contribute to lowering borrowing requirements through accurate forecasting, gaining understanding of dividend policy and cost of equity: Undertake capital structure analysis of individual SOCs. Negotiate appropriate dividend payout/ capitalisation of SOCs. Coordinate SOCs borrowing programs Exercise financial oversight over SOCs in terms of the decentralized management model: Advise Minister of Finance on concurrence to PFMA Section 54 applications. Coordinate financial impact of SOC deliverables with policy departments and shareholder oversight departments Monitor and adherence to Treasury management best practice standards: Evaluate SOCs adherence to Treasury best practice standards. Make recommendations to SOCs on amendment of Treasury policies and practices in alignment with set standards. Monitor implementation of recommendations Facilitate the Restructuring of SOCs: Optimal restructuring of SOCs balance sheets. Manage risks pertaining to SOCs. Formulate financial modelling and project management of SOCs.

**ENQUIRIES
APPLICATIONS**

: Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/170

: **DIRECTOR: ICT AND SECURITY SERVICES REF NO: S058/2024**
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To manage a commodity unit within Transversal Contracting, responsible for the efficient facilitation and processing of transversal term contracts on behalf of government

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824. per annum (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Business Economics or Supply Chain Management or Logistics Management or Purchasing Management or Commercial Law. A minimum 5 years' experience at middle / senior managerial level obtained in a supply chain management environment, Knowledge of research methodology, Knowledge of the broader policy framework on SCM, (PFMA, Treasury Regulations, GIAMA Construction, Property/Real estate environments), Knowledge of SCM prescripts and directives, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

DUTIES

: Some key Outputs include:- Market Research: Review adequacy of existing transversal contracting policies in conjunction with relevant stakeholders, Develop a long-term transversal contracting proposal and sourcing strategy for government, Research a short-term supply stabilization strategy in conjunction with relevant stakeholders, Consult Supply Chain and Value Chain analysis to identify process improvement opportunities, Identify opportunities for cost saving measures through life-cycle costing, economies of scale and total cost of ownership of transversal term contracts, Propose a standardized process that will meet the requirements and specifications of users in compliance with policy and procedures, Conduct market research to determine commodity trends on usage, leasing, etc. Design, Develop and Implement Transversal Term Contracts Strategies: Develop implementation plan for sourcing strategy including contract management, provide technical support for the entire SCM processes, Design a methodology for quantification of

economic benefits, Provide technical support for supplier due diligence, Improve internal control strategies: Develop and review risk profiles for transversal contract procurement, Enhance transparency and compliance with SCM processes. Provide support for implementation of risk mitigation strategies, Improve contract management in external environment: Provide technical support to all spheres of government, Promote long term supplier relationships, Supplier performance management and reporting: Coordinate the management of supplier performance, Coordinate the management of contract performance, Manage the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements, Manage the monitoring and reporting on the progress of strategic procurement interventions, Evaluate and report on the impact of strategic procurement interventions including value for money and leveraging of benefits, Promote government socio-economic objectives: Support black economic empowerment development, Support Proudly SA products, local content and related policies, Support SMME development, Support all policies with development and transformation agenda.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/171 : **DIRECTOR: RETIREMENT FUNDS REF NO: S067/2024**
 Division: Tax And Financial Sector Policy (TFSP)
 Purpose: To monitor, analyse, and provide policy advice on the regulation, supervision and reform of the Retirement Funding Industry (both private and public sector) and the development of the sector.

SALARY : R1 216 824 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor of Commerce degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Law and an LLB (equivalent to NQF level 8) and certification in retirement funds will be an added advantage. A minimum 5 years' experience at a middle / senior managerial level obtained in the retirement fund industry. Knowledge and experience of the retirement fund legislation and regulatory framework, i.e. Pension Funds Act, Regulations, Conduct Standards. Demonstrate an awareness of retirement fund investments and governance requirements. Knowledge of different retirement fund structures. Knowledge of retirement fund role-players and experience in the dissemination and analysis of information. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include:- Development of Retirement Fund Policy Framework: Research and recommend policy reform to the retirement fund framework. Create a platform to advice stakeholders on all issues pertaining to retirement fund regulatory policy. Formulate legislative interventions on policy and the monitoring of the implementation thereof. Retirement Fund Regulation and Legislation: Research and monitor the legislation and regulation of the retirement fund industry and its policy impact. Create a platform to advice stakeholders on all issues pertaining to retirement fund legislation and regulation. Participate in the formulation of legislative and regulatory interventions and monitor the implementation thereof. Retirement Fund Governance: Research and monitor the governance of retirement funds and formulation of relevant policy. Create a platform to advice stakeholders on all issues pertaining to fund governance and its impact on policy. Participate in the formulation of legislative and regulatory interventions and the monitor the implementation thereof. Retirement Fund Investments: Research and monitoring of retirement fund investment issues and their policy impact. Create a platform to advice management on retirement fund investment policy issues. Participate in the formulation of legislative and regulatory interventions and monitor the implementation thereof. All other retirement funding issues: Research and monitor all issues that affect the retirement fund industry. Create a platform to advice stakeholders on all issues pertaining to retirement funds. Provide inputs in the formulation of legislative and regulatory interventions on policy matters and monitor the implementation. Represent National Treasury in external and governmental forums: Carry the mandate on retirement issues within fora representing the National Treasury.

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

<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/172</u>	:	<u>DIRECTOR: MFMA CAPACITY BUILDING AND TRAINING REF NO: S066/2024</u> Division: Office Of the Accountant-General (OAG) Purpose: To monitor and report on capacity building and training within municipalities for implementation of MFMA regulations and facilitate financial management training pertaining to guidance of public and private sector institutions.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824.per annum (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent NQF level 7) in any of the following disciplines: Economics or Accounting or Finance or Public administration, A minimum 5 years' experience at a middle / senior managerial level obtained in training, management, or research, Experience of the South African public finances and budget allocation system, Knowledge and experience of the municipal capacity building, pertaining to finance and training, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- Legislative Alignment: Apply local government legislative framework as determined by the constitution, Initiate the implementation of the legal framework regulating training, skills development, norms, and standards, applicable to the South African Qualification Authority and Higher Education standards, Support and guide the implementation of the MFMA within local government in compliance with its regulations. Financial Management: Apply and implement the financial management principles utilised within the public and private sectors, Initiate the support and implementation of capacity building of the MFMA through the Financial Management Grant initiatives, Develop the graduate internship programme on financial management within government, Implement training and skills development programmes within government institutions. Monitoring and Compliance: Implement and maintain a database of training providers and learners of financial management training programmes, Articulate findings of research undertaken and progress within municipalities because of capacity building initiatives, Update the MFMA website on training initiatives for the local government. Stakeholder Engagement: Develop financial management training and course material in conjunction with tertiary institutions, municipalities, QCTO, SALGA, LGSETA and provinces, Review and refine course material in compliance with MFMA reforms, Arrange workshops, seminars in refining financial management and capacity building initiatives within municipalities, Develop the PFM Competency Framework in support of the Municipal Regulations on Minimum Competency Levels, Professionalise the PFM at local government in conjunction with relevant stakeholders, Engage service providers, public and private sector institutions and other stakeholders on capacity building and training initiatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/173</u>	:	<u>DIRECTOR: PFM CAPACITY BUILDING EXPERT REF NO: S080/2024</u> Division: Office Of the Accountant-General (OAG) Purpose: To develop and enhance financial management capacity building for the economic utilisation of public resources in the all spheres of government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824.per annum (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Public Finance, Education or Business Management. An Honours degree (equivalent to NQF level 8) will be an added advantage. A minimum 5 years' experience at a middle / senior managerial level obtained in strategy and leadership. Knowledge and experience in financial management. Knowledge of capacity development and/or education and training on financial management. Knowledge of data analysis and decision making and managing of multiple and complex stakeholder relationships. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on

DUTIES

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: Some key Outputs include:- Policy Development: Develop a comprehensive capacity development strategy for public financial management. Develop and/or influence related government policy (e.g. human resource management, human resource development, organisational design, and organisational development. Develop and maintain national frameworks, guidelines and standards aligned to legislation and policy environment, e.g. competency and learning frameworks and job standardisation. Implement capacity development strategy: Support the creation of an enabling environment (e.g. maintain the competency framework for public financial management, maintain the integrated learning framework, develop nationally recognised occupational qualification, and implement supporting change management programmes). Develop and enhance organisational capacity e.g. support capacity development in departments and provincial treasuries and coordinate the provision of national capacity development interventions. Develop and initiate implementation of education, training, and development programmes. Develop an environment that enables and sustains mutually beneficial stakeholder relationships, e.g. marketing and communication, and implement a broad-based delivery model. Facilitate the establishment and maintenance of the strategic levers that will support the implementation of the strategy, e.g. champions of change, management and leadership capacity, team level transformation, professionalisation, diagnostics, and knowledge and information management. Research and development: Research on best practice regarding capacity development. Identify new and alternative capacity development solutions for the South African context. Monitor and evaluate the progress and impact of the capacity development strategic interventions. Development of PFM disciplines (Financial Accounting, Management Accounting, Internal Control, Revenue Management, Expenditure Management): Support the development of relevant legislative frameworks, policies, guidelines, and other instruments. Develop and maintain the relevant competency framework. Support the professionalisation of the disciplines. Support the technical advancement of the discipline through reforms, good practice, and benchmarking. Stakeholder Relationship Management: Engage with government stakeholders to facilitate and coordinate the implementation of the capacity development strategy (national, provincial, and local government departments). Engage with external stakeholders to facilitate and coordinate the implementation of the capacity development strategy (educational institutions, professional bodies, service providers, relevant quality assurance bodies and research institutions). Engage with strategic partners to support the implementation of the strategy (DPSA, NSG, COGTA, SALGA, The Presidency, and the donor community).

**ENQUIRIES
APPLICATIONS**

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: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/174

: **DIRECTOR: INTERNAL AUDIT & RISK MANAGEMENT CAPACITY
UILDING REF NO: S078/2024**

Division: Office of the Accountant-General (OAG)

Purpose: To develop and enhance public financial management capacity for the effective, efficient and economic utilisation of public resources in the whole of government (i.e. national, provincial and local government) with a distinct aim of improving service delivery efforts.

**SALARY
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REQUIREMENTS**

: R1 216 824.per annum (all-inclusive remuneration package)
: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Public Finance or Education or Business Management or Economics or Public Financial Management or Accounting, A minimum 5 years' experience at a middle / senior managerial level obtained in strategy and leadership, Knowledge and experience in financial management discipline, Knowledge of capacity development and/or education and training on financial management, Knowledge of data analysis and decision making and managing of multiple and complex stakeholder relationships, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include:- Policy Development: Develop and maintain a comprehensive capacity development strategy (CDS) and plan for public

financial management, Develop and/or influence related government policy (e.g. capacity development management, human resource management, human resource development, organisational design, organisational development, etc.), Develop and maintain national frameworks, guidelines and standards aligned to legislative and policy environment (e.g. competency and learning frameworks, job standardisation, etc.). Implement capacity development strategy: Support the creation of an enabling environment (e.g. maintain the competency framework for public financial management, maintain the integrated learning framework, develop nationally recognised occupational qualifications, and implement supporting change management programmes), Develop and continuously enhance organisational capacity (e.g. support capacity development in departments and provincial treasuries and coordinate the provision of national capacity development interventions and initiatives), Develop and empower a sustainable corps of competent and committed high-performance employees (e.g. support the implementation of education, training and development programmes and encourage employees to work toward continuous improved performance), Develop an environment that enables and sustains mutually beneficial stakeholder relationships (e.g. marketing and communication and implement a broad-based delivery model), Facilitate the establishment and maintenance of the strategic levers that will support the implementation of the strategy (e.g. champions of change, management and leadership capacity, team level transformation, professionalisation, diagnostics, knowledge and information management), Monitor, evaluate and review the effectiveness of interventions and initiatives and where necessary redesign identified areas requiring further and continuous improvement. Research and development: Research on best practice regarding capacity development. Identify new and alternative capacity development solutions for the South African context, Monitor and evaluate the progress and impact of the capacity development strategic interventions. Support the development of PFM disciplines (Internal Audit, Enterprise Risk Management, Supply Chain Management and Asset Management): Support the development of relevant legislative frameworks, policies, guidelines and other instruments, Develop and maintain the relevant competency framework, Support the professionalisation of the disciplines, Support the technical advancement of the discipline through reforms, good practice and benchmarking. Stakeholder Relationship Management: Engage with government stakeholders to facilitate and coordinate the implementation of the capacity development strategy (national, provincial and local government), Engage with external stakeholders to facilitate and coordinate the implementation of the capacity development strategy (educational institutions, professional bodies, service providers, relevant quality assurance bodies, research institutions, etc.), Engage with strategic partners to support the implementation of the strategy (DPSA, NSG, COGTA, SALGA, The Presidency, the donor community, etc.).

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/175 : **DIRECTOR: TRANSVERSAL CONTRACTING (MEDICAL AND HEALTH TECHNOLOGY) REF NO: S072/2024**

Division: Office Of the Chief Procurement Officer (OCPO)

Purpose: To manage a commodity unit within Transversal Contracting responsible for the efficient facilitation and processing of transversal term contracts on behalf of government.

SALARY : R1 216 824.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics or Business Economics or Supply Chain Management or Logistics Management or Purchasing Management or Commercial Law. A minimum 5 years' experience at a middle / senior managerial level obtained in a supply chain management environment. Knowledge of research methodology. Knowledge of the broader policy framework on SCM, (PFMA, Treasury Regulations, GIAMA Construction, Property/ Real estate environments. Knowledge of SCM prescripts and directives. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

<u>DUTIES</u>	:	Some key Outputs include:- Market Research: Review adequacy of existing transversal contracting policies in conjunction with relevant stakeholders. Develop a long-term transversal contracting proposal and sourcing strategy for government. Research a short-term supply stabilization strategy in conjunction with relevant stakeholders. Consult Supply Chain and Value Chain analysis to identify process improvement opportunities. Identify opportunities for cost saving measures through life-cycle costing, economies of scale and total cost of ownership of transversal term contracts. Propose a standardized process that will meet the requirements and specifications of users in compliance with policy and procedures. Conduct market research to determine commodity trends on usage, leasing, etc. Design, Develop and Implement Transversal Term Contracts Strategies: Develop implementation plan for sourcing strategy including contract management. Develop implementation plan for sourcing strategy including contract management. Provide technical support for the entire SCM processes. Design a methodology for quantification of economic benefits. Provide technical support for supplier due diligence. Improve internal control strategies: Develop and review risk profiles for transversal contract procurement. Enhance transparency and compliance with SCM processes. Provide support for implementation of risk mitigation strategies. Improve contract management in external environment: Provide technical support to all spheres of government. Promote long-term supplier relationships. Supplier performance management and reporting: Coordinate the management of supplier performance. Coordinate the management of contract performance. Promote government socio-economic objectives: Support black economic empowerment development. Support Proudly SA products, local content and related policies. Support SMME development. Support all policies with development and transformation agenda.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/176</u>	:	<u>DIRECTOR: SECTORIAL AND REVENUE MODELLING REF NO: S061/2024</u> Division: Economic Policy (EP) Purpose: To develop and maintain revenue and sector models, generate revenue and sector forecasts, conduct economic research on tax behaviour and sector performance.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824.per annum (all-inclusive remuneration package)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum B. Degree (equivalent to NQF level 7) in the following disciplines: Economics or Mathematical Economics or Mathematics or Mathematical statistics or Statistics or Econometrics. A minimum 5 years' experience at a middle / senior managerial level obtained in cross sectional and panel data analysis, Experience in forecasting and economic trends, Understanding of micro and macro-economy policy, Knowledge of the South African tax system, Knowledge of the South African tax system, Experience in disseminating data, Knowledge of statistical tools utilized in the analysis of cross-sectional data, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- Tax databases, Social Accounting Matrices (SAM), and Sectoral databases: Manage the administrative tax data provided to the National Treasury by the SARS, Engage with the revenue service on methods to improve the quality and integrity of administrative tax data, Manage internal and external access to the data set, Develop sector data bases and assist with the designing of Social Accounting matrices for implementation. Maintain Tax and Sectoral models: Develop tax revenue and sectoral models for utilisation, Propose changes to tax revenue and sectoral models in alignment with policy and related practices, Initiate the development of econometric models in response to macroeconomic policy questions, Develop and improve the tax micro-simulation capacity within the National Treasury and external stakeholders. Policy Analysis and Research: Perform research which informs tax and sector policy. Engage with stakeholders on research outcomes pertaining to tax and sector forecasts. Initiate the assessment of tax proposals for implementation, Collaborate with the research programmes projects and initiate research topics with local and international researchers. Forecasting: Provide tax forecasts for the six major revenue streams. Provide sectoral

		trends and analyse performance of different sectors against projected forecasting.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/177</u>	:	<u>DIRECTOR: FINANCIAL MARKETS AND COMPETITIVENESS REF NO: S076/2024</u>
		Division: Tax And Financial Sector Policy (TFSP)
		Purpose: To provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for capital markets
<u>SALARY</u>	:	R1 216 824.per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Development Economics or Law, A minimum 5 years' experience at a middle / senior managerial level obtained in drafting of financial regulation pertaining to financial capital markets, Experience in the analysis of policy and application in business, Development of financial oversight mechanisms for the market, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- Capital Markets Development: Provide oversight on the regulation and developments, of capital markets, Formulate policy on the development of capital markets, Coordinate the implementation of policies on capital markets. Financial Markets Clearing and Settlements: Establish and promote policies that enhance the effectiveness and efficiency of the clearing and settlement systems of capital markets, Manage and ensure the implementation of capital markets policies. Create a conducive environment for oversight on the regulation and the development of policy for capital markets. Implement mechanisms to ensure the financial markets clearing and settlements process is carried out efficiently. Co-ordinate the Establishment of a Financial Centre for Africa: Promote South Africa as a financial centre for African countries. Conduct in-depth research on issues around financial markets and benchmark with recognised international best practices. Liaise with various stakeholders in the financial markets to create awareness of financial markets regulations. Administration & Policy Maintenance: Provide commentary on international papers and reports. Provide inputs to Parliamentary Questions. Participate in the appointment of members to various financial regulatory boards, Provide inputs to content of parliamentary speeches.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/178</u>	:	<u>DIRECTOR: BUSINESS TAX REF NO: S077/2024</u>
		Division: Tax And Financial Sector Policy (TFSP)
		Purpose: To exercise oversight of Business Income Tax and related matters on medium and large businesses in the provision of advice on corporate finance for specialised tax entities.
<u>SALARY</u>	:	R1 216 824 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Tax or Law or Accounting. A minimum 5 years' experience at a middle / senior managerial level obtained in a business tax environment or within an international recognised financial institution, Knowledge and experience of the broader legal drafting and tax legislation techniques, Knowledge and experience of research and benchmarking, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Some key Outputs include:- Large Business Tax: Prepare and assign large business tax policy proposals for the annual Budget Review, e.g. Corporate Re-organisation Rules, Dividend Tax Regime, Tax deduction and Allowances, Prepare policy documents on large business tax and provide inputs to drafter's notes for legislation, Provide legislative oversight and inputs to amendments to

explanatory memorandum on large businesses. Small Business Tax: Prepare policy proposals for the annual Budget Review on small business tax, e.g. presumptive tax, small business relief, Prepare policy documents on small business tax and provide inputs to drafter's notes for legislative integration, Provide legislative oversight and inputs to amendments to explanatory memorandum on small businesses. Corporate Finance: Initiate the preparation of policy proposals for the annual Budget Review on corporate finance, e.g. Limit tax base erosion via interest deductions and other payments, monitoring of transfer pricing rules, and neutralising the effects of hybrid mismatch arrangements. Prepare policy documents and provide inputs to drafter's notes on legislative matters, Provide legislative oversight of amendments and inputs to explanatory memorandum. Retirement Fund Investments: Research and monitoring of retirement fund investment issues and their policy impact. Create a platform to advice management on retirement fund investment policy issues, Provide legislative oversight of amendments and inputs to explanatory memorandum. Specialised Business Entities: Prepare policy proposals for the annual Budget Review on specialised business entities e.g. Tax Treatment of Trusts, Co-operatives, Partnerships, Initiate the preparation of policy documents and drafter notes for integration into legislation. Provide inputs to legislative oversight amendments and explanatory memorandum, Provide inputs to parliamentary enquiries timeously.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OTHER POSTS

POST 45/179 : **SENIOR FINANCIAL ANALYST: DEVELOPMENT FINANCE INSTITUTIONS (DFIs) REF NO: S071/2024**
 Division: Asset And Liability Management (ALM)
 Purpose: To provide policy and financial oversight on the DFIs including the monitoring and evaluating the performance of the DFI's and make recommendations in the development of policies pertaining to DFIs.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Development Finance or Accounting Business Finance or Economics, A minimum 4 years' experience at an Assistant director level or equivalent obtained in the development of financial institutions, Knowledge and experience of policy and financial analysis, Knowledge of the Public Service framework on Development Finance Institutions (DFIs).

DUTIES : Some key Outputs include:- Policy Analysis and Development: Develop and implement finance policy in the development of Development Finance Institutions, Analyse mandates of DFIs and align to Finance Policy for effective service delivery outcomes, Analyse strategic plans and annual reports of DFIs and advice stakeholders on discrepancies. Financial Analysis: Analyse and assist in the development of the effectiveness of DFIs, Identify and review material areas of risk for DFIs and government, Analyse DFIs' annual financial statement for correctness and compile a report on deficiencies. Strategic Analysis: Evaluate governance models of DFIs for alignment and standardisation. Provide inputs on policy and legislative amendments for DFIs and monitor the correct implementation, thereof. Research and Benchmarking: Conduct research on development finance policy, governance models and legislative amendments, Initiate benchmarking exercises on trends and international best practice with reputable international organisations, Initiate the development and implementation of policy directives and aligned for consideration.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/180 : **SENIOR POLICY ANALYST: PUBLIC SECTOR PERSONNEL POLICY REF NO: S064/2024**
 Division: Budget Office (BO)
 Purpose: To provide advice and analysis on public sector personnel policy, financial implications in the liaison with the DPSA on general public sector reform matters and embody National Treasury in the general PSCBC remuneration negotiations.

SALARY : R1 003 890 per annum (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics or Econometrics or Commerce or Public Finance or Data Science or Statistics or Information Systems. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in government remuneration policy development processes and negotiations. Knowledge of the government's broader framework on remuneration and related policies.
<u>DUTIES</u>	:	Some key Outputs include:- Personnel Budget Projections: Develop and maintain a personnel sector database for recordkeeping and improvement of integrity of information. Provide an in-depth analysis on personnel budgeting trends and spending. Provide projections and advice on spending limitations due to budgetary constraints. Provide costing simulations of future expenditure spending trends. Public Sector Policy Advice: Disseminate policy determinations emanated from DPSA determinations and brief the MoF on its implications. Participate in the budget processes, S and other budget related matters for enhancement of policy and processes. Keep records of policy determinations for future reference. Provide feedback on changes to policy influencing decision-making of stakeholders and their participation. Remuneration Policy Development: Provide in-depth analysis and advice on remuneration policy matters for National, Provincial and Local Government. Assess remuneration policy effectiveness in government against future trends. Consult stakeholders on changes to the remuneration policy developmental issues and consolidate their inputs. Public Sector Bargaining Council Negotiations: Represent employer in PSCBC and sectoral bargaining forums. Assist with the preparation of briefing notes to MoF on Remuneration Policy matters impacting on the public service. Prepare calculations on preliminary costing proposals of various mandates. Co-represent government in various sub-committees of PSCBC. Benchmarking and Research: Keep abreast on changes impact government and initiate benchmarking and research best practises with reputable international organisations. Engage academic institutions on research projects pertaining to remunerations aspects within government.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/181</u>	:	<u>SENIOR ECONOMIST: FINANCIAL STABILITY REF NO: S074/2024</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To contribute to an empirical/ experimental based policy making process through quantitative economic and financial analysis and research on global financial stability.
<u>SALARY</u>	:	R1 003 890 per annum (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial economic analysis. Knowledge and experience of credit and banking analysis. Knowledge and exposure to financial sectors, markets, and prudential regulation.
<u>DUTIES</u>	:	Some key Outputs include:- Financial Stability: Formulate and advise on policy, domestic and global financial stability. Provide oversight and monitor the regulation and development of global financial markets impact on the South African market. Assist in coordinating the alignment and introduction of international financial stability policies to the domestic market. Stakeholder Engagement: Develop a working relationship with the Financial Stability Department of the South African Reserve Bank and the Financial Stability Board. Forge relations with other regulatory authorities such as the Prudential Authority, the Financial Sector Conduct Authority, and the Financial Intelligence Centre. Global Macro-Prudential and Vulnerabilities Indicators: Advise on the maintenance and oversight of global macro prudential and vulnerabilities indicators. Conduct in-depth research on global markets and their alleged international vulnerabilities, and proposed solutions. Liaise with stakeholders in the financial markets to create awareness of international financial vulnerabilities. Policy and Regulatory Impact: Provide a policy and regulatory developmental platform through research on policy and regulatory impact assessment. Initiate benchmarking and research on international best practices and policy analysis. Provide inputs to policy, debates, and briefing

notes. Comment on prudential regulatory impact studies and prepare summaries of discussion papers for inputs.

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APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/182 : **SENIOR POLICY ANALYST: INTERNATIONAL DEVELOPMENT CO-OPERATION (IDC) REF NO: S081/2024**

Division: Budget Office (BO)

Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promotion of sound ODA management within the economic sector.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economic or Sciences or Social Sciences or Development Studies. 4 years' experience is required of which 2 years' should be at an Assistant Director or equivalent level obtained in programme and portfolio management. Knowledge and experience of public policy development and implementation. Knowledge and experience of developmental management.

DUTIES : Some key Outputs include:- Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the management of ODA commitments to SA (facilitation of programming). Review and assess trends and best practices pertaining to the economic sector and update current database of all ODA funded programmes within the sector. Arrange the record keeping of meetings with donor and South African Government representatives involved in donor programmes. Programme Delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the economic sector. Liaise/ negotiate with stakeholders in Public Finance, cluster/ sector, provincial and local government decision-makers and ODA co-ordinators, and relevant donors regarding the consolidation of ODA programmes. Facilitate the smooth implementation of donor-supported projects. Compliance with Global ODA Commitments: Facilitate involvement in global ODA debates and forums within the aid effectiveness arena. Prepare South African position papers within the aid effectiveness discourse. Strengthen the ODA Knowledge Base: Implement database to feed into the knowledge management processes. Initiate benchmarking best practices of ODA management within the sector. Alignment of ODA to Budget: Invite stakeholder participation and guidance, from certain knowledgeable areas in the National Treasury to improve programming and alignment of ODA to budget. Provide a share point of information within the economic sector on the overall budget process.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/183 : **SENIOR POLICY ANALYST: FISCAL FRAMEWORK REF NO: S082/2024**

Division: Budget Office (BO)

Purpose: To provide analysis and research on the interaction between fiscal policy and the economy as well as supporting the development of the budget framework used by government in achieving social and economic development.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics or Finance or Social Science. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in fiscal framework analysis and planning. Experience in policy development and communication is also valued. Knowledge of economics analysis and research. Knowledge of applied mathematics and statistics is valued.

DUTIES : Some key Outputs include:- Fiscal Research: Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development. Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government. Medium Term Budget Policy Statement and Budget Review: Support the production of the fiscal chapter and technical annexure, including associated tables and data

development, and verification for credibility. Provide an appropriate and consistent presentation of fiscal policy content across chapters. Contribute content and number verification for the People's Guide to the Budget. Provide oversight on consistency of information throughout the publication. Economic forecasting: Develop, improve and maintain the fiscal block database/ model in contribution to the forecasting process. Coordinate the preparation and presentation of fiscal variables forecasts to the quarterly macro-forecast processes. Provide support in the management of databases and information systems for analysis and policy purposes. Fiscal framework analysis: Prepare reports on fiscal indicators and quarterly reports on fiscal variables.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/184 : **SENIOR ECONOMIST: FORECASTING REF NO: S061/2024**
 Division: Economic Policy (EP)
 Purpose: To assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum national Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics or Mathematical Economics or Statistics or Econometrics. A minimum 4 years' experience is required of which 2 years should be at an Assistant Director level or equivalent obtained in macro-econometric modelling; Knowledge and experience in the utilisation of forecasting modelling instruments; Knowledge and experience in interpreting and communicating results; Knowledge and experience in formulating policies, and programming software (EViews, Stata, R-studio, MATLAB, etc.).

DUTIES : Some key Outputs include:- Support the budget process: Quarterly Forecasts over the MTEF: Produce macroeconomic forecasts of the South African economy, Draft a forecasting explanatory memo after each forecast session to brief stakeholders on the main aspects of the economic projection, Provide different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year. Model Maintenance and Development: Maintain the QMOD for sound policy analysis and advice to all stakeholders, Update the QMOD and other forecasting models on availability of new data on a regular basis, Propose changes to the QMOD if necessary and effect approved changes, Conduct the adjustment of the equations in the QMOD for accuracy and integrity of data Co-develop new models in line with the needs of National Treasury and its stakeholders, Co-develop new models in line with the needs of National Treasury and its stakeholders. Policy Analysis and development: Create a platform for policy recommendation and consultation with stakeholders. Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions. Develop presentations and engage stakeholders. Research and Stakeholder Engagement: Conduct research using the latest forecasting tools and methodologies for publication, Represent the National Treasury in relevant fora and engagements, Initiate and conduct research that supports model maintenance and development as well as the macro-fiscal planning process. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Lead internal number checking process and assist proof reading of Budget Chapters.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/185 : **SENIOR ECONOMIST: SECONDARY SECTOR REF NO: S063/2024**
 Division: Economic Policy (EP)
 Purpose: To monitor and evaluate economic developments in the Secondary sector of the economy. To analyse and advise on the socio-economic impacts of various related policy proposals made by other government departments and/or stakeholders, plan and execute research projects, and engage external stakeholders on sectoral developments.

SALARY : R1 003 890.per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Econometrics or Finance or Statistics or

Business Science or Data Science or Accounting or Mathematics. 4 years' experience is required of which 2 years should be at an Assistant Director or equivalent level obtained in an economic policy analysis environment. Knowledge and experience of applied microeconomics. Knowledge and experience of the latest trends in research and research tools. Knowledge and experience in the dissemination and interpretation of economic policy outcomes.

DUTIES : Some key Outputs include:- Sector Analysis: Compile research on the developments in the Secondary sector. Assist in Initiating e in produce in-depth analysis of the socio-economic impact of related policy proposals. Assist to develop the National Treasury's position on real economy and related issues in conjunction with other units. Policy Advice and Representation: Prepare speaking & briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Draft documents for consultation with stakeholders. Represent National Treasury on inter-governmental and other external forums and committees on request. Research: Conduct research and analyse the factors that influence growth, employment, and investment in the economy. Conduct economics research and policies where applicable-benchmarking exercises with international institutional best practices and trends. Engage (internal & external) stakeholders on policies impacting the real. Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Lead number checking and proof-reading processes. Project Management: Plan and execute research projects (2 or more people).

ENQUIRIES APPLICATIONS : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/186 : **SENIOR MFMA ADVISOR REF NO: S055/2024**
Division: Office of the Accountant-General (OAG)
Purpose: To assist with the reviewing, amendment, and maintenance the Municipal Finance Management Act (MFMA), its Regulations and Circulars. as well as build capacity with stakeholders on its implementation.

SALARY CENTRE REQUIREMENTS : R1 003 890.per annum (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Law or Public Administration or LLB (equivalent to NQF level 8). An Admission as an Attorney or Advocate. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a legal, private, or public sector regulatory environment; Knowledge of South African public finances and local government legal framework, as follows: The Municipal Finance Management Act 56 of 2003 (MFMA); The 10 Regulations issued under the MFMA; The Municipal Systems Act; Municipal Property Rates Act; Municipal Structures Act; Constitutional Framework, Intergovernmental system, and the ability to demonstrate practical application thereof.

DUTIES : Some key Outputs include:- Review of Legislations Framework: Provide inputs into legislation impacting financial management in municipalities and municipal entities, Establish and maintain a system of delegation (internal and external) including the development of generic delegations' framework, Assist with the interpretation, comment and coordination of MFMA related queries through the management of the helpdesk and parliamentary questions., Assist with maintaining a database of court cases impacting MFMA. Stakeholder Engagement: Participate in quarterly MFMA Joint Meetings by conducting presentations on legal matters, Assist with convening or participate in MFMA related workshops, forums etc, Assist with the maintenance of the MFMA webpage on the National Treasury's website for continued relevance, Liaise with and assist in the coordination of MFMA Implementation, Engage with key stakeholder to ensure alignment with MFMA, Review policy papers and provide comments upon request, Advise on appropriateness of financial reforms. Monitoring and Reporting: Assist with the finalisation, coordination or contribution towards the development of Guidelines and Circulars supporting MFMA Implementation. Assist with the coordination of departure and exemptions granted in terms of sections 170 and 177 of the MFMA and recordkeeping. Capacity Building: Assist with the development, review and maintenance of MFMA training material. Assist with conducting information sessions to various stakeholders on the MFMA. Participate on committees pertaining to MFMA Implementation

<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/187</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: S069/2024</u>
		Division: Office of the Minister of Finance(O-Min)
		Purpose: To manage the administrative and coordination activities within the office of the executive authority.
<u>SALARY</u>	:	R849 702. per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Management or Public Management or Business Management or Political Sciences. A minimum 4 years' experience of which 2 years should be at an Assistant Director level obtained in the management of an executive office environment. 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.
<u>DUTIES</u>	:	Some key Outputs include:- Manage the administrative and coordination activities: Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification Liaise with internal and external role players: Brief the Chief of Staff on matters regarding the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office Render a Cabinet/executive council support service: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates Supervisory Authority: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervises. Advise supervisees regarding all aspects of the work. Serve as the formal disciplinary authority regarding supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 45/188</u>	:	<u>ECONOMIST: FORECASTING REF NO: S060/2024</u>
		Division: Economic Policy (EP)
		Purpose: To assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.
<u>SALARY</u>	:	R552 081.per annum (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Mathematics or Statistics or Econometrics. A minimum 3 years' experience obtained within an economic modelling environment.
<u>DUTIES</u>	:	Some key Outputs include:- Quarterly Forecasts over the MTEF: Assist with the compilation of a pre-determined forecast model based on the performance of the South African economy, Draft forecasting explanatory memoranda to debrief stakeholders on the main aspects of the economic projection, Assist in providing different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year, Maintain Economic Models: Assist with the updating of economic models., Assist with the development of new models in alignment with policy and related needs, Consult stakeholders on new initiatives on the maintenance of models, Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy

questions, Develop presentations and engage stakeholders, Inform internal and external stakeholders on new developments in impacting on the economic modelling world and illustrate their usage, Stakeholder Engagement and Research: Engage clients on new developments pertaining to projection tools impact the SA economy, Initiate research and engage with international recognised institutions on latest trends pertaining to model development.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/189 : **POLICY ANALYST: PROVINCIAL GOVERNMENT ACCOUNTS REF NO: S073/2024**

Division: Budget Office (BO)

Purpose: To assist in the provision of reliable financial data related to the provincial sphere of government for the analysis of policy formulation and reporting in compliance with regulatory requirements.

SALARY : R552 081.per annum (Excluding Benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Computer Science or Accounting or Economics or Business Economics or Management. A minimum 3 years' experience obtained in database development, data warehousing and data integration. Knowledge and experience in report development. Knowledge and experience in utilisation of MS Office suite of products, with particular emphasis on Microsoft Excel.

DUTIES : Some key Outputs include:- Data Storage: Assist in the development of a formal database housing revenue and expenditure data covering all aspects of the budget cycle. Assist with the reviewing of the data model to enhance data management and improve efficiency of data extraction and reporting. Data Gathering: Provide technical support in developing reporting systems, templates and tools, to provide accurate and reliable data for internal and external usage. Enhance processes and procedures regarding automation and data extraction from financial systems for reporting purposes. Data Integrity: Apply classification standards, circulars, and practise notes consistently and correctly. Maintain data between National Treasury and other institutions. Assist with the application of changes to the Economic Reporting Format and the Standard Chart of Accounts to history data to guarantee the consistent application of data. Data analysis: Provide technical support to internal and external clients regarding data analysis tools and techniques. Provide data for Treasury publications and internal and external documents.

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

APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/190 : **ECONOMIST: BANKING DEVELOPMENT REF NO: S075/2024**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To develop policy research on the banking and non-banking sectors in South Africa, in support of the development of a robust policy framework in relation to financial sector regulation.

SALARY : R552 081. per annum (Excluding Benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Finance or Business Economics or Bachelor of Commerce Law. A minimum 3 years' experience obtained in policy development and structured research capacity. Knowledge of the broader legislative framework governing the financial services industry. Knowledge of financial sector policy framework development and dissemination of data.

DUTIES : Some key Outputs include:- Financial Sector Policy Research and Development: Conduct research to enhance and strengthen the financial sector policy and regulatory framework in respect of consumer education, consumer protection, fintech, insurance, the national payment system and retail credit. Assist with contributions to policy and regulatory development regarding improving access to financial services through specific policy interventions. Collaborate with other Directorates on cross-cutting issues and work towards a common financial sector development framework. Stakeholder Engagement: Liaise with relevant stakeholders on matters pertaining to legislative and regulatory processes concerning the financial sector. Provide contributions in relation to financial sector regulators and ombudsmen on

matters relating to regulatory developments. Multi-institutional approach financial sector development: Provide inputs into policy development / legislation in relation to consumer education, consumer protection, insurance, fintech, the national payment system and retail credit. Monitoring of compliance: Propose interventions based on policy formulation, including legislation.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/191 : **ECONOMIST: MULTILATERAL DEVELOPMENT BANKS REF NO: S068/2024**

Division: International And Regional Economic Policy (IREP)

Purpose: To assist with the Multilateral Development Banks policy initiatives and coordination of stakeholder engagement, perform analysis of the debates associating countries regionally and globally.

SALARY : R552 081.per annum (Excluding Benefits)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Development Studies, A minimum 3 years' experience obtained within a development institution or financial environment, Knowledge of policy analysis and formulation of drafting notes, Knowledge of benchmarking and research.

DUTIES : Some key Outputs include:- Stakeholder Engagement: Assist with the coordination and assembly of briefing materials containing summary assessments, Assist in the engagement of stakeholders and support the coordination process with policy stakeholders, Assist with information on relationship management and keep track of meetings in the provision of inputs into draft speaking notes.Policy Analysis and Development: Assist with the provision of recommendations on policy issues for consideration amongst the Multilateral Development Banks stakeholders, Assist with the identification and analysis of policy objectives in the enhancement of policy deliberations within forums, Assist with the centralisation of a policy platform for analysis and dissemination of data in the global economy. Global Development Finance Policy: Assist with the drafting of submissions pertaining to policy pertaining to the Multilateral Development Banks and the financial safety net prescribing the Contingent Reserve Arrangement, Assist with compliance requests from domestic policy makers pertaining to progress on the Multilateral Development Banks policy processes, Assist with information relating to meetings of Statutory Finance Ministers and Central Bank governors on AfDB and World Bank policy issues. Benchmarking and Research: Support benchmarking and research initiatives on policy and related issues with recognised international institutions. Assist with the consultation of stakeholders on trends and changes pertaining to the policy environment impact the Multilateral Development Banks. Assist with research to assess opportunities for improved collaboration within the Global Development Finance Banks.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 45/192 : **ASSISTANT DIRECTOR: LEGISLATIONREF NO: S059/2024**

Division: Office of The Director-general (ODG)

Purpose: To assist in the drafting and scrutiny of fiscal, intergovernmental and financial sector legislation and supporting its legislative processes; to comment on draft legislation impacting on fiscal and intergovernmental legislation and to advise on the interpretation of fiscal and intergovernmental legislation.

SALARY : R444 036.per annum (Excluding Benefits)
CENTRE : Pretoria

REQUIREMENTS : A grade 12 is required coupled with a minimum LLB (equivalent to NQF level 8), A minimum 3 years' experience obtained in a legal environment, Knowledge of constitutional and administrative law and statutory interpretation, Knowledge of Legal research and Legislative drafting skills.

DUTIES : Some key Outputs include:- : Drafting and Processing of Primary Legislation: Provide guidance on legislative processes and participate in policy processes that may require legislation, Draft Bills, Scrutinise draft Bills prepared by line units or entities of National Treasury, Assist internal units with legal aspects of socio-economic impact assessments of draft Bills, Prepare documentation for the processing of draft Bills, namely to the Minister, Directors-General Clusters, Cabinet and Parliament, and support the processing of draft Bills, Prepare legal instruments required for the commencement of Acts, Comment on Draft

Primary Bills initiated by other Departments/Ministers: Provide inputs on draft Legislation initiated by other national departments submitted to the National Treasury before Directors-General and Cabinet processes, Scrutinise legislation submitted to Cabinet Committees or Cabinet to prepare the Minister of Finance's input on the legislation, by identifying provisions that may- impact on the National Treasury or legislation administered by the Minister of Finance, impact the financial interests of the provincial and local spheres of government, only be introduced by the Minister of Finance or with the Minister's concurrence, Drafting/Editing and Scrutiny of Subordinate Legislation: Draft regulations and other legal instruments to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments, Scrutinise draft regulations and other legal instruments, prepared by line units or entities of National Treasury, to be made by the Minister of Finance with supporting documentation required for the promulgation of the legal instruments, Provide inputs on draft regulations and other legal instruments initiated by other national departments submitted to the National Treasury before promulgation, Review Legislation: Audit legislation for technical alignment and adherence to best practice and other primary legislation of the National Treasury, Assess legislative requirements against government policy objectives and initiate reviews of legislation, Interpretation of Legislation: Advise internal units on the interpretation of legislation.

ENQUIRIES
APPLICATIONS

: Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	23 December 2024
<u>NOTE</u>	:	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 Sanitations website, under career opportunities or the DPSSA 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, drivers 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. 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 drivers 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 Agency 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

<u>POST 45/193</u>	:	<u>RISK OFFICER (ENTERPRISE RISK MANAGEMENT) REF NO: VOCMA 01</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Bloemfontein (Vaal-Orange Catchment Management Agency)
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification in Risk Management/Auditing/Economics at NQF7. Registration as a Certified Risk Management practitioner/professional, Certified Internal Auditor, Certified Fraud Examiner. A minimum of 4 years' experience obtained in Risk Management practices at a middle managerial level. Knowledge and experience of risk mitigation processes, knowledge of the broader risks management guidelines and standards. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Development and implementation of Enterprise Risk Management (ERM) framework: Participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the organization, advocate and promote risk management in the agency (awareness activities). Supervise, facilitate and advise on the risk management assessment process: facilitate Enterprise-Wide Risk Assessments, conduct risk identification, analysis and evaluation with strategic partners within the Vaal-Orange Catchment

Management Agency. Initiate the updating of VOCMA's risk register for conformity of objectives to improve effectiveness of the entity. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Develop proposals to determine the scope of allocated internal audits. Monitor and review the identified risk response activities: continuous monitoring of the risk environment. Monitoring the implementation of the progress of activities to address risks as agreed on revising risk response activities. Conduct Risk Education, Training and benchmarks; Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within VOCMA. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies.

ENQUIRIES : Ms. Fanisa Lamola, Tel no: 071-345-8929
APPLICATIONS : Please email your application quoting the relevant reference number on the subject line to: VOCMA01@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

NOTE : The Vaal-Orange Catchment Management Agency (VOCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).

POST 45/194 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: VOCMA 02**

SALARY : R552 081 per annum (Level 10)
CENTRE : Bloemfontein (Vaal-Orange Catchment Management Agency)
REQUIREMENTS : A relevant tertiary qualification at NQF level 7. Registration as a Certified Internal Auditor / Compliance Auditor / Performance Auditor / Forensic Investigations and Quality Assurance auditor / General Control Review and Applications Control. 5-year internal audit / compliance audits / performance audits/ forensic investigations and quality assurance audits / general control review and applications control supervisory / management experience (ASD); or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES : Supervise and participate in the development of strategic internal audit plans; Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy, participate in the development of the three year strategic risk based audit plans, participate in the development of the annual audit operational plan, participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the entity by evaluating the entity's controls/objectives, to determine their effectiveness and efficiency through internal audits; Develop proposals to determine the scope of allocated internal audits, Collect, analyse and interpret data for purposes of the development of the engagement work program, develop the engagement work program, supervise and execute the allocated internal audits, develop findings and recommendations for the enhancement of controls/processes, compile and review audit reports for each engagement, monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee (progress reports against audit plan, quarterly reports and annual reports).

ENQUIRIES : Ms. Fanisa Lamola: Tel. No: 071-345-8929

- APPLICATIONS** : Please email your application quoting the relevant reference number on the subject line to: VOCMA02@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
- NOTE** : The Vaal-Orange Catchment Management Agency (VOCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).
- POST 45/195** : **LEGAL ADMINISTRATIVE OFFICER: REF NO: VOCMA 03**
- SALARY** : R440 412 per annum (MR 5) (OSD)
- CENTRE** : Bloemfontein (Vaal-Orange Catchment Management Agency)
- REQUIREMENTS** : LLB (or equivalent qualification). At least eight (8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
- ENQUIRIES** : Ms. Fanisa Lamola, Tel. no: 071-345-8929
- APPLICATIONS** : Please email your application quoting the relevant reference number on the subject line to: VOCMA03@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
- NOTE** : The Vaal-Orange Catchment Management Agency (VOCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).
- POST 45/196** : **COMMITTEE SECRETARIAT: REF NO: VOCMA 04**
- SALARY** : R308 154 per annum (Level 7)
- CENTRE** : Bloemfontein (Vaal-Orange Catchment Management Agency)
- REQUIREMENTS** : A relevant three (3) year tertiary qualification in Administration/Secretarial. Minimum Three (3) years' experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.
- DUTIES** : Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and

Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the VOCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.

ENQUIRIES APPLICATIONS : Ms Fanisa Lamola, Tel no: 071-345-8929
 : Please email your application quoting the relevant reference number on the subject line to: VOCMA04@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

NOTE : The Vaal-Orange Catchment Management Agency (VOCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).

POST 45/197 : **PERSONAL ASSISTANT (OFFICE OF THE CFO) REF NO: VOCMA 05**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 7)
 : Bloemfontein (Vaal-Orange Catchment Management Agency)
 : A relevant tertiary qualification at NQF level 6 (Diploma or Degree). Experience in high-level administrative support. Experience in providing executive-level support in a fast-paced environment. Strong organizational and communication skills. Ability to manage multiple priorities and stakeholders. Excellent organizational and time management skills. Strong written and verbal communication abilities. Proficiency in Microsoft Office and other administrative tools.

DUTIES : Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery

ENQUIRIES APPLICATIONS : Ms Fanisa Lamola, Tel no: 071-345-8929
 : Please email your application quoting the relevant reference number on the subject line to: VOCMA05@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

NOTE : The Vaal-Orange Catchment Management Agency (VOCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act).

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Arcadia, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms Lucia Mphahlele
- CLOSING DATE** : 23 December 2024 at 16h00
- NOTE** : Unemployed South African graduates/post graduates who are younger than 35 years of age, with a tertiary qualification in one of the fields of study mentioned in this specific advert are invited to apply for internship programme. Only graduates who have not been previously employed under any internship programme will be considered. Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening. The outcome of this screening will be considered to determine suitability for employment. Note These internships are based in Pretoria And Cape Town. Candidates must be willing and able to find their own accommodation in Pretoria and Cape Town, considering that they will not earn a salary but only a stipend. Each field of study must be applied for on a separate application. If an application is received where the applicant makes reference to more than one post, only the first reference will be considered.

**INTERNSHIP PROGRAMME
2025/2027**

OTHER POST

- POST 45/198** : **INTERNSHIP PROGRAMME 2025/2027**
- STIPEND** : R7 450.63 per month (National Diploma; Bachelor's/Honours Degree)
R8987.83 per month. (Master's Degree) The Interns will receive a stipend according to the level of qualification obtained
- CENTRE** : Pretoria and Cape Town
- REQUIREMENTS** : Applicants must be in possession of the following undergraduate or postgraduate qualifications to apply: - Social Science/Sociology, B Com Economics, Industrial Engineer, Research / Public Policy / Development studies with Research as a major subject, Degree: Development Studies/ Public Administration / Political Studies / National Diploma: Media Studies/ Communications/ Public Relations/ Creative Writing / Honours/Masters in Economics, Development studies / Statistics / Town and Regional Planning / Diploma/ 1st Degree in Communication or Journalism with a focus on digital communication and social media, National Diploma/ BA Degree/ B-Tech/ Honours or Masters in Public Administration / Business Administration / Public Management, NQF level 6 in Public Management / Records Management, or any other Administration related qualification / National Diploma/ Degree in Public Administration / Management or Business Management, NQF level 6 in Risk Management/ Auditing/Internal Auditing/Social Science or equivalent qualification / Law/LLB, NQF level 6 in Public Management / Public Administration, or any other Administration related qualification / National Diploma or Degree in Financial Accounting / National Diploma in Cost and Management Accounting / Financial Management / Accounting / National Diploma or Degree in Financial Management or Accounting / National Diploma or Degree in Supply Chain Management / Public Administration / Social Sciences / International Relations National Diploma: Information Technology in Software Development /Information Systems / Technical Applications/Web and Application Development or related on NQF level 6, National Diploma: Information in Support/ Technical Applications or related on NQF level 6, Recognised Bachelor's Degree on NQF level 7 in either Occupational Health

ENQUIRIES

and Safety/ Environmental / Risk Management/ Security Management or
equivalent qualification/ Bachelor or Masters of Architecture
Ms Kgomoitso Ndzaba Tel No: (012) 300 5873

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

The Department of COGTA is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to recruitment@eccogta.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to recruitment@eccogta.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms N. Seyisi
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and

indicate such in their applications). Enquiries: Mr S. Meligana at (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

MANAGEMENT ECHELON

POST 45/199 : **CHIEF DIRECTOR: DISASTER MANAGEMENT CENTRE REF NO: COGTA: 01/11/2024**

SALARY CENTRE REQUIREMENTS : R1 436 022 – R1 716 933.per annum (All Inclusive) (Level 14)
: Bhisho Head Office
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/Development Studies or a related qualification coupled with 5 years' experience at a Senior Management level in the Public or Municipal Sector. Furthermore, the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Competence: The successful candidate must have: Knowledge and understanding of relevant legislation & policies. Knowledge of interpretation of relevant and related legislation. Knowledge of service delivery policy and structure & functioning of government. Awareness & understanding of the service delivery environment. Knowledge of project management. Awareness and understanding of the cultural climate within the Public Service. Team development, decision making and problem-solving skills. Public participation skills. Good communication skills (written and verbal). Computer literacy in MS Office. A valid code 8 driving licence.

DUTIES : The successful candidate will be required to co-ordinate and manage all matters within the Province of the Eastern Cape pertaining and related to disaster management with the following key responsibilities: - Manage the implementation of the Disaster Management Act, Act No.57 of 2002. Facilitate and institutionalize integrated and uniform disaster management in the province. Provide support mechanisms i.r.o. disaster management to municipalities. Monitor and evaluate disaster management programmes. Render programme manager functions.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/200 : **DIRECTOR: CHRIS HANI DISTRICT SUPPORT CENTRE REF NO: COGTA: 02/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 – R1 433 355.per annum (All Inclusive) (Level 13)
: Chris Hani
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration / Management/Social Sciences/Development Studies or related field. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Five (5) years' work experience at a Middle/Senior Management Level. SMS Pre-Entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. (the SMS pre-entry certificate is not a requirement for shortlisting but submitted prior appointment). Valid Code 8 Drivers' Licence. Experience in Local Government, Management, Integration, Programme Coordination and Post-graduate Qualification will be an added advantage. Competence: Strategic Capacity and leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competence: Knowledge Management. Service Delivery Innovation. Problem solving and analysis, Client Orientation and Customer focus. Communication & Report Writing.

DUTIES : Responsible for efficient management of the District Support Centre (DSC) including the effective utilization of personnel. The maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District Support Centre (DSC) and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role delivering services to the Municipalities and Traditional Leadership Institutions. Ensure that policies of all three spheres of government are translated and implemented properly to achieve the mandate of the COGTA. Support and co-ordinate all programmes in support of the Chris Hani District and Traditional Leadership Institutions. Ensure municipal and traditional leadership institutions compliance with relevant mandates, legislations, regulations, guidelines, and other applicable directives are implemented in a way to maximise efficiencies in good governance and service delivery. Perform delegated functions in the COGTA District Support Centre

(DSC) and that includes management of COGTA District Office and Traditional Regional Offices, corporate management functions, risk management, financial management, monitoring and evaluation, maintenance good working stakeholder relations and participate in IGR institutional arrangements in Chris Hani District. Manage and Monitor District Support Centre (DSC) budget, assets, performance and action plans. Manage and support other Departmental directorates, programmes and sub-programmes in the DSC. Ensure that the employment equity practice and performance management systems are up to required standards. Ensure that compliance with PFMA, MFMA, Public service Act of 1994 and Public service Regulations, Municipal Structure Act, Municipal systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislations and mandates that are relevant to the department and governing Local Government and Traditional Institutions. Report to Head Office of COGTA. Coordinate the Implementation of District Development Model (DDM) in Chris Hani District. Strengthen the inter-governmental Relations System in Chris Hani District working with all spheres of government.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/201** : **DIRECTOR: INTER-GOVERNMENTAL RELATIONS REF NO: COGTA: 03/11/2024**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 – R1 433 355.per annum (All Inclusive) (Level 13)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration or related field as recognized by SAQA. SMS Pre-Entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. (the SMS pre-entry certificate is not a requirement for shortlisting but submitted prior appointment). Five (5) years' experience at a Middle/Senior Management level in the IGR field. Computer literacy Microsoft tools (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Post Graduate Qualifications will be an added advantage. Competence: Applied strategic thinking. Interpersonal conflict and resolving problems, Team leadership, Citizens focus and responsiveness. Budget and financial management. Planning and organizing. Creative thinking, Self-management and Problem analysis. Knowledge of Local Government and other Spheres of Government.
- DUTIES** : Support and monitor the implementation of Intergovernmental relations (IGR) policies, government legislation frameworks and other applicable policies to local government and traditional leaderships institutions. Support the functionality of IGR Structures in the province and building of coherent government. Support other strategic forums in different spheres of government such as Municipal Forums, LED Forums, IDP Forums and Provincial Cluster System. Support the realization of government policy priorities through inter-governmental system. Support the National, Provincial and Local government alignment of policies, drive inter-governmental planning programmes, integrated service delivery and emerging priorities. Facilitate Stakeholder relations and Intergovernmental Disputes. District Development Model (Ddm) Key Performance Area: Support the implementation of DDM policies and regulations. Ensure the functionality of DDM Institutionalization and coordinate the implementation of DDM in the Districts, Metros and in the province. Management Function Key Performance Area: Implement Public Financial Management Act, Public Service Act, Regulations, Departmental Policies and other applicable policies to manage the compliance and performance of the IGR Directorate. Maintain high standards supporting the Directorate Team, motivating and producing excellent work and results within timeframes. Manage the budget and budgeting processes. Resolve problems and manage risk. Produce reports and manage Work Plans of all employees in the directorate. Manage daily employee performance. Ensure effective management of human and financial resources, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/202** : **CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA: 04/11/2024**
- SALARY CENTRE** : R1 200.426 – R1 371.489.per annum (All Inclusive) (OSD)
: Bhisho Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 7) BSC or B-Tech Degree in Civil Engineering. Five (5) years' work experience in the middle management in the Public Sector or Local Government Space. Professional Registration with ECSA in good standing. Demonstrable knowledge of relevant Ms Office (i.e. Word, Excel, PowerPoint, Outlook etc.) Programme is compulsory. Valid Code EB Drivers' Licence is compulsory. Advanced programme or Project Management Diploma & Registration as Professional Engineer or Technologist or Technician with ECSA will be added advantage. Competence: Recognised BSc Civil Engineering Degree or B Tech Civil Engineering Degree, with 5 (five) years middle management work experience in the public sector or local government space. Registration with ECSA is compulsory and registration as a professional Engineer or Technologist or Technician with ECSA will be an added advantage. Advanced Programme or Project Management Diploma will be and added advantage. Knowledge of local government sector / municipalities management of municipal conditional grants is required. Understanding of infrastructure development sector, government legislation, sector policy frameworks relating to infrastructure development, infrastructure implementation guidelines, sector infrastructure norms and standards is compulsory. Computer & presentation skills, communication, liaison & coordination expertise, planning & organising skills are compulsory. Code EB driver's license is compulsory.
<u>DUTIES</u>	:	Support municipalities in the development of Infrastructure Master Plans, assess municipal IDPs, analyse municipal 3 Year Capital Plans (3YCP), and analyse municipal Project Implementation Plans (PIPs). Convene District Appraisal Committee (DACs), appraise MIG project technical reports and prepare recommendations to National COGTA for project funding approval. Monitor compliance of municipalities with the Risk Adjusted Strategy (RAS) Policy Framework, support municipalities in developing the RAS Implementation Plans, coordinate and co-convene RAS-War-Rooms with the District Municipality, coordinate and convene RAS Infrastructure Project Site Audits, monitor and report RAS Operations and Maintenance projects performance. Coordinate and facilitate the sitting of the quarterly District Wide Infrastructure Forum (DWIF). Monitor contracted work performance of the directorate district / cluster subordinate staff and the ad-hoc departmental, national, provincial, and municipal assignments allocated to the subordinates.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/203</u>	:	<u>DEPUTY DIRECTOR: DISASTER MANAGEMENT RESPONSE & RECOVERY REF NO: COGTA: 05/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R1 000 908.per annum (All Inclusive) (Level 11) Bisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) Disaster Management/Environmental/Social Sciences/Developmental studies or relevant studies as recognised by SAQA. Three (3) to Five (5) years' experience at an Assistant Director or Junior Management Levels. Professional Registration with DMISA. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Worked in a Disaster Management environment will be an added advantage. Competence: Project Management. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis. Meeting Procedures. Report writing. Stakeholder and customer relationship management principles. Communication skills. Presentation Skills. Strategic thinking and applications. Knowledge Management.
<u>DUTIES</u>	:	Facilitate disaster assessment, submission of disaster occurrence reports, activation of PDOC, analyse and provide guidance to relevant organs of state. Facilitate funding requests, analysis, approval, release of funds to organs of state, monitor. Evaluate the implementation of disaster intervention measures and preparation of Disaster Grants Report. Development and implementation of disaster management provincial response policies. Coordination and development of provincial disaster response and recovery strategies, plans. Develop, review, and implement Standard Operating Procedures for response and recovery management efforts/systems. Facilitate working relations with NGOs, private sector, business entities etc. in disaster management. Establishment and maintenance of a provincial disaster response task team Management of personnel.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an email to: recruitment@eccogta.gov.za

POST 45/204 : **DEPUTY DIRECTOR: ICT SECURITY MANAGEMENT REF NO: COGTA: 06/11/2024**

SALARY : R849 702 – R1 000 908 per annum All Inclusive (Level 11)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in ICT or related qualification as recognised by SAQA. Three (3) to Five (5) years' experience at an Assistant Director or Junior Management Levels. Minimum of Five (5) years appropriate experience in ICT environment. Microsoft Office Suite including MS Word, MS Excel, PowerPoint, Outlook, Edge, Outlook are all mandatory. Valid Code B Drivers' Licence. Post graduate qualification, CFE, Certified Ethical Hacking, Computer Hacking forensic investigator, N+, CISA, CISM will be an added advantage. Competence: Working knowledge and experience with Systems and Network security. Knowledge of other related information security standards and frameworks. Good understanding of ICT threats and vulnerabilities. ICT Governance. Basic understanding of Risk Management. Knowledge of Cybersecurity. Passionate about technology security. Good report writing skills. problem solving skills. Communication skills. Knowledge of Public Service Regulations, Understanding of Municipal environment and MSA, Willingness to work irregular hours.

DUTIES : Provide ICT Security assurance to municipalities and the department, Monitor and review the Information Security management program, Conduct ICT systems security audits and inspections. Reporting of ICT Security breaches occurring in both the department and municipalities, Monitoring security administrations to ensure best practices, Conduct investigations into any ICT security breaches, irregularities, or other issues of concern in the Department and municipalities, Analyse information security incidents and liaise with external service providers, security experts and advisors (e.g. State Security Agency, SAPS etc) on ICT Security related incidents, Champion and educate the department and municipalities about the latest security strategies and technologies, Provide update on ICT systems to ensure data loss prevention, improved availability of ICT services (including Transversal Systems) as well as improved network and systems security, Conduct ICT Risk Assessment and monitor the control improvement on the identified risks within the department, Monitor the implementation of ICT security standards, procedures and guidelines for multiple platforms and diverse systems including backup services, business continuity and user access control on ICT systems, Facilitate the implementation of ICT related fraud prevention plan and prevention of espionage

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/205 : **ASSISTANT DIRECTOR: COMPLIANCE, MANAGEMENT & SCM PERFORMANCE REF NO: COGTA 07/11/2024**

SALARY : R444 036 – R532 602.per annum (Level 9)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Supply Chain Management /Finance /Management or related qualification. Three (3) to five (5) years' related Supply Chain Management experience at supervisory level. Knowledge of Microsoft Power Suit (Excel, word and PowerPoint. Valid Code B Drivers' Licence. Competencies: Communication Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National Treasury Regulations, Preferential Procurement Regulations 2022, Supply Chain Management Reforms and methodologies in Supply Chain Management, Sound organizational skills, High level of reliability and Computer literacy (Ms Word, Excel & Power Point). Ability to do research and analyse documents and situations, Good grooming and presentation, Self- management and motivation, Knowledge of Supply Chain Management Legislations, Basic Knowledge on Financial Administration will be an added advantage.

DUTIES : Monitor compliance or adherence with supply chain management legislation on all procurement transactions. Facilitate SCM Risk Assessment, advise on possible internal controls to mitigate the identified risks and monitor the implementation of the planned controls. Perform functions related to the Supply Chain Management Performance Reporting. Assist in coordination of supply chain management audits with Internal Auditing and Auditor General. Manage subordinates and general administration matters.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/206 : **OFFICE MANAGER: AMAMPONDOMISE KINGSHIP REF NO: COGTA 08/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602. per annum (Level 9)
: Qumbu Kingdom
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Administration / Public Management / Management or Social Sciences. Three (3) to five (5) years working experience at Supervisory level. Computer Literacy Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, and Internet. Valid Code 08 driver's license. Residing in the area of jurisdiction of the Emboland Kingship will be an added advantage. Competence: Communication skills. Understanding of Traditional Leadership Institution. Client Orientated & Customer focus. Report writing skills, Facilitation and Co-ordination.

DUTIES : Provide Office Management services to the Office of the King. Assist the King in performing customary functions in relation to the recognition of Senior Traditional Leaders and monitor resolutions taken. Assist the King in mediating conflicts and disputes between Traditional Leaders falling within the jurisdiction of the Kingship. Coordinate meetings between Kingship and other stakeholders Coordinate King's Council meetings. Coordinate developmental programs of Traditional Communities with the area of jurisdiction of the Kingship. Ensure compliance with various policies and legislation. Compile and submit non-financial and financial reports of the Kingship to the Office of the Chief Director. Facilitate procurement of services for operations the King. Manage records/documents of the Kings and King's Councils. Oversee daily employee performance and ensure timely performance and assessments of all subordinates within the Kingship. Oversee management, maintenance and safekeeping of assets allocated to the Kingship

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/207 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT AND MONITORING SERVICES REF NO: COGTA 09/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602.per annum (Level 9)
: Bhisho Head Office
: National Senior Certificate plus, an undergraduate qualification (NQF Level 6/7) in Accounting/Financial Management /Management Accounting/internal Auditing and Auditing or relevant field. Three (3) to five (5) years working supervisory experience in management accounting environment at salary level 7/8 or equivalent level. Knowledge of Basic Accounting System (BAS). Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA Treasury Regulations. Sound computer literacy (BAS, Persal, Vulindlela, Excel, Word, PowerPoint, Outlook and ability to use Teams). Valid Code 8 / 10 driver's license (with exception of persons with disability). Budget Formulation and Analysis Certificate(s) and SCOA Certificate. Basic Principles of BAS and General Journals will be an added advantage. Competence: Knowledge of Basic Accounting System (BAS). Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA and Treasury Regulations. Sound computer literacy (Excel, Word, PowerPoint, Outlook and ability to use Teams). Ability to work independently. Understanding of Vulindlela and related Management Accounting reports accessible in that system. Planning and organization. Reports compilation and presentation. Compile and managing of cash-flow requirements. Sound communication skills (Written & verbal). Presentation and report writing skills, ability to use and interpret PERSAL reports relevant for budget management & reporting. Time Management, Interpersonal Skills and Communication, Planning and organising skills, customer service abilities. Financial management, analysing and understanding budget matters. Ability to work under pressure. Understanding and managing of cash-flows.

DUTIES : Assist in managing the processes of monitoring the departmental budget through analysing, coordinating, and consolidating the departmental annual cash flow projections in-year. Regularly assist in analysing the expenditure trends for discussing with Programme Managers with a view of ensuring timeous spending of allocated budget and offering of advice to Programmes. Monitor confirmation of budget availability to ensure expenditure is within allocated parameters and ascertain correct allocation of expenditure & that all

necessary documents are attached. Assist in managing the process of preparing, analysing, and consolidating the departmental IYM report including variance explanation. Managing budget and expenditure misallocations and the process of identifying necessary journals for correcting of such. Assist in overseeing the process of in-year shifting and virements of funds within / between Programmes and ensure it is accurately accounted for in BAS, IYM and expenditure reports (pre and posts Adjustment Estimates period). Assist in compilation of the Adjustment Estimates processes through the consolidated in-year shifting and capturing of the Adjustments into BAS and ensure assessment of expenditure trends for development of proposal on the further shifts and virements. Assist in the process of developing inputs into the Appropriation Statements and Notes to Appropriation Statement (NAS) in relation to budget information for accurate reporting (Quarterly and Annually). Assist in managing the timeous preparation and submission of all monthly, quarterly, and annual reports in terms of PFMA. Assist in overseeing the running of the Cash-Flow reporting processes and liaising with Provincial Treasury and the Bank in relation to the Cash flow requirements of the department. Assist in the development / maintaining of policies, standard operating procedures, procedure manuals and processes to ensure smooth running of the Sub-Directorate. Contribute to the provision of budgetary support services to the department by attending to budget enquiries promptly, providing training to departmental officials on budget related issues and providing weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate (Financial and Human) in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/208** : **LEGAL ADMINISTRATION OFFICER: LEGAL ADVISORY SERVICES REF NO: COGTA 10/11/2024**
- SALARY CENTRE REQUIREMENTS** : R440 412 - R1 053 387.per annum (OSD)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification Four-year degree in law (LLB/Proc). Eight years appropriate post qualification legal experience. Admission as attorney or advocate of the High Court of South Africa. Computer literacy (Excel, Word, PowerPoint, Outlook. Valid Code 8 Driver's Licence. Competence: Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Experience in litigation management. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Legal interpretation skills. Communication skills (verbal and written). Drafting and writing skills. Presentation skills. Client relations skills. Problem solving skills. Computer skills and Interpersonal skills.
- DUTIES** : Attend to all litigation matters involving the department in accordance with the applicable legal prescripts. Coordinate meetings of the Litigation Trend Analysis between Legal Advisory Services and other relevant programmes. Vet, comment and certify policies, contracts, and agreements. Conduct research and provide legal opinions and general legal advice. Attend to legislation development processes (workshops, consultations, public hearings, drafting a bill). Coordinate meetings of the Eastern Cape Local Government Legal Advisors Forum. Raise awareness on latest legislative developments and conduct legislation advocacy sessions.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/209** : **SENIOR ADMIN OFFICER: SECURITY MANAGEMENT & ANTI-CORRUPTION SERVICES REF NO: COGTA 11/11/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403.per annum (Level 8)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Security/Policing/ Law/ Public Administration/ Management. One (1) to two (2) years' working experience in security environment. Computer literacy (MS Office and Presentation skills). Valid Code 8 Driver's Licence. SSA Security Manager's course Project management and PSIRA registration with grade B or PSIRA registration (grade A) will be an added advantage. Competence:

		Sound knowledge of security administration field, Knowledge of POPIA, MISS and MPSS Contract management of private security, Investigation skills, Sound management and interpersonal skills Good communication skills at all levels, Computer Literacy, Presentation skills.
<u>DUTIES</u>	:	Administer development, implementation, and review of information security policy and procedures. Ensure that Information Security Audit/Appraisal are conducted at regular intervals. Assist in conducting of after-hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Assist in the implementation of proper classification system- applying category of information system. Facilitate implementation of Classification System by the Security Committee. Assist to manage, develop, implement, and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of the sensitive materials. Assist in the implementation audit improvement plan to address to audit finding. Assist in implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Government Regulator. Manage and maintain all installed electronic security systems. Assist in the implementation of identification card system to identify all employees and visitors. Liaising with Law Enforcement Agencies such as SSA & SAPS.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/210</u>	:	<u>SENIOR ADMIN OFFICER: DISASTER MANAGEMENT AND FIRE SERVICES REF NO: COGTA 12/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403.per annum (Level 8) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) Disaster Management. A minimum of one (1) to (2) two years relevant experience in Disaster Management. Computer literacy Excel, PowerPoint, Microsoft Word. Valid Code 8 Driver's Licence. Programme and Project Management will add as advantage. Competence: Monitoring and evaluation technical skills. Communication skills. Good negotiation and conflict management skills. Organising abilities. Client orientated and customer focus.
<u>DUTIES</u>	:	Support municipalities to maintain functional Disaster Management centre in terms of Disaster Management Act and Policy Frameworks in terms of Integrated Institutional Capacity. Facilitate the development and implementation of provincial and municipal disaster management policy framework. Facilitate the development and implementation of Memorandum of Agreement/Understanding for sharing of resources and best practices at provincial and municipal levels. Facilitate the establishment and maintenance of functional Disaster Management Intergovernmental Relations Structures.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/211</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: STORES & WAREHOUSE MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 13/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403.per annum (Level 8) Bhisho Head Office National Senior Certificate plus undergraduate qualification (NQF Level 6) as recognized by SAQA) in Supply Chain Management /Finance /Management related qualification. One (1) to Two (2) years related supply chain management experience at administration officer level. Computer literacy Microsoft Power Suit (Excel, word and PowerPoint).Competence: Appropriate Supervisory Experience in logistics or stores and warehouse environment, People Management. Knowledge and experience of LOGIS and BAS system. Knowledge and experience in SCM, Good communication skills. Computer literacy (MS Word, Excel, Power Point), Supervision of Personnel. Reporting Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National Treasury Regulations, Preferential Procurement Regulations 2022, Supply Chain Management Reforms and methodologies in Supply Chain Management. Sound organizational skills. High level of reliability. Ability to analyse documents and situations, good reporting and presentation Skills, Self-management and

		motivation, Knowledge of Supply Chain Management Legislations. Basic Knowledge on Financial Administration will be an added advantage
<u>DUTIE</u>	:	Ensure effective security in the stores and transit environment. Maintain and report on stores accounting records or 0-9 file (commitments, accruals and payables). Ensure that goods are received and dispatched orderly in a managed environment. Manage subordinates and general administration matters.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/212</u>	:	<u>PERSONAL ASSISTANT: VALUATION SERVICES REF NO: COGTA 14/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/Public Management/Social Sciences/Office Management or any relevant qualification. One (1) to Two (2) years working experience in Office Administration Environment. Microsoft Power Suit (Excel, word, and PowerPoint). Competences: Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/213</u>	:	<u>PERSONAL ASSISTANT: CORPORATE COMMUNICATIONS REF NO: COGTA 15/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Office Management / Management. One (1) to two (2) years working experience within the corporate communication /Strategic Planning / Monitoring & Evaluation/Corporate secretariat environment. Proficient knowledge of (Ms Word, Excel, PowerPoint, and Outlook. Competence: Report writing, Presentation skills, Organisational and office planning, Proficiency in English, Time Management, Interpersonal Skills and Communication Proficiency in English.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Director. Provide the coordination of submissions within directorates. Provide support in budget preparation and monitoring. Provide support in the coordination of meetings, writing minutes and action issues. Arrange travel and accommodation for the Director and other officials within directorate.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/214</u>	:	<u>PERSONAL ASSISTANT: HUMAN RESOURCE MANAGEMENT REF NO: COGTA 16/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management/Human Resources / Secretarial studies. One (1) to two (2) years working experience in administration within Local Government. Proficient knowledge of (Ms word, Excel, PowerPoint, and Project. Exposure to Human Resource Management will be an added advantage.Competence: Analytical skills, Report writing, Presentation skills, Organisational and office planning, Proficiency in English, Time Management,

- Interpersonal Skills and Communication, Ability to operate other office equipment and customer services abilities, Proficient knowledge of Microsoft packages.
- DUTIES** : Facilitate the smooth running of the Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Director. Provide the coordination of submissions within directorates. Provide support in budget preparation and monitoring. Provide support in the coordination of meetings, writing minutes and action issues. Arrange travel and accommodation for the Director and other officials within directorate. Procurement of office supplies, cleaning material.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/215** : **PERSONAL ASSISTANT: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 17/11/2024**
- SALARY** : R308 154 – R362 994.per annum (Level 7)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management /Local Government /Office Management /Management Secretarial studies or related field. One (1) to two (2) years working experience in Office administrative work/secretarial work /general administration. Microsoft Word, PowerPoint, Excel, email and internet. Event management skills, exposure to Traditional Leadership environment will be an added advantage.Competence: Planning, organising and time management skills, Strong and dynamic communication skills, An understanding of the operational environment of Department and the Provincial House of Traditional and Khoi-San Larders and its service delivery imperatives, Understanding of relevant legislation applicable to the Public Service and Traditional Leadership Institution, Client Orientated and customer care focus, Administrative skills, Accuracy and attention to detail, Good verbal and written communication, ability to work in a team ,customer service excellence, Minute taking and report writing skills and Strong organisational and conflict management skills.
- DUTIES** : Planning, Organising and maintaining the diary of the Senior Manager, Arranging travelling and accommodation for the Senior Manager and occasionally travel with the Senior Manager to take notes in meetings or provide general assistance during presentation, Screening phone calls, inquiries and requests and handling them when appropriate, Meeting and greeting visitors at all levels of seniority, Dealing with incoming and outgoing correspondence, Minute taking in meetings and report writing,. Responsible for procurement of office supplies. Cash flow and budget monitoring.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/216** : **PERSONAL ASSISTANT: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 18/11/2024**
- SALARY** : R308 154 – R362 994.per annum (Level 7)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Office Administration / Public Administration and any other related Social Science qualification. experience. One (1) to Two (2) years working experience in Office administrative work/secretarial work /general Administration. Microsoft Word, PowerPoint, Excel, email and internet. Previous experience as a Personal Assistant/Financial Management/ Administration clerk /Intern and Driver's licence will be an added advantage. Competence: Good personal relation. Excellent communication skills. Office etiquette. Confidentiality. Honesty. Time management. Document Management. Understanding of relevant public services and departmental prescripts/policies and procedures.
- DUTIES** : Provides a secretarial/receptionist support service to the director. Renders Administrative support services. Provides support to the director regarding meetings. Support the director with the administration of the directors budget.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/217 : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT & PLANNING REF NO: COGTA 19/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration/Public Management/Social Science/Office Administration or any related qualification. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint). One (1) to two (2) years experiential experience. Competence: Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.

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

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/218 : **PERSONAL ASSISTANT: DEPUTY DIRECTOR GENERAL: DEVELOPMENTAL LOCAL GOVERNMENT REF NO: COGTA 20/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Office Administration/Public Management/Office Management and Technology. One (1) to (Two) 2 Years 'working experience in rendering support service as a Personal Assistant/Secretary. Computer literacy programme must possess the following skills (Microsoft Word, MS Excel, MS Outlook and Power Point). Valid driver's license 08. Competence: Very good writing and presentation skills; Good communication skills; Paying attention to details; Ability to work long hours; High level of reliability; Understanding of government processes; Possess analytical and observation skills; Possess exceptional reading skills; Very organised and structural person.

DUTIES : Facilitate the smooth running of the DDG's office; Facilitate the availability of all office records at all times; Assess incoming work; quality assure and distribute where required; Type correspondences delegated by the DDG; Manage the diary of the DDG; Manage the resources of the office of the DDG; Provide support in the coordination of submissions from chief directorates; Provide support in budget monitoring; Provide support in meetings of the DDG; Facilitate travelling arrangements and subsistence claims for the DDG and Manage the budget of the office of the DDG.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/219 : **PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA 21/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office
: National Senior certificate, plus an Undergraduate quantification (NQF level 6) in Office Administration/Public Administration/Social Science/Finance or Accounting. One to two years' relevant experience Computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage. Driver's license is compulsory. Exposure to exposure to Traditional Leadership environment will be an added advantage.

DUTIES : Ensure the smooth functioning of the office. Always ensure safekeeping of records. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the king's vehicle and the management of the Logbook. Ensure that the offices in the kingdom

are always clean. Liaise and communicate with other staff responsible for supporting.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/220 : **PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT COORDINATION AMAMPONDOMISE KINGSHIP QUMBU REF NO: COGTA 22/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office
: National Senior certificate, plus an undergraduate qualification (NQF level 6) in Office Management or equivalent qualification. (1) One to (2) two years' working experience as secretariat/administrative. Computer literacy (Ms Word, Excel & Power Point). Competence: Knowledge of Traditional leadership Framework Act 41 of 2003EC Traditional leadership and Government Act 21 of 2017, Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997Employment Equity Act, 55 1998Knowledge on the relevant legislation/policies/ prescripts and procedures. Basic knowledge of financial administration.

DUTIES : Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/ decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services to king: Ensures the effective flow of information and documents to and from the office of the king. Ensures the safekeeping of all documentation in the office of the King in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g: Progress reports Monthly reports Management reports. Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the King and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the King. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the King, Manages the leave register and telephone accounts for the Kingship. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the King and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to king/principal traditional councils regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the King with the administration of the Kings budget: Collects and coordinates all the documents that relate to the manager's budget., Assists manager in determining funding, requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft, memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/221 : **COMMUNITY DEVELOPMENT WORKERS (CDWS) MUNICIPAL PUBLIC PARTICIPATION (2 POSTS)**

SALARY CENTRE : R255 450 - R300 912.per annum (Level 6)
: Umzimvubu Local Municipality: Ward 05 (Ref No: COGTA 23/11/2024)
: Elundini Local Municipality: Ward 05 (Ref No: COGTA 24/11/2024)

<u>REQUIREMENTS</u>	:	National Senior Certificate Plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years' relevant experience. Code 8 driver's license. Computer literacy. Competence: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.
<u>DUTIES</u>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/222</u>	:	<u>SENIOR ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928.per annum (Level 5) Nyandeni Region Konjwayo Traditional Council Ref No: COGTA 25 A /11/2024 (3 Posts) Mbalisweni Traditional Council Ref No: COGTA 25 B/11/2024 (1 Post) Manzamhlophe Traditional Council (Ref No: COGTA 25 C/11/2024) (1 Post) Rharhabe Region Tyhume Traditional Council (Ref No: COGTA 26/11/2024) (1 Post) Fingo Region Amahlubi Traditional Council (Ref No: COGTA 27/11/2024) (1 Post) Emboland Region: Amampondomise Kingship Qumbu Traditional Council (Ref: COGTA 28/11/2024)
<u>REQUIREMENTS</u>	:	National Senior Certificate Plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competence: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
<u>DUTIES</u>	:	Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between

Traditional Council, Municipalities, and other stakeholders. Facilitate involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an e-Mail to: recruitment@eccogta.gov.za
- POST 45/223** : **DRIVER: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 29/11/2024**
- SALARY CENTRE REQUIREMENTS** : R155 148 – R182 757.per annum (Level 3)
: Head Office Bhisho
: Grade 10 (Standard 8) Certificate. Driver's license code B. Good interpersonal skills. Basic Communication skill. Competence: Knowledge of transport regulations. Proven clients focus and orientation. Sound interpersonal skills. Extensive traveling and willingness to work extended hours, weekends and public holidays are essential.
- DUTIES** : Deliver all documentation to required destination. Transport officials to required destinations whenever required. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents to the vehicle timeously. Maintain logbook for official trips on daily basis.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/224** : **DRIVER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT COORDINATION REF NO: COGTA 30 /11/2024**
Amampondomise Kingship Qumbu
- SALARY CENTRE REQUIREMENTS** : R155 148 – R182 757.per annum (Level 3)
: Head Office Bhisho
: ABET/Grade 8/ equivalent qualification. Code 08 Drivers licence. PDP will be an added advantage.Competence: Good and safe driving record is compulsory. Knowledge or Transport Regulations
- DUTIES** : Provide messenger driving services to the King of Nyandeni. Assisting on protocol, security and safety of the principal. proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of official correspondences to Traditional councils, government and other stakeholders.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/225** : **MESSENGER: HUMAN RESOURCE REGISTRY REF NO: COGTA 31/11/2024**
- SALARY CENTRE REQUIREMENTS DUTIES** : R131 265 – R154 262.per annum (Level 2)
: Head Office Bhisho
: Abet Level 4 or NQF level 1 – 3 with no experience.
: Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies and shred documents.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/226** : **GENERAL ASSISTANT: TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION REF NO: COGTA 32 /11/2024**
Amampondomise Kingship Qumbu

- SALARY** : R131 265 – R154 262.per annum (Level 2)
CENTRE : Qumbu
REQUIREMENTS : Abet Level 4 or NQF level 1 – 3 with no experience.
DUTIES : Responsible for cleaning the Grounds at Amampondomise Kingdom, buildings using variety of tools such as: spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any metirial to the relevent destinations and delivering moving of Office equipment and other delegated duties.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
 For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to olwethu.desi@dedea.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays).
- CLOSING DATE** : 23 December 2024. No Late/ No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the

department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

MANAGEMENT ECHELON

- POST 45/227** : **DIRECTOR: LOCAL & REGIONAL ECONOMIC DEVELOPMENT REF. DEDEAT/2024/11/01**
(Re-Advertisement)
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics, Business Management or Development Studies majoring in Economics. A Post Graduate qualification in these fields, particularly in development economics, regional economics and microeconomics will be an added advantage. 5 years relevant experience at middle management or Senior Management level. A valid driver's licence. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance.
- DUTIES** : Manage the development of Local and Regional development instruments. Manage processes to monitor, evaluate and report on the sustainable impact of all Local and Regional Economic development policies, strategies, programmes and instruments. Manage the provisioning of technical advisory and support services to DEDEAT's implementing structures and agents. Establish partnerships to support Local and Regional Economic Development Programmes, projects and instruments. Perform & manage administrative & related functions.
- ENQUIRIES** : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : Employment Equity target: Female/PWD
- POST 45/228** : **DIRECTOR: DISTRICT SERVICES**
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : Alfred Nzo Region Ref. DEDEAT/2024/11/02
Sarah Baartman Region Ref. DEDEAT/2024/11/03
REQUIREMENTS : National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics, Business Management, Public Administration, Environmental Management Sciences or equivalent. 5 years relevant experience at middle management or Senior Management level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license is required.
- DUTIES** : Strategically lead Inter-governmental relations within the areas of Economic Development and Environmental Management in the District. Direct and manage at a strategic level the implementation of Regional and Local Economic; and Business development policies, strategies and instruments within the District, including Economic empowerment initiatives. Coordinate the provisioning of Integrated Environmental Management services within the District. Coordinate with Entities at the National Level and the DEDEAT Group for the Equitable delivery of Economic and Business Development services to clients in the District. Coordinate processes within the District to: source reliable statistical Economic and Business data, secure Environmental Management data for inclusion in DEDEAT's Information Management Systems; and develop and maintain a consolidated information database/information hub. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance & planning imperatives.
- ENQUIRIES** : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : Employment Equity target: Female/PWD

POST 45/229 : **DIRECTOR: ECONOMIC RESEARCH AND PLANNING REF. DEDEAT/2024/11/04**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics / Developmental Sciences/ Statistics or equivalent. 5 years relevant experience at middle management or Senior Management level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license is required.

DUTIES : Undertake and facilitate Economic Research. Profile, coordinate and consolidate the Provincial Research agenda. Manage & oversee the development of necessary policies, strategies and programmes that implement the National policy priorities in the Province. Manage key stakeholder relations in conducting & benchmarking Economic Research. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Female/PWD

OTHER POSTS

POST 45/230 : **DEPUTY DIRECTOR: ECONOMIC RESEARCH AND PLANNING REF. DEDEAT/2024/11/05**

SALARY : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Economics / Developmental Sciences/ Statistics or relevant equivalent qualification. 3 years relevant experience within Economic Development space at ASD level. Post Graduate qualification in the listed areas will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and Corporate governance. A valid driver's license is required

DUTIES : Development and maintain the Provincial Research Agenda. Coordinate consultation and design processes to define the Economic Research agenda of the Eastern Cape. Conduct or initiate research initiatives in line with the Provincial Research Agenda. Develop, consolidate and publish provincial Economic Research products as well as Economic Development models, indices and indicators. Disseminate innovation products pilot and mainstream innovative solutions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female/PWD

POST 45/231 : **DEPUTY DIRECTOR: EXECUTIVE ASSISTANT: OFFICE OF THE HOD REF. DEDEAT/2024/11/06**
(12 Month Contract)

SALARY : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Public Administration / Management and / or relevant equivalent qualification. 3 years' relevant experience within Economic Development space at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license required.

DUTIES : Manage the Interface between the Office of the HOD, other Departments and Stakeholders. Manage and coordinate the oversight of the six public entities. Execute specific projects of interest in the office of the HOD. Render

		administrative support services to the HOD. Manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>POST 45/232</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENFORCEMENT</u> (Re-advertisement: previously applied may re-apply)
<u>SALARY</u>	:	R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Chris Hani Ref. DEDEAT/2024/11/07 (3 posts) Joe Gqabi Ref. DEDEAT/2024/11/08 Sarah Baartman Ref. DEDEAT/2024/11/09 Amathole: Ref. DEDEAT/2024/11/10
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7), Honours degree (NQF level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act, Knowledge of Public Service Act, Public Service Regulations. A valid driver's license.
<u>DUTIES</u>	:	Provide environmental enforcement services. Conduct complaint and transgression operations. Develop and maintain case files. Make recommendations on identified transgressions. Report criminal transgressions to the appropriate authorities. Ensure and appropriate evidence chain of goods confiscated. Provide evidence in criminal proceedings. Conduct enforcement monitoring activities and the timeous issuing and submission of case reports to the Command Centre. Analyse case reports of investigators and make recommendations on further action if needed. Contribute and support the implementation of Standard Operation Procedures for the enforcement operations in the district unit. Identify enforcement policy instrument "gaps" and report thereon. Provide technical input as part of appeal processes emanating from the district. Assist with the analysis of district transgression trends. Develop and maintain collaborative partnerships with district-based enforcement agencies, other government departments and municipalities. Maintain the collaborative partnerships with stakeholders, communities and others for the establishment of a district environmental transgression intelligence network. Undertake the maintenance of the environmental enforcement information management system. Maintain strong collaborative relations with operational components within the relevant district office to ensure an integrated approach towards the prevention and management of environmental transgressions. Liaise with district stakeholders and district community-based organisations on enforcement practices. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target Chris Hani: Indian Male/Coloured Male/PWD Employment Equity target Joe Gqabi: White Female/PWD Employment Equity target Sarah Baartman: Indian/ Coloured Male/PWD Employment Equity target Amathole: Indian/ Coloured Male/PWD
<u>POST 45/233</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EMPOWERMENT SERVICES REF. DEDEAT/2024/11/11</u>
<u>SALARY</u>	:	R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Amathole Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7), Honours degree (NQF level 8) in Natural Sciences / Environmental Management and any relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act. Knowledge of Public Service Act, Public Service Regulations. A valid driver's license.
<u>DUTIES</u>	:	Provide technical support with the development of work plans and strategies for the provisioning of environmental empowerment and capacity development

services in the district. Promotion and facilitate Integrated Environmental Management practices. Coordinate and facilitate the promotion of environmental rights and awareness programmes. Implement programmes in the District to promote natural and community based sustainable resource use practices.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target Indian/ Coloured Male/PWD

POST 45/234 : **ENVIRONMENTAL OFFICER: AIR QUALITY & WASTE MANAGEMENT REF. DEDEAT/2024/11/12**
(Re-advertisement)

SALARY : R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Sarah Baartman Region

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Natural Sciences / Environmental Management/ Nature Conservation/Environmental Law and any relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Integrity, Service orientated, Confidentiality, Positivity, Persistence, Respect, Trust. A valid driver's license.

DUTIES : Conduct waste management assessments including the compilation of draft waste licences, conditions of licences and / or exemptions. Provide technical / procedural advice on air quality and waste matters. Conduct air quality and emission management services. Draft air emission licences (AEL) for the applications mandated to the DEDEAT Provincial Office.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target Sarah Baartman: African Male/ PWD

POST 45/235 : **ASSISTANT DIRECTOR: LOSS CONTROL AND ANTI-CORRUPTION REF. DEDEAT/2024/11/13**

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Law, Policing / Forensic Investigations /or relevant equivalent qualification. 3 years' experience at supervisory level/ salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management

DUTIES : Provide technical assistance with development of and facilitate processes to ensure the implementation of DEDEAT's loss control policy instruments by line managers. Provide technical assistance with the development of and facilitate processes to ensure the implementation of DEDEAT's Ant-Corruption Strategy by line managers. Investigate instances of loss, Fraud and Corruption in DEDEAT. Facilitate the Ethics and Fraud Risk Management. Implement Ethics Management function. Supervise administrative and related functions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/PWD

POST 45/236 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**
(Re-advertisement)

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Sarah Baartman Ref. DEDEAT/2024/11/14

O.R. Tambo Ref. DEDEAT/2024/11/15

Joe Gqabi Ref. DEDEAT/2024/11/16

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or B degree/ Advanced Diploma (NQF 7) in Social Science/Development Studies and / or any relevant qualification in area of Economic & Environmental Sciences. 3 years' relevant experience at supervisory level/ salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-

Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Valid driver's license is required (NB this does not apply to persons with disabilities).

DUTIES : Provide inputs for development of Policy and Guidelines. Ensure lobbying and networking for designated groups. Coordination and provision of reports on performance of regional programmes on SPU targets. Conduct Education and Awareness on departmental programmes. Supervise administrative and related functions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target Sarah Baartman: Coloured Female/PWD
Employment Equity target O.R. Tambo: African Female/PWD
Employment Equity target Joe Gqabi: African Female/PWD

POST 45/237 : **ASSISTANT DIRECTOR: ADMINISTRATION REF. DEDEAT/2024/11/17**
(Re-advertisement)

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Sarah Baartman

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or B degree/ Advanced Diploma (NQF Level 7) in HRM/ Public Administration/ Management Sciences or any equivalent relevant qualification. 3 years relevant experience at supervisory level or at salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self- Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act, Public Service Act. A valid driver's license required.

DUTIES : Provide inputs and implement policies and guidelines in relation to support services. Ensure coordination and management of Human Resource functions in the region. Responsible for sound financial administration in the region. Responsible for effective and efficient implementation, monitoring, and control of administration management services (Supply Chain and Auxiliary Support). Management, coordination and monitoring of support services. Perform and manage administrative functions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/PWD

DEPARTMENT OF EDUCATION

APPLICANTS : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to erecruitment@ecdoe.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to

submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. e-Recruitment Enquiries: erecruitment@ecdoe.gov.za

OTHER POSTS

- POST 45/238** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION (2 POSTS)**
 Chief Directorate: Cluster A & B
 Directorate: Education District
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Alfred Nzo Westref: DoE-DD01/11/2024
 Chris Hani West Ref: DoE-DD02/11/2024
- REQUIREMENTS** : An appropriate recognised (3-year) undergraduate NQF level 6 / 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
- DUTIES** : Management of day-to-day functions of human resource administration and provisioning. Management of resources planning services for the district and the management of additional educators. Management and control of recruitment processes within the district. In consultation with the Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Conduct reference checks for potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Manage and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Prepare reports on human

resource administration matters for cluster office and for Provincial Office. Develop, improve, interpret and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Management of subordinates and quality assure their work as well as Performance Management & Development Systems.

ENQUIRIES : Miss Madonsela 040 608 4200
: E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/239 : **DEPUTY DIRECTOR: HUMAN RESOURCE COORDINATION REF. NO: DOE-DDHRC03/11/2024**
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Zwitlitsa
: An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES : Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department

ENQUIRIES : Ms Madonsela Tel No: 040 608 4200
: E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/240 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MONITORING AND REPORTING REF NO: DOE-DDSPMR04/11/2024**
Chief Directorate: Corporate Strategy Management
Directorate: Strategic Planning Monitoring and Reporting

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Zwitlitsa, Head Office
: An appropriate recognised (3-year) undergraduate NQF level 6/7 qualification in Public/ Business Administration/ Management. A post-graduate degree will be an added advantage. 3 - 5 years' experience in strategic monitoring of businesses in alignment with operation requirements. Knowledge and experience of the consolidation of Departmental Strategic and Annual Performance Plans as well as Annual and Quarterly Performance Reporting. Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework. Knowledge and experience of programme evaluation. Knowledge of strategic management and policy analysis. Ability to evaluate and analyse information for policy development and application of policies. Knowledge of Education Sector will be added advantage.

DUTIES : Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework. Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.

ENQUIRIES : Ms Madonsela Tel No: 040 608 4200
: E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/241 : **DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL)**
CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT REF
NO: DOE-CIE05/11/2024
Directorate: Communication And Stakeholder Management

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Zwelitsha
REQUIREMENTS : An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 7 as recognized by SAQA. Minimum of 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creative self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES : Participate in the development and implementation of the communication strategy. Manage a media monitoring and analysis system. Research, draft and issue press releases. Co-ordinate and organise press briefings, interviews and other media events. Draft opinion pieces for placement in various publications. Provide technical and professional advice to the organisation on media production. Market the organisation on the media production. Market the organization through appropriate external communication tools. Manage social media accounts. Manage the production of internal publications. Manage the maintenance of the organisation's website (content and visuals). Manage the Information Resource Centre (Library). Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mnqanqeni Tel NO: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/242</u>	:	<u>DEPUTY DIRECTOR: PROJECT COORDINATION REF NO: DOE-DDPC06/11/2024</u>
		Chief Directorate: Executive Governance and Support
		Directorate: Executive Support
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha
	:	An NQF Level 6/7 Degree as recognized by SAQA, in Public Administration / Management / Business Management. 3 – 5 years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mtshotane Tel No: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/243</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE REF: DOE-DDHR07/11/2024</u>
		Chief Directorate: Cluster B
		Directorate: Human Resource Administration
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	District Coordination and Institutional Attainment Office
	:	An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA,

<u>DUTIES</u>	:	Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
	:	Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department. Coordinate the reports from the districts.
<u>ENQUIRIES</u>	:	Ms Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/244</u>	:	<u>DEPUTY DIRECTOR: PSA EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT (3 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Alfred Nzo East, Ref: DoE-DD08/11/2024 Chris Hani East, Ref: DoE-DD09/11/2024 Joe Gqabi, Ref: DoE-DD10/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF 6/7 as recognised by SAQA. 3 years' Experience at Supervisory Level (Assistant Director), A valid driver's license. Knowledge of Constitution of South Africa, Employment of Educators, South African Schools Act, Public Finance Management Act, Public Service Act, Public Service Regulation; and Other relevant acts, policies and regulations. Skills: Good communication skills (written and verbal skills) and a good command of English language. Strategic Capability & Leadership, Programme and Project Management, Budgeting and Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem, Solving and analysis, People Management and Empowerment.
<u>DUTIES</u>	:	Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Provide employee relations management services for public service Act employees. Provide dispute and grievance management administrative services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to the district and public-school management teams. Provide employee wellness services. Provide and implement employee wellness programmes in the district. Oversee the implementation of occupational health and safety measures in the district. Provide HIV/AIDS/TP prevention coordination services in the district. Coordinate provisioning of employee counselling services. Administer human resource development and performance management. Provide human resource and performance management administration services. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all

- subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mrs Khuzwayo Tel No: 039 251 0975 – ANE, Mr Mnqanqeni: 047 548 1097 – CHE, Dr Mceleli: 051- 611 0052 – JQ
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/245** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT & ICT (2 POSTS)**
Chief Directorate: Cluser A & B
Directorate: Education District
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package)(Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Alfred Nzo East, Ref: DoE-DD11/11/2024
Nelson Mandela Bay, Ref: DoE-DD12/11/2024
- REQUIREMENTS** : An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.
- DUTIES** : Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management Page14 regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
- ENQUIRIES** : Mrs Khuzwayo Tel No: 039 251 0975, Mr Gorgonzola: 041 403 4402

- POST 45/246** : **DEPUTY DIRECTOR: SALARY CONTROL SERVICES REF: DOE-DDSCS13/11/2024**
Chief Directorate: Financial Accounting
Directorate: Salary Management
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
Zwelitsha
: An appropriate recognised NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus Five (5) years relevant experience in of which 3 years must be at Assistant Director Level (SL9/10) in the area of Salary Payment Services, A valid driver's licence. Proficiency in the application of transversal systems: Persal and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.
- DUTIES** : To provide salary control services, Provide salary PERSAL system control services. Develop and maintain departmental salary administration policies and instruments. Provide payments of employee benefits for Head Office. Administer employee claims for Head Office. Manage employee costs outside the payroll system (BAS). Monitor processes for the clearance of suspense account transactions. Monitor compliance with systems requirements by decentralized offices and facilitate corrective action. Administer leave gratuity for Head Office. Monitor payments of leave gratuity for districts. Administer payments of examination markers. Manage COE and leave gratuity accruals. Analyze expenditure trends and provide technical advisory services. Provide expenditure administration services (verification banking and systems capturing/processing) for Head Office Components. Provide input for preparation of annual financial statements.
- ENQUIRIES** : Mrs Gqoli Tel No: (040 608 4532)
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
- POST 45/247** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF: DOE-DDCM14/11/2024**
Chief Directorate: Supply Chain Management
Directorate: Contract Management Services
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
Zwelitsha
: The ideal candidate must be in possession of An appropriate bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at NQF level 7 as recognized by SAQA. An NQF Level 8 qualification in this field will be an added advantage. A minimum of 3 to 5 years of Assistant Management experience in contract management / Financial Management/ Supply Chain Management. A valid driver's License. Essential Knowledge and Competencies required: Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and Regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees and contract management. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, Law of Contracts, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory

framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Understanding of Supply Chain Management Policy, Laws that govern infrastructure contracts, JBCC, CIDB etc. Understanding of the Government Contract Management Framework. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Good communication skills and ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analyzing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Job Purpose: To manage the sub-directorate Contract Management, to develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to all procurement contracts both infrastructure and goods and services in the Department. Develop and compile all procurement contracts, Service Level Agreements, MOUs, MOAs and ensure that all contract documents are vetted in collaboration with the Legal Unit of the Department.

DUTIES : Manage the development of departmental contracts. Manage and monitor contract performance, coordinate and facilitate monitoring tools and reporting. Manage the development of contract management policies and strategies and ensure compliance and implementation thereof. Develop Standard Operating Procedures (SOPs) for the Sub – Directorate to maintain processes to ensure proper control of work. Manage contract adjustments. Monitor, analyze and determine actions to ensure effective contract administration. Manage and maintain the registers of all Departmental Contracts, Transversal Contracts, Participation Contracts, SLA's MOUs and MOAs. Ensure that when the Department engages in a contract it engages in line with relevant legislation and policies. Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses in line with the Departmental SCM Policy. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Facilitate and coordinate contract price negotiations with suppliers to ensure that the Department realize value for money in all its procurement. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Establish, coordinate contract steering committees and facilitate meetings to resolve disputes amicably where possible as and when they occur. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Liaise with Provincial and National Treasury in all matters relating to contract management.

ENQUIRIES : Mr Harmse Tel No: (040 608 4200)
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/248 : **DEPUTY DIRECTOR: GOVERNANCE, FRAUD, LOSS AND AUDIT**
MANAGEMENT REF: DOE-DDGFLAM15/11/2024
Chief Directorate: Supply Chain Management
Directorate: Internal Control

- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
: zwelitsha
: An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. A minimum of 3 to 5 years of Assistant Director in governance, Fraud, loss and audit management / assurance services / systems control and compliance. A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.
- DUTIES** : Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Manage the provisioning governance management services. Develop and review compliance monitoring tools. Coordinate the development and maintenance delegation and governance framework. Manage and update a database of all issued policies and finance instructions. Coordinate RFIS by the Auditor General. Manage the provisioning of fraud prevention services. Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services. Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the provisioning of fraud prevention services - Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
- ENQUIRIES** : Mrs Ngcingwana Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

<u>POST 45/249</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF: DoE-DDLAO16/11/2024</u> Chief Directorate: Supply Chain Management Directorate: Logistics And Stores Management
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha The ideal candidate must be in possession of an appropriate Bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at (NQF level 7) as recognized by SAQA. A minimum of 3 to 5 years of Assistant Management experience in the Public Service in Logistics and inventory management/Financial Management/ Supply Chain Management. A valid driver's License. Certificates and any credentials on LOGIS system. Essential Knowledge, Skills and Competencies required: The successful candidate must have a thorough knowledge of the LOGIS system, inventory and stores management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, asset and asset disposal management. Ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analysing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation.
<u>DUTIES</u>	:	Manage order issues and facilitate payment of invoices. Management of stores and inventory functions. Management of the office responsible for issuing purchase orders and client liaison. Manage and oversee end-to-end performance of the supply chain performance Management. Management of resources in the Sub-Directorate. Responsible overall for the coordination, issuance and management of purchase orders. Analyse and compile LOGIS report, conduct expenditure analysis and trends and consolidate such reports for presentation to management on monthly basis. Conduct various in-depth financial analyses to guide the Department to realize effective and efficient spending. Provide training and support to District LOGIS system Controllers. Responsible for registering and maintaining user profiles of LOGIS users and ensures that all users are equipped with the required tools, support and training to perform their duties effectively and efficiently on the LOGIS system. Perform quarterly assessments of duties and activities of all system LOGIS users in the Department. Maintain, create and activate account user profiles and action all system requirements where applicable. Ensure implementation of effective and efficient user account management by all system controllers in the Department. Ensure deactivation of dormant users in service within 30 days including users who have left the service immediately upon receipt of formal notifications. Perform user account management reviews and identify deviations/violations and ensure departmental compliance including compliance with Provincial and National Treasury LOGIS notices and instructions. The incumbent will be

responsible for managing the day-to-day operations of the unit, as well as plan, organize, provide technical interpretation, assign, review, and approve the work of and train staff within the unit. The incumbent will be responsible for the development of systems and controls to ensure operational requirements of the unit are met. Interact with outside auditors and ensure required documents and information are provided and submitted on time. Manage the Sub-Directorate and undertake all administrative functions required with regards to financial and performance deliverables of the sub-directorate. Manage resources of the division and the performance of staff members within the sub-directorate. Develop and provide credible and strategic reports to management and various statutory bodies timeously. Serve on transverse task teams as and when required

- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/250** : **DEPUTY DIRECTOR: SUNDRY PAYMENTS REF: DOE-DDSP17/11/2024**
Chief Directorate: Financial Accounting
Directorate: Expenditure Management
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Zwelitsha
: An appropriate recognised undergraduate NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus 3 - 5 years as an Assistant Director in Sundry Payment or Expenditure Management. A valid driver's licence. Proficiency in the application of transversal systems: Logis, AG Download System and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and modified cash standard. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.
- DUTIES** : To provide sundry payment services, Manage and monitor Sundry payments and report. Manage sundry expenditures against budget allocations. Manage sundry, general and creditors payments reconciliation, weekly, monthly, quarterly and annual. Manage sundry, general and creditors payments before capturing the system. Provide support on the management and monitoring of general and creditor payments. Identify and resolve exceptions, misallocations and open status transactions. Manage preparation of monthly compliance reporting. Annexure B and Treasury Instruction note and executed month-end closure procedures. Manage infrastructure payments. Implement bank rejections. Manage Audit queries related to sundry payments and addressed promptly, with a focus on ensuring that all transactions are justified and documented adequately. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates.
- ENQUIRIES** : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/251** : **DEPUTY DIRECTOR – EMPLOYEE WELLNESS SERVICES REF NO. DDEWS18/11/2024**
Directorate: Organisation Development
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE REQUIREMENTS** : Zwelitsha
: An appropriate tertiary qualification recognized by SAQA in Humanities/Social Sciences/Psychology at NQF level 6/7 coupled with 5 years' experience in the field of Employee Health and wellness. A minimum of at least 3 years relevant experience at Assistant Director Level. Knowledge of Education Sector will be

added advantage. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDS legislations. Skills: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.

DUTIES

: Draft/ review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes. Implement the Employee Health and Wellness Strategic Framework. Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes. Procure Employee Health and Wellness offerings and manage service providers. Establish and coordinate Transformation, Gender and Wellness Committee. Provide Employee Health and Wellness Management Reports in line with DPSA prescripts Wellness, Health and Productivity Management: Conduct life skills training on time, conflict and stress management in the workplace. Coordinate the promotion of physical health through sports events. Coordinate the distribution of posters and brochures on physical wellness. Facilitate and coordinate services for wellness day. Liaise / Network with stakeholders and other organisations about Employee Wellness issues and implement best practices accordingly. Utilise internal communication to communicate and promote Employee Wellness activities. Promote team building through recreational activities across the department. Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc. Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management. Conduct HIV Counselling and Testing campaigns. Conduct HIV, AIDS, STI, and TB information sharing sessions. Monitor the distribution of male and female condoms. Facilitate the implementation of HIV & AIDS programmes. Observe Health calendar days and initiate awareness programmes within the department. Coordinate and render Employee Assistant Programme (EAP). Coordinate and render debriefing, pre-counselling, referral, and support service to employees. Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks. Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report. Administer and manage EAP cases. Facilitate EAP support programmes. Market the EAP services. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr Mnguni Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 45/252

: **DEPUTY DIRECTOR – SCHOOL NUTRITION REF NO. DDSN19/11/2024**
Directorate: Learner Development and Social Support

SALARY

: R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS

: Zwitshana
: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management or Administration plus 3 - 5 years as an Assistant Director in Financial management / Administration. A valid driver's licence. Proven

knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage

DUTIES : Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

ENQUIRIES : Mr TJZ Mtyhida Tel No: (040 608 4200)
E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/
anele.rululu@ecdoe.gov.za

POST 45/253 : **QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF. NO.: QSIDM19/11/2024**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R721 476 – R1 084 368 per annum (OSD)
: Zwelitsha
: Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective.

Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils (2).

ENQUIRIES : Mr Mduba Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 45/254 : **QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (DORA FUNDED) REF. NO.: QSPRP12/11/2024**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R721 476 – R1 084 368 per annum (OSD)
: Zwelitsha
: Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr Mduba Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za
- POST 45/255** : **EDUCATIONAL PSYCHOLOGIST - GRADE 1 (3 POSTS)**
Directorate: Inclusive Education
- SALARY** : R827 211 per annum (An all-inclusive salary package, structured as follows:
Basic salary – 70% of package; State contribution to the Government
Employee Pension Fund – 13% of basic salary. The remaining flexible portion
may be structured in terms of the applicable remuneration rules.
- CENTRE** : Joe Gqabi, Ref No: EP20/11/2024
Sarah Baartman, Ref No: EP21/11/2024
Chris Hani West, Ref No: EP22/11/2024
- REQUIREMENTS** : MA in Educational Psychology or equivalent. Registration with Health
Professions Council South Africa in a relevant registration category and South
African Council for Education (SACE) where applicable. Experience: None
after registration with the Health Professions Council of South Africa (HPCSA)
in respect of RSA qualified Psychologist who performed Community Service,
as required in South Africa. One (1) year relevant experience after registration
with the Health Professions Council of South Africa (HPCSA) in respect of
foreign qualified psychologists, of whom it is not required to perform
Community Service, as required in South Africa. A valid driver's license.
Computer literacy. The incumbent should have knowledge of education policy
on Inclusive Education (white Paper 6) and South African s Act will be an
advantage. Knowledge of the special school and the support processes
provided for learners in specialized setting will be an added advantage.
Excellent English report writing, which extends into good communication skills
in general. Competence in budgeting and spending, logistical and independent
thinking, with the ability to take initiative. Ability to manager, organize and drive
projects. Competence in facilitation and training.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team
members in the provision of support to designated schools and care centres
on an itinerant basis. Support to be provided will include: Assessment of LSPID
enrolled in the schools/ care centres; provision of relevant therapeutic
intervention to learners and families; monitoring and reporting on these
learners' progress; training caregivers on the learning programme for LSPID;
monitoring and reporting caregivers' implementation of the learning
programme for LSPID; training and supporting teachers on the learning
programme for LSPID; monitoring and reporting on the implementation of the
learning programme in designated schools and care centres; advocating for
access to quality public funded education for LSPID and carrying out
administrative functions related to the support provided. The Incumbent may
also be required to provide support to other learners in the community as and
when needed.
- ENQUIRIES** : Mr Putter Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za
- POST 45/256** : **EDUCATION THERAPIST SCHOOL-BASED (SPEECH AND LANGUAGE)**
(GRADE 1) REF NO. WSO24/11/2024
Directorate: Khayaletu Special School
- SALARY** : R376 524 per annum (OSD)
- CENTRE** : Khayaletu Special School (BCM)
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the
HPCSA. Registration with the Health Professions Council of South Africa
(HPCSA). Registration with the South African Council for Educators (SACE).
None after registration with the Health Professions Council of South Africa
(HPCSA) in respect of RSA-qualified therapists who performed Community
Service, as required in South Africa. One year of relevant experience after
registration with the Health Professions Council of South Africa (HPCSA) in
respect of foreign qualified therapists, of whom it is not required to perform
Community Service, as required in South Africa.
- DUTIES** : Responsibilities: Provide psychological assessment: of cognitive, personality,
emotional and neuropsychological functions of learners related to learning and
development. Facilitate Psychological intervention: perform a range of
therapeutic psycho-educational interventions (psychotherapy, counselling,
trauma debriefing and refer to other specialists). Facilitate the implementation
of educationally based Programmes in response to diverse needs. Parental

		and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
<u>ENQUIRIES</u>	:	Mr PutterTel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/257</u>	:	<u>EDUCATION THERAPIST SCHOOL-BASED (OCCUPATIONAL THERAPIST) (GRADE 1) REF NO. WSO25/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (OSD) Khayaletu Special School (BCM) Appropriate qualification that allows for the required registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Responsibilities: Provide psychological assessment: of cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Facilitate Psychological intervention: perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists). Facilitate the implementation of educationally based Programmes in response to diverse needs. Parental and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
<u>ENQUIRIES</u>	:	Mr Putter Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/258</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT BUDGET PLANNING REF NO: DOE-ADBP26/11/2024</u> Chief Director: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Chris Hani West NQF 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8) A post degree qualification on the above will be an added advantage. A valid driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA). Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Coordinate departmental district budgetary processes. Compile district budget inputs. Monitor district and cost centre budget performance and report thereon. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
<u>ENQUIRIES</u>	:	Mr Godlo Tel No: 045 858 8900 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/259</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & PROVISIONING (5 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District

<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Alfred Nzo East, Ref: DoE-ADHRPP27/11/2024 Chris Hani East, Ref: DoE-ADHRPP28/11/2024 OR Tambo Coastal, Ref: DoE-ADHRPP29/11/2024 OR Tambo Inland, Ref: DoE-ADHRPP30/11/2024 Chris Hani West, Ref: DoE-ADHRPP31/11/2024
<u>REQUIREMENTS</u>	:	NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Supervise human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Provide support to recruitment processes. To provide HR provisioning services. Supervise substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Supervise district PERSAL control services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 45/260</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE-AD32/11/2024</u> Chief Director: Cluster A Directorate: Orti Education Distriction
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) OR Tambo Inland
<u>REQUIREMENTS</u>	:	NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide employee recruitment planning and administration services. Provide selection and support services, provide employee appointment administration

services. Provide employee and post establishment reconciliation services. Provide benefits administration services. Provide service termination administration services. Provide leave administration services. Provide incapacity leave and ill health retirement administration services. Provide human resource document management services. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms Mkrwede Tel No: 047 502 4268
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/261

: **ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS (3 POSTS)**
Chief Director: Cluster A & B
Directorate: Education District

SALARY CENTRE

: R444 036 - R532 602 per annum (Level 09)
: Amathole West, Ref: DoE-ADPER33/11/2024
Chris Hani West, Ref: DoE-ADPER34/11/2024
Nelson Mandela Bay, Ref: DoE-ADPER35/11/2024

REQUIREMENTS

: Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

DUTIES

: Provide dispute and grievance management administration services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to district and public-school management teams. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms Fikeni Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/262

: **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (3 POSTS)**
Chief Director: Cluster A
Directorate: Education District

SALARY CENTRE

: R444 036 - R532 602 per annum (Level 09)
: Alfred Nzo East, Ref No: DoE-ADHRD36/11/2024
Alfred Nzo West, Ref No: DoE-ADHRD37/11/2024
Joe Gqabi, Ref No: DoE-ADHRD38/11/2024

REQUIREMENTS

: NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage.

<u>DUTIES</u>	:	Provide human resource and performance management administration services. Provide human resource development administration services. Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship, and learner 'ship. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Matika Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/263</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (3 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Chris Hani East, DoE-ADLMAS39/11/2024 Chris Hani West, DoE-ADLMAS40/11/2024 Joe Gqabi, DOE-ADLMAS41/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.
<u>DUTIES</u>	:	Monitor and manage logistics processes in the district to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/264 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES**

Chief Director: Cluster A & B
Directorate: Education District

SALARY CENTRE : R444 036 - R532 602 per annum (Level 09)
Buffalo City Municipality, Ref: DOE-AD42/11/2024
Or Tambo Coastal, Ref: DOE-AD43/11/2024

REQUIREMENTS : An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the SCM strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required regarding financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/265 : **ASSISTANT DIRECTOR: ICT REF: DOE-ADICT44/11/2024**

Chief Director: Cluster B
Directorate: NMB Education District

<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	NQF 6/7 qualification in Computer Science, Information Systems, NSE4 as recognized by SAQA. Proven work experience as a Cyber Security Specialist or similar role. Hands-on experience analysing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Provide connectivity, ICT infrastructure and user support services. Maintain ICT transversal systems, data integrity and systems security. Administer the implementation of ICT policy norms and standards. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Gorgonzola Tel No: 041 403 4600 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/266</u>	:	<u>ASSISTANT DIRECTOR: NUTRITION, TRANSPORT AND HOSTELS (2 POSTS)</u> Chief Director: Cluster A & B Directorate: ANW Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo West, Ref: DoE-ADNTH45/11/2024 Nelson Mandela Bay District, Ref: DoE-ADNTH46/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.
<u>DUTIES</u>	:	Coordinate, monitor and report on the implementation of the school nutrition programme in the district. Coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. Coordinate the provisioning of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Ms Njotini Tel No: 040 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 45/267</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DOE-ADEM47/11/2024</u> Chief Director: Cluster B Directorate: BCM Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Buffalo City Metro
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient

- in the application of MS Office Package. Valid driver's license. Understanding of debt collection processes, principles and practices, Customer Service (Batho Pele Principles), Understanding of risk management, understanding of public sector revenue and debt, Understanding of debt collection internal controls, financial compliance and reporting.
- DUTIES** : Provide, coordinate and oversee source document verification and payment processes on BAS and PERSAL. Administer compensation of employee financial processes including systems interface and payroll verification processes. Monitor and evaluate the performance of district wide expenditure control and governance processes and facilitate corrective action. Analyse expenditure trends and provide technical advisory services. Provide expenditure administration services for the District Office and Section 20 Public Schools. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr Mabece Tel No: 043 708 6229
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/268** : **ASSISTANT DIRECTOR: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (3 POSTS)**
Chief Director: Cluster B
Directorate: BCM Education District
- SALARY CENTRE** : R444 036 - R532 602 per annum (Level 09)
: Amathole East, Ref No: DoE-ADCICP48/11/2024
Amathole West, Ref No: DoE-ADADCICP49/11/2024
Buffalo City Metro, Ref No: DoE-ADCICP50/11/2024
- REQUIREMENTS** : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient in the application of MS Office Package. Valid driver's license. Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement,
- DUTIES** : Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanisms for Section 21 Schools and Independent Schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
- ENQUIRIES** : Mr Gideon Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/269 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE-ADCM51/11/2024**
 Chief Director: Supply Chain Management
 Directorate: Contract Management

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Sara Baartman
 : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mr De Bruyn Tel No: 049 872 2202
 E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/270 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: DOE-ADEW52/11/2024**
 Chief Director: Employee Relations and Employee Wellness
 Directorate: Employee Wellness Services

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Zwelitsha
 : Matric plus three (3) year National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Social Work or Psychology (Industrial, BA or B. Psych) and a minimum of 3 years' practical experience in the administration and implementation of Employee Wellness programmes. Must be in possession of a valid drivers' license. Knowledge of DPSA EHWP Strategic Framework. Knowledge of HIV/TB prevention and management strategies. Knowledge and application of Employee Health and Wellness Counselling skills. Customer care; EHWP Policies; Presentation skills; Computer Literacy; Business Writing, Project management; Team leadership; Problem solving, Time Management Skills and Communication skills.

DUTIES : Implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate, implement and promote the physical wellbeing of individual employees. Develop and implement the EHWP marketing and promotion strategy. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate the implementation of health and productivity management programmes. Coordinate and Implement HIV, AIDS and TB workplace interventions. Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) workplace programmes. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control

		with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr Mnguni Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/271</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DOE-ADFMR53/11/2024</u> Chief Director: Management Accounting Directorate: Financial Monitoring and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Zwelitsha An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g. Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations and other related prescripts. Working knowledge of the transversal systems (BAS, LOGIS and PERSAL). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced excel skills and good interpersonal skills, Presentation skills, planning and organizing skills, problem solving, diplomacy, and the ability to work under pressure to meet tight deadlines.
<u>DUTIES</u>	:	Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and schedules. Provide guidance in compilation of inputs to the Annual Financial Statements by District offices and relevant units. Review working papers files to be reasonably assured that supporting documents are in place to support disclosed transactions. Preparation for submission of Annual and Interim Financial Statement to the relevant authorities. Attending to audit queries, preparation of circular 1 and audit committee report. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mrs Gqoli Tel No: 040 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 45/272</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DOE-ADAS54/11/2024</u> Chief Director: Internal Control Directorate: Assurance Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Zwelitsha An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

- DUTIES** : Provide Pre-Audit and Assurance Services: Review and check the authenticity of payments request and vouchers. Issuing of assurance certificates. Authorisation and capturing of payments of accounts and audited expenditure transactions. Maintain pre-audit register and records. Develop and maintain of financial system control policies and procedures: Establish and maintain guidelines for internal control system and program of internal control reviews. Provide effective financial internal control measures within the department and ensure compliance to the financial management legislative framework. Develop maintenance and implementation of system security mechanism in line with system standards: Provide financial information retention services. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Develop and promote a system of good financial management so that public money is always safeguarded and used appropriately, economically, efficiently and effectively Provide financial assurance and system control services in the Department: Conduct the assurance services in the department. Ensure implementation of approved and signed Delegations of Authority. Provide support to the departmental financial oversight and other related Committees. Identify gaps and provide support to address specific training and development needs to fill compliance gaps. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Coordinate the implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit.
- ENQUIRIES** : Mrs Ngcingwana Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 45/273** : **ASSISTANT DIRECTOR: HOD SUPPORT OFFICE REF NO: DOE-ADAHSO55/11/2024**
Chief Directorate: Executive Governance and Support
Directorate: Executive Support
- SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: An appropriate recognized undergraduate NQF level 6/7 qualification in Office Management/ Administration/ Public Administration, five (5) years working experience in office administration / support related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge and understanding of the Public Service systems/legislation/policies/prescripts
•Knowledge and understanding of the PFMA. Knowledge and understanding of the Supply Chain Management procedures and processes. Knowledge and implementation of the Batho Pele Principles Stakeholder management. Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage). Knowledge of the LOGIS system would be an advantage. Excellent communication skills (written and verbal). Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner. Ability to work independently and without supervision. Ability to multi-task while working under pressure. Ability to solve problems creatively and practically. Highly organised and able to handle the HOD's diary (electronically and manually).
- DUTIES** : Acting as first point of contact for the HOD with the internal and external stakeholders. Compile realistic schedules of appointments. Timeously coordinate with and sensitise/advise the HOD regarding engagements. Advise internal and external stakeholders on issues pertaining to the functions of the Branch. Operate and ensure that office equipment is in good working order. Manage the engagements of the HOD. Manage the effective flow of routine and highly confidential information and documents to and from the office of the HOD. Ensure the safe keeping of all routine and highly confidential documentation in the office of the HOD in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. progress-, monthly and management. Scrutinise all submissions/reports and make notes and/or recommendations for the HOD or return it to the originator. Respond to written, email or verbal enquiries from internal and external stakeholders on behalf of the HOD. Draft documents as required. Devise and maintain office systems, including data management. Research, collect, analyse and collate information as requested by the HOD Manage all travel arrangements, visas and accommodation for the HOD. Manage the leave register and telephone .Scrutinise documents to determine actions/information/other documents required for meetings .Collect and compile all necessary documents for the

HOD to inform him/her on the contents .When required to travel with the HOD, take notes at meetings or provide assistance during meetings .Record minutes/ decisions and communicate to relevant role-players, follow-up on progress made .Produce documents, briefing papers, reports and presentations and ensure that the HOD is well prepared for meetings .Coordinate logistical arrangements for all meetings of the HOD .Receive and coordinate all the documents that relate to the manager's budget .Advise the HOD in determining funding requirements for purposes of MTEF submissions .Administer the record keeping of expenditure commitments, monitoring the expenditure and alert the HOD of possible over- or underspending in respect of the Office of the HOD

ENQUIRIES : Mr Mtshotane Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/274 : **ASSISTANT DIRECTOR: EMPLOYEE PROVISIONING SERVICES REF NO: DOE-ADEPS56/11/2024**
Chief Director: Human Resource Management & Development
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage

DUTIES : Assist in the development and ensuring the implementation of the annual recruitment plan. Manage the recruitment process. Manage probationary appointments. Coordinate the submission of appointments. Manage the process of transfers, secondments, and acting appointments and compile reports to various stakeholders. Ensure correct capturing of information (appointment) on PERSAL. Approve transactions on PERSAL. Ensure correct linking of users and functions. Manage the implementation of remuneration policies, procedures and practices. Develop and review Recruitment and Selection policy and retention policy. Present policy to stakeholders for inputs. Conduct awareness campaigns on developed and reviewed policies and strategies. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Monitor and evaluate the effectiveness and implementation of retention strategies or techniques of the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance and ensure timely development & implementation of work plans and assessments for all subordinates.

ENQUIRIES : Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/275 : **ASSISTANT DIRECTOR – POST ESTABLISHMENT REF NO. ADPE57/11/2024**
Directorate: Human Resource Planning & Information Systems

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602per annum (Level 9)
: Zwelitsha
: NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service.

Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.

DUTIES : Monitor the maintenance of departmental PERSAL post establishment. Provide effective and efficient administration of the PERSAL system. Provide guidance on the implementation of related legislative frameworks. Development of submission adhering to Human Resources policies, procedures, legislations and prescripts. Compiling daily and monthly reports and Supervising Staff. Managing the allocated resources of the unit. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/276 : **RESEARCHER: EXECUTIVE SUPPORT REF NO: DOE-RES58/11/2024**
Chief Director: Executive Governance and Support
Directorate: Executive Support

SALARY CENTRE REQUIREMENTS : R376 417 – R443 403 per annum (Level 08)
: Zwelitsha
: Honours / master's degree in public administration / management as recognised by SAQA. A minimum of 3-5 years research experience in the public sector. Knowledge of the education sector and financial management at departmental level will be an advantage. Competent in quantitative and qualitative research methods and techniques. Ability to analyse data using Excel and write reports. Experience in the financial sector, policy development, ability to source data sets and reports. Excellent verbal and written communication skills. Ability to engage with senior personnel in the financial sector. Interpersonal skills. Strategic thinking. Problem solving and decision-making. Driver's license.

DUTIES : Coordinate and consolidate departmental inputs enabling the HOD to influence strategic decision-making process both National and Provincial plat forms. Provide technical support to the HOD to appropriately participate in provincial planning process. Provide technical support to the HOD to monitor the performance of strategic transversal project initiatives. Provide coordination service on intergovernmental relation matters. Coordinate activities between the office of the HOD and the office of the MEC.

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/277 : **INTERNAL AUDITOR: STATUTORY AUDIT REF NO: DOE-IASA59/11/2024 (2 POSTS)**
Chief Director: Internal Audit
Directorate: Statutory Audit

SALARY CENTRE REQUIREMENTS : R376 417 – R443 403 per annum (Level 08)
: Zwelitsha
: Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal),

		Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Teammate.
<u>DUTIES</u>	:	Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes, assist with the development of system description and audit program. Performing of the audit field work in terms of audit program. Drafting of audit reports. Obtain preliminary management comments. Communicate findings to the senior management, delivering audit outputs including final reports within agreed timelines and in accordance with internal audit standards. Evaluate auditees response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested. Take part in preliminary and closing meetings with the auditee. Provide administrative support to the audit committee and assist in ensuring the internal audit report to the audit committee are prepared and available on time.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/278</u>	:	<u>WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO. WSO60/11/2024</u> Directorate: Organisation Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08) Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Conduct Organisational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the department. Conduct Business Processes improvement. Conduct and provide Change Management processes and interventions in the Department. Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change management process. Provide admin assistance in the business process management service. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr M. Zazela Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 45/279</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (2 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo West, Ref: DoE-SAEME61/11/2024 Nelson Mandela Bay District, Ref: DoE-SAEM62/11/2024 An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify

misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/280 : **STATE ACCOUNTANT: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (5 POSTS)**

Chief Director: Cluster A & B
Director: Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Alfred Nzo East, REF: DoE-SACICP63/11/2024
: Chris Hani East, Ref: DoE-SACICP64/11/2024
OR Tambo Coastal, Ref: DoE-SACICP65/11/2024
Chris Hani West, Ref: DoE-SACICP66/11/2024
OR Tambo Inland, Ref: DoE-SACICP67/11/2024

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 1-2 years relevant experience in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanism for section 21 schools and independent schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/281 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF: DOE-SAFAR68/11/2024**

Chief Director: Cluster A
Director: JQ Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Joe Gqabi

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3 - 5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Prepare and submit accurate IYM to Deputy Director. Request a BAS reports after the month closure. Capture the information and 100% accurately into the IYM template issued by the treasury on monthly basis. Capture the realistic projections as required by PFMA and treasury regulations. Submit completed IYM template and BAS reports to the supervisor two days prior the submission date of 15th of every month. Check and ensure that IYM soft copy is submitted to Cluster Office on or before the 15th of every month. Records and file properly all signed IYM's by accounting officer include the emails which serves as confirmation. Perform reconciliations for internally funded projects. Perform reconciliation between BAS, invoices and standard charts of accounts are performed to detect misallocation. Prepare IYM using expenditure per month

report to report spending to Cluster and Head Office. Monitor expenditure, accruals and commitments against budget allocated using expenditure control commitment report. Report expenditure to unit by holding budget monitoring sessions monthly.

ENQUIRIES : Dr Mceleli Tel No: 051 611 0052
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/282 : **STATE ACCOUNTANT: DISTRICT BUDGET PLANNING (3 POSTS)**
Chief Director: Cluster B
Director: Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Amathole East, Ref: DoE-SADBP69/11/2024
Buffalo City Municipality, Ref: DOE-SADBP70/11/2024
Sara Baartman, Ref: DOE-SADBP71/11/2024

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Compiling of In Year Monitoring (IYM) report. Supervise the distribution of documents about the budget. Supervise the filing of all documents. Supervise human resources/staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline. Prepare reports

ENQUIRIES : Mrs KeseTel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/283 : **HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION (7 POSTS)**
Chief Director: Cluster A & B
Director: Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Alfred Nzo East, Ref: DoE-HRORS72/11/2024
Alfred Nzo West, Ref: DoE- DoE-HRORS73/11/2024
Chris Hani East, Ref: DoE- DoE-HRORS74/11/2024
Joe Gqabi, Ref: DoE- DoE-HRORS75/11/2024
Amathole East, Ref: DoE-HRORS76/11/2024
OR Tambo Coastal, Ref: DoE-HRORS77/11/2024
Buffalo City Metro, Ref: DoE-HRORS78/11/2024

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES : The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist

		to provide employee appointment administration services. Assist to provide employee and post establishment reconciliation services.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/284</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE-HROHRPS79/11/2024</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole West An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager
<u>ENQUIRIES</u>	:	Mr Ncapayi Tel No: 046 645 1179 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/285</u>	:	<u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (2 POSTS)</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Nelson Mandela Bay District, Ref No: DoE-HROCS80/11/2024 Sarah Baartman, Ref No: DoE-HROCS81/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/286</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING (2 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Chris Hani West, DoE-HROHRP82/11/2024 OR Tambo Coastal, DoE-HRHRP83/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework

<u>DUTIES</u>	:	governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228
<u>POST 45/287</u>	:	<u>ADMIN OFFICER: CIRCUIT MANAGEMENT REF NO: DOE-AOCM84/11/2024</u> Chief Directorate: Cluster A Directorate: Orti Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Inland An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.
<u>ENQUIRIES</u>	:	Ms Makrweide Tel No: 047 502 4268 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/288</u>	:	<u>SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES REF NO: DOE-SOMAMS85/11/2024</u> Chief Directorate: Cluster A Directorate: ORTC Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Coastal Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate and advise on the procurement of goods and services. Coordinate and advise on the process of drafting specifications/terms of references and special conditions of contract. Coordinate and execute the quotation and bidding processes, including advertising on open market; receive, evaluate and adjudicate the responses received. Assist in the compilation of annual procurement plan and reporting thereof on a quarterly basis. Ensure prevention of fraud and abuse of the SCM system interventions. Provide support in attending to audit queries within timeframe of Internal and External Audit. Coordinate, review and execute the bidding process, including, but not limited to providing secretarial services to the Bid Committees, compiling bid documents, publishing tender invitations and receiving and opening bid documents. Monitor, analyse and determine actions to ensure compliance with contract management. Report on supply chain management information to internal and external stakeholders. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit.
<u>ENQUIRIES</u>	:	Dr Peyana Tel No: 039 253 6620 Recruitment Enquiries: erecruitment@ecdoe.gov.za

<u>POST 45/289</u>	:	<u>SCM OFFICER: LOGISTIC AND STORES MANAGEMENT REF NO: DOE-SOLSMS86/11/2024 (4 POSTS)</u> Chief Directorate: Supply Chain Management Directorate: Logistics And Disposal Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.
<u>ENQUIRIES</u>	:	Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/290</u>	:	<u>SCM OFFICER: CONTRACT MANAGEMENT SERVICES REF NO: DOE-SOMAMS87/11/2024 (2 POSTS)</u> Chief Directorate: Supply Chain Management Directorate: Contract Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure proper record keeping. Compile contract performance reports and submit to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit.
<u>ENQUIRIES</u>	:	Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

<u>POST 45/291</u>	:	<u>RISK OFFICER: FRAUD AND ANTI-CORRUPTION REF NO: DOE-ROCRM88/11/2024 (3 POSTS)</u> Chief Directorate: Internal Audit Directorate: Compliance And Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R 362 994 per annum (Level 07) Zwelitsha A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. Two (2) years functional experience in Anti- Fraud and Anti-Corruption/ Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organised Crime Act. Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Act (PSA). Public Service Regulation (PSR). Labour Relations Act (LRA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement the departmental anti- fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct Investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Develop fraud and corruption prevention policy. Assist in developing and monitoring of the departmental code of ethics. Monitor and report on the management of fraud and corruption. Provide vetting and screening services.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/292</u>	:	<u>ADMINISTRATION OFFICER: PROJECT COORDINATION REF NO: DOE-ROCRM89/11/2024</u> Chief Directorate: Executive Governance and Support Directorate: Executive Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha An NQF Level 6 Degree as recognized by SAQA, in Public Administration / Management / Business Management as recognised by SAQA. 3 – 5 years' relevant experience in administration. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Mr Mtshotane Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
- POST 45/293** : **REGISTRY CLERK: CONDITIONS OF SERVICES (7 POSTS)**
Chief Directorate: Cluster A
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo West, Ref No: DoE-RCSC90/11/2024
Amathole East, Ref No: DoE-RCSC91/11/2024
Amathole West, Ref No: DoE-RCSC92/11/2024
Buffalo City Municipality, Ref No: DoE-RCSC93/11/2024
Joe Gqabi, Ref No: DoE-RCSC94/11/2024
Nelson Mandela Bay, Ref No: DoE-RCSC95/11/2024
Sarah Baartman, Ref No: DoE-RCSC96/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : The successful candidate will be responsible for the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; maintain the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; maintaining the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents;
- ENQUIRIES** : Miss Madonsela Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/294** : **IT TECHNICIAN (5 POSTS)**
Directorate: Supply Chain Management & ICT
- SALARY CENTRE** : R308 154 - R362 994 per annum (Level 07)
: Alfred Nzo East, Ref No: ITT97/11/2024
OT Tambo Coastal, Ref No: ITT98/11/2024
Joe Gqabi, Ref No: ITT99/11/2014
OR Tambo Inland, Ref No: ITT100/11/2014
Nelson Mandela Bay, Ref No: ITT101/11/2014
- REQUIREMENTS** : Matric (Grade 12), PLUS An appropriate 3-year Bachelor's Degree/ National Diploma in Information Communication Technology (ICT) and ComptTIA A+, N, MCSE PLUS minimum of three (3) years' experience in Information and Communication Technology environment. Unendorsed valid Code B driver's license (Code 08). Knowledge: The incumbent of this post will be responsible to provide an effective and efficient server support service. The ideal candidate must: Have knowledge of Labour Relations Act. Possess knowledge of skills Development Act. Knowledge of Public Service Act and Regulations. Have knowledge of Employment Equity Act. Possess knowledge of promotion of Access to Information Act. Knowledge on Security Management Act. Have Knowledge of Occupational Health and Safety Act. Possess knowledge of basic Conditions of Employment Act. Have Knowledge. Possess knowledge of Preferential Procurement Policy Framework Act. Knowledge of Public Finance

<u>DUTIES</u>	: Management Act and Treasury Regulations experience in configuring and troubleshooting. : Provide information technology trouble shooting solutions to end users. Provide telephonic troubleshooting or first-line telephonic problem resolution to the end users. Troubleshoot physical LAN (Local Area Network) which includes checking of network data points. Provide basic troubleshooting to Telecommunication, Voice over Internet protocol (VOIP) and ICT infrastructure. Provide hardware and software problem solving. Give feedback to the end users and ensure that the user is satisfied with the resolution of the call. Set up and maintain network hardware and software and wi-fi routers of education facilities. Provide preventative maintenance on desktop related hardware such as scanning for viruses, ensuring that Windows patches are updating and running disk clean-ups. Provide remedial repairs to desktop equipment. Identify and escalate Information Technology infrastructure related concerns that may arise to the Supervisor. Liaise with the appropriate departments and service providers with regards to Information Technology related faults. Provide reports to management on hardware related queries, daily activities and tasks undertaken. Provide information technology technical support. Install application software and operating systems. Provide PC maintenance, upgrading, configuration, and produce technical reports. Install and support systems (Optimis, BAS, PERSAL, Exams, etc). Join computers to domain. Patch and clean computer to viruses. Setup-email, intranet, internet accounts, scanners and network printers. Undertake the installation of desktop and network related hardware (such as LTE routes and network switches) and software which includes the setting up of intranet, internet and email. Maintain a strict control of entry and exit register to the server room. Maintain an access control register. Ensure that only authorized staff are granted access to the server room. Monitor access to the server room. Ensure that the register is correctly completed and signed. Oversee the movement of hardware into and out of the server room. Ensure that the asset processes are adhered to. Notify the district and Information Technology management of any discrepancies and /or recommendations. Receive, attend to, update, resolve assigned incidents and generate incident reports. Monitor the data lines at the Education Facilities. Provide support to the surrounding facilities. Escalate the incident when necessary. Check with the user to ensure that the user is satisfied with the resolution of the call.
<u>ENQUIRIES</u>	: Mr L Nzube Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/295</u>	: <u>REGISTRY CLERK: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (2 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY CENTRE</u>	: R216 417 – R242 928 per annum (Level 05) : Alferd Nzo East, Ref No: DOE-RCLMAS102/11/2024 : Joe Gqabi, Ref No: DOE-RCLMAS103/11/2024
<u>REQUIREMENTS</u>	: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	: Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service, Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand

delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/296 : **SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE (4 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District Office

SALARY CENTRE : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo East, Ref No: DoE-SED104/11/2024
OR Tambo Coastal, Ref No: DoE-SED105/11/2024
Buffalo City Metro, Ref No: DoE- DoE-SED106/11/2024
Amathole West, Ref No: DoE-SED107/11/2024

REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Miss Madonsela Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/297 : **SCM CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (5 POSTS)**
Chief Directorate: Cluster A & B
Directorate: ANE Education District

SALARY CENTRE : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo East, Ref No: DoE-SCDAMS108/11/2024
Chris Hani East, Ref No: DoE-SCDAMS109/11/2024
OR Tambo Inland, Ref No: DoE-SCDAMS110/11/2024 (2 POSTS)
Buffalo City Municipality, Ref No: DoE-SCDAMS111/11/2024

REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Coordinate the development of specification, terms of reference and administer quotations / bidding procedures. Provide district demand planning and management support services. Generate orders for procurement of goods and

- services in line with the approved quotations / bid awards. Administer and maintain procurement system.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/298** : **SCM CLERK: FLEET MANAGEMENT SERVICES (3 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Buffalo City Municipality, Ref No: DoE-SCFMS113/11/2024
Nelson Mandela Bay, Ref No: DoE-SCFMS114/11/2024
Sarah Baartman, Ref No: DoE-SCFMS115/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Implement departmental fleet management policy, procedure and delegations. Administer the provisioning of fleet management services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section. Provide administrative support on control of the departmental transport services. Provide administrative support on the acquisition of subsidized and departmental vehicles. Monitor risk on departmental transport services. Provide secretariat support services for the Transport Committees.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/299** : **ADMINISTRATION CLERK: ASSET AND STORES MANAGEMENT (7 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Chris Hani East, Ref No: DoE-ACASM94/11/2024
Joe Gqabi, Ref No: DoE-ACASM116/11/2024
Amathole East, Ref No: DoE-ACASM117/11/2024
Amathole West, Ref No: DoE-ACASM118/11/2024(2 POSTS)
Nelson Mandela Bay, Ref No: DoE-ACASM119/11/2024
Sarah Baartman, Ref No: DoE-ACASM120/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Implement assets and disposal policies, procedure and delegations. Plan and administer the acquisition and optimal utilisation of movable assets and liaising thereof. Maintain and reconcile the district moveable assets register, including internal transfers. Implement loss and damage prevention and other control strategies. Administer disposal management practices. Provide district inventory and store management services.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/300** : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (6 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Alfred Nzo East, Ref No: DoE-ACEM121/11/2024
Joe Gqabi, Ref No: DoE-ACEM122/11/2024
OR Tambo Inland, Ref No: DoE-ACEM123/11/12024

Buffalo City Mtro, Ref No: DoE-ACEM124/11/2024

Chris Hani West, Ref No: DoE-ACEM125/11/2024

Nelson Mandel Bay Ref No: DoEEM126/11/2024

REQUIREMENTS

: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES

: Assist in arranging expenditure and budget control meetings and attend such meetings on request. Assist in preparing variety of financial budgetary reports, i.e. Cash Flow Report or IYM monthly. Responsible for capturing budget on Basic Accounting Systems (BAS). Responsible for compilation of journals to correct misallocation and misclassification of expenditure. Provide assistance in the facilitation of reallocation of funds and fund shift. Capture decision in respect of reallocation of funds and fund shift on BAS. Assist in providing correct financial item codes, in order of SCOA, to the end-user. Extract variety of reports from BAS as per request and upon instruction by the supervisor. Assist in drafting budget allocation letters and ensure timely submission to budget holders. Assist and give input during the preparation of regional business and operational plans. Render assistance in relation to general administrative functions as required in management accounting section. Responsible for maintaining effective internal filling system of the section. Render Financial Accounting transactions, Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services, Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents Perform Bookkeeping support services, Capture all financial transactions. Clear suspense accounts, Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service, Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES

: Mrs Gqoli Tel No: 0404 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/301

: **DRIVER / MESSENGER – AUXILIARY SERVICES REF NO. DM127/11/2024**
Directorate: Facilities. Security And Knowledge Management

SALARY CENTRE

REQUIREMENTS

: R155 148 - R182 757 per annum (Level 03)
: Zwelitsha – Head Office
: Senior Certificate or with a minimum of 2 years driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedure and processes. Knowledge of government regulations, practice notes, circulars, and policy framework. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of Education Sector will be added advantage.

DUTIES

: Drive light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred). Conduct routine maintenance on the allocated vehicles and report defects in time. Complete all the required and prescribed records and logbooks with regards to the vehicle and goods handled. Transport staff members to and from their destination to perform their duties.

ENQUIRIES

: Mr Masoeu Tel No: 0404 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

DEPARTMENT OF HEALTH

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to: RecruitmentHeadOffice@ehealth.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Ms M Stuurman Tel no: 040 608 1272 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

MANAGEMENT ECHELON

- POST 45/302** : **CHIEF FINANCIAL OFFICER REF NO. ECHEALTH/CFO/HO/01/11/2024**
- SALARY** : R1 741 770 - R1 962 090 per annum (Level 15) (An All-Inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Bhisho
	:	National Senior Certificate, an appropriate NQF Level 8 qualification as recognized by SAQA in Finance, Economics, Accounting, and postgraduate qualification (NQF Level 8) coupled with eight (8) years of experience at a Senior Managerial level preferably within a large and complex organization. Professional registration as a Chartered Accountant will serve as an advantage. A good track record of managing strategic programmes or projects. Knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended National Treasury Regulations, and Provincial Treasury Instructions and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels. Skilled in negotiating & conflict management, stakeholder engagement & co-ordination and analysis. Proficiency in Microsoft Office. Flexibility and ability to work under pressure. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.
<u>DUTIES</u>	:	Support the Head of Department in the execution of functions in terms of the Public Finance Management Act of 1999 and the Treasury Regulations. Advise the Head of Department on matters pertaining to strategic and financial management. Financial Planning and performance with policy parameters. Establish and maintain appropriate systems (analytical tools, Information systems and models or projections of cost behaviour). Formulate creative solutions to enhance cost effectiveness and efficiency. Ensure provision of management accounting services, provision of budget planning services inclusive of budget compilation Consultative process, consolidating of draft and final budget Inputs and tabling of budget proposals to various stakeholders. Provision of expenditure management services including Facilitating sitting of in-year monitoring budget sessions, conducting budget spending analysis and make budget Adjustment. Provision of revenue management services, analyzing collection trends and provide remedial strategies on revenue generation. Ensure provision of payment management services inclusive of Departmental spending on compensation of employees (COE) Budget. Provision of general payment services such as payment of creditors or suppliers or service providers. Oversee the Supply Chain Management System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes.
<u>ENQUIRIES APPLICANTS</u>	:	Ms M Stuurman Tel no: 040 608 1272
	:	must make use of the e-Recruitment system to apply for this post https://erecruitment.ecotp.gov.za/ For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 45/303</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/D-HRM/HO/02/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 - R1 716 933 per annum (Level 14) (An All-Inclusive package)
	:	Provincial Office, Bhisho
	:	National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Public Administration coupled with five (5) years' experience at Senior Managerial level in a similar environment. Understanding of Public Service policies, Public Service Act and Regulations, Public Finance Management Act, DPSA Directives and other relevant legislative framework. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic guidance and render Strategic Human Resource Services including championing the development and implementation of training and development interventions. Facilitate the development and implementation of effective talent management and retentions strategy. Play a leading role in the

design and implementation of all human resource development strategies and tactics to ensure that the department achieves its strategic human resource development goals. Facilitate the management of an effective employee performance system and human resource system support. Strengthening good working relations with its strategic partners, clients, and stakeholders. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
 : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/304 : **DIRECTOR: HEALTH FACILITIES REF NO. ECHEALTH/DIRHF/NMAH/03/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Built Environment or equivalent qualification coupled with five (5) years' experience in middle/senior managerial level. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA. Ability to develop policies and internal standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio). Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid drivers' license.

DUTIES : Responsible for the overall day to facilitate Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation, and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determined to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports, Participate in the formulation of the hospital operational and strategic plans. Determine the Facilities Directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, Policies and procedures. Prepared and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities Directorate is complaint to National supervision, evaluation, and training. Contribute to the hospital's planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and Performance (PMDS) against departmental and hospital objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by Chief Executive Officer.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
 : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/305 : **DIRECTOR: NURSING REF NO. ECHEALTH/DIRNURS/HO/04/11/2024**
 This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
 : Provincial Office, Bhisho
 : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Nursing with five (5) years' experience in middle/senior managerial level. A postgraduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council (SANC). Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such

as National Health Act, (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/306 : **CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/CEO/FRT/05/11/2024**

SALARY : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid diver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/307 : **DIRECTOR: SALARY ADMINISTRATION REF NO. ECHEALTH/DIRS/HO/06/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
: Bhisho
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Financial Management or relevant qualification coupled with five (5) years' experience in middle/senior managerial level. Knowledge and understanding of basic regulatory framework for financial management (salary administration) in the public sector. Knowledge of SMS Handbook, Public Service Act and its Public Service Regulations, Public Finance Management Act and its Treasury Regulations. Good Communication (verbal and written) skills, Good Report Writing skills and PERSAL and BAS. Proficiency in Microsoft Office. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's license.

DUTIES : Develop policies and procure guidelines related to salary administration. Coordinate and monitor salary administration services. Render salary rebates services. Provide advisory services on all salary and issues. Render weekly support to Provincial Cost Containment Committee (PCCC) and weekly monitor and report on the implementation of the PCCC resolutions. Implement and monitor Audit Improvement Plans (AIPs) related to Salary Administration Directorate and submit monthly reports for consolidation purposes. Ensure effective and efficient utilisation and management of human, physical and financial resources of the Salary Administration Directorate, in accordance with applicable legislation and policies. Strengthen professionalism and build management capacity within the Directorate.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
: must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

OTHER POSTS

POST 45/308 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (OFFICE OF THE MEC) REF NO. ECHEALTH/DD-ADC/HO/07/11/2024**

SALARY CENTRE REQUIREMENTS : R849 702 – R1 000 908 per annum (Level 11) (All-inclusive package)
: Bhisho
: National Senior Certificate, an appropriate NQF Level 7 as recognized by SAQA in Public Administration/Management/Office Management and Technology or any equivalent qualification coupled with Five (5) years' experience of which three (3) years must be at Assistant Director level (SL9) preferably in a core Staff environment/Political Office. A valid driver's license is a prerequisite. Knowledge of Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. A valid driver's license

DUTIES : Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine

submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting; Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/309 : **REGISTRY CLERK (OFFICE OF THE MEC) REF NO. ECHEALTH/RC/HO/08/11/2024**

SALARY : R216 417 – R254 928 per annum (Level 5)
CENTRE : Provincial Office, Bhisho
REQUIREMENTS : National Senior Certificate or equivalent. No previous experience is required. Knowledge of registry, internal audit and a core staff environment/political office will be an advantage. Knowledge of registry duties, and practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. A valid driver's license will serve as an added advantage.

DUTIES : Provide registry services, attend to clients, handle telephone and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail, Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function and open and maintain the Franking Register. Frank posts, record money, and update the register daily. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record the reference number in the register. Filing and tracking internal audit resolutions and that of all oversight structures. Keep a daily record of the number of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

OFFICE OF THE PREMIER

APPLICANTS : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to recruitment@ecotp.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to recruitment@ecotp.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity

development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

<u>POST 45/310</u>	:	<u>DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP 01/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 - R1 433 355.per annum (Level 13) All Inclusive package Bhisho, National Senior Certificate, NQF Level 7 Advanced Diploma/Degree in Human Resource Management, BTech Human Resources Development, Social Science, Public Administration/Management, Labour Relations. Five (5) years of experience at a Middle/Senior Management level in related field. A valid driver's license, Senior Management (SMS) Pre – Entry certificate is compulsory. Competencies And Capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.
<u>DUTIES</u>	:	Coordinate, facilitate and evaluate the implementation of the leadership development and training programmes: Implement a Leadership Development programme of courses that will create congruency in leadership and management, and will speed-up service delivery, Implement Mentoring and Coaching Programmes, Networking, and CIP Induction programmes Facilitate programmes that will accommodate individual, Team and organizational leadership development initiatives, Put in place an evaluation model and evaluate the efficacy of leadership development and its impact on the

administration. Coordinate competency assessments for senior management: Oversee the facilitation and appointment of competency assessors, Support the assessment processes, Assess the competency results and develop Personal and Development Plans for leaders, Keep proper records of assessment results, development outcomes and development needs. Manage the facilitation of the development and implementation of credible HRD plans and talent management and succession plans that are aligned to the strategic plans and service delivery requirements of the departments: Manage the facilitation and coordination of the development and implementation of credible HRD Plans in provincial administration and submission of plans and reports to key stakeholders (NSG, DPSA, SETA's) in line with the National Guidelines. Facilitates and support Departments in the development and submission of approved credible WSPs and Annual Training Reports to benefit from discretionary sector grants. Manage the facilitation of the development and implementation of attraction, retention and succession management plans in the province. Co-ordinate the sitting of the relevant forums e.g HRD, PMDS. Co-ordinate the Provincial PMDS system, developing a credible system of conduct Reviews and moderations by Provincial departments. PMDS implementation Cycle is complied with. Co-ordinate, support and monitor the implementation of the Professionalization in the Public Service in the Provincial Administration. Design the Professionalization framework tool, communication tool and monitor implementation and reporting. Facilitate the development of and monitor implementation of Provincial HRD Strategy in order to achieve set national targets. Develop and design a sustainable funding model to implement Transversal and leadership development programmes in Provincial administration. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES

: Ms. N. Mafu at Tel No:082 5622347
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE

: Youth Females are encouraged to apply

POST 45/311

: **DIRECTOR: ENTREPRENEURSHIP AND EMPOWERMENT REF NO: OTP 02/11/2024.**
Re-Advertisement

SALARY CENTRE REQUIREMENTS

: R1 216 824 - R1 433 355 per annum (Level 13) All Inclusive package
: Bhisho
: NQF Level 7 as recognised by SAQA in Business Economics, Economics, Development Finance, Corporate Finance, Public Administration, Social Sciences or any other equivalent/relevant qualification. Five (5) years of experience at a Middle/Senior Management level in Development Finance or Funding Coordination and Entrepreneurship support environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competence: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES

: Advance the economic mainstreaming of youth by spearheading the coordination of funding opportunities for Youth-owned Small, Medium, and Micro Enterprises (SMMEs) and Cooperatives. Proactively explore and identify avenues for youth participation in the economy, overseeing the development and implementation of a comprehensive provincial Youth SMME Development Plan. Monitoring and ensuring government compliance with youth procurement, leveraging a specialized payment tracking platform for Youth SMMEs and Cooperatives. Tracking, reporting, and facilitating the creation of job opportunities through diverse funding programs and government interventions. Champion the support for existing youth enterprises by coordinating mentorship, incubation and assistance programmes to youth-owned businesses through national, provincial departments and municipalities. Creating awareness, encouraging small business and cooperative

development, and ensuring access to essential resources such as finance, skills development, market linkages, and networking opportunities. Facilitation, coordination, and monitoring of youth programs within the Economic Cluster to align with the objectives of the Provincial Youth Development Strategy and the National Youth Policy. Lead the coordination of government spending to maximize its impact on youth economic empowerment. The successful candidate will be tasked with managing the allocated resources of the directorate in strict adherence to legislative and departmental policy directives, while ensuring compliance with corporate governance and planning imperatives. Overall, the role requires a

ENQUIRIES : Ms. N. Mafu at Tel No:082 5622347
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth Females are encouraged to apply

POST 45/312 : **DEPUTY DIRECTOR: INTEGRATED PLANNING (SOCIAL PROTECTION, COMMUNITY & HUMAN DEVELOPMENT CLUSTER) REF NO.: OTP 03/11/2024.**

SALARY : R849 702 – R1 000 908 per annum (Level 11) All Inclusive package
CENTRE : Bhisho,
REQUIREMENTS : National Senior Certificate, NQF Level 6/7 (National Diploma/B. Degree) as recognized by SAQA in Development Studies/ Public Administration/Public Management. Minimum of three (03) years' experience at Assistant Director Level in strategic planning. A valid driver's license. Knowledge: In depth understanding of legislative framework that governs the Public Service, Government planning framework and government planning cycle (long-term, medium-term and short-term planning), Sound knowledge and understanding of the performance management value chain, including Research, - Reporting, Monitoring and Evaluation, Innovation and Knowledge Management, Advanced knowledge of policy analysis, policy development and policy implementation and review processes, Understanding of modern systems of governance and administration. Excellent communication, analytical, report writing and coordination skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office.

DUTIES : Facilitate the development of provincial integrated planning framework and support the Social Protection, Community & Human Development cluster departments with the implementation of their plans: Support the development of provincial planning frameworks within the departments. Facilitate the process to develop the medium and long term provincial and sectoral plans and monitor the implementation process. Ensure alignment of sectoral strategic plans, policies and service delivery programs in the provincial departments. Manage an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximise buy in into the provincial plans. Support collaboration with national development and other spheres of government on the development of provincial and local plans. Provision of support in the analysis of provincial plans to ensure alignment with international, continental, national and provincial priorities: Provide support in the analysis of the first and second draft APPs of the provincial departments in line with DPME planning framework. Render support on the analysis of the municipal IDP's and DDM One Plans. Collaborate with national departments and other spheres of government on the analysis of the provincial plans. Facilitate coordination of sectoral strategic plans, policies and service delivery programmes: Provision of support in the coordination of integrated provincial planning cycle in line with the framework. Support the development of 5-year strategic plans, 3-year APPs and Provincial Programme of Action. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates are encouraged to apply

POST 24/313 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 04/11/2024**

SALARY : R849 702. - R1 000 908. per annum (Level 11) All Inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, an NQF level 6/7 (National Diploma/B. Degree) as recognised by SAQA in Public Administration/ Management, Social Sciences.

Minimum of three (3) years' experience at Assistant Director in areas of Intergovernmental Relations, Policy Development and coordination of programmes. A valid driver's license. Knowledge of relevant legislation, policies, and prescripts that govern the public sector, constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act and White Paper on Local Government. Knowledge of intergovernmental Relations Programme; Policy analysis and development; detailed knowledge of the IDP processes, municipality, section 9 organisations, national processes and legislative framework; Knowledge of a wide range of work procedures and / or processes such as: Public sector operation, input on service level agreement (SLA) and / or Memorandum of Understanding (MOU); Key Competence: Communication and Information Management; Problem solving and decision making; Networking and Building Bonds; Planning and Organising; Impact and influence; Coordination and Facilitation of Intergovernmental Relations.

- DUTIES** : Coordinate the implementation of strategies and policies to manage intergovernmental relations: Facilitate the revision and implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes; Facilitate the implementation of Intergovernmental Relations policies, standards and guidelines; Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination; Coordinate the meetings, agenda and other logistics in support of the Premier's Coordinating Forum (TPCF and PCF); Support promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PIF, MUNMEC, DMAFO, Local IGR forum and Ward Based Structures); Coordinate inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Service Delivery; Coordinate the establishment of Inter-Governmental Relations Structures in the province. Coordinate and provide support to IGR structures: Facilitate the submission of service delivery reports to enable oversight; Coordinate regular monitoring, evaluation and reporting on the Provincial IGR agenda and facilitate escalation from DMAFO; TPIGF, MUNMEC; PIF; Develop an IGR database of all sphere of Government to ensure participation within the province; Provide required administrative support on all IGR Provincial platforms; Facilitate training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support District Development Model in all spheres of government. Provide support to intergovernmental service delivery initiatives: Facilitate the participation and contribution by national, provincial departments and state entities in local IDPs through District Development Model; Coordinate the organisation of the EXCO Outreach Programme in line with the Provincial IGR Strategy, to provide oversight to service delivery initiatives; coordinate District IGR Forum calendar and activities to ensure integrated planning between provincial departments, district and all local municipalities.
- ENQUIRIES** : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : Youth candidates are encouraged to apply
- POST 24/314** : **DEPUTY DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 05/11/2024**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11) All Inclusive package
- CENTRE** : Bhishe
- REQUIREMENTS** : National Senior Certificate, NQF level 6/7 (National Diploma/B-.Degree) as recognized by SAQA in Industrial Engineering / Industrial Psychology / Public Administration/Management / Human Resource Management, or any relevant qualification. Minimum three (3) years' experience at an AD in Change & Organisational Development environment. A valid driver's license. Knowledge of evolving OD principles and techniques Change Management, Batho Pele principles, Project management procedures, In-depth knowledge of legislative framework that governs the Public Service.
- DUTIES** : Provide services to diagnose and evaluate institutional effectiveness: Conduct diagnostics aimed at evaluating constitutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical hands-on support to provincial departments. Evaluate institutional effectiveness and performance issues in partnership with client departments. Implement appropriate interventions to optimize process efficiencies. Support the development of service delivery models and

organisational structures of provincial departments: Provide technical and advisory support on service delivery model. Provide technical and advisory support on organisational re-structuring and re-engineering. Conduct validation of organisational structures and service delivery model with compliance of applicable legislation. Provide monthly, quarterly and annual report on the status of restructuring within the province. Provide support in the development, review and implementation of Provincial OD policy. Develop and maintain a provincial database of organizational structures and job evaluation. Facilitate capacity building of OD Practitioners in the province. Facilitate and coordinate change management programmes. Facilitate the implementation of the provincial department's change management plan. Drive the transformation agenda and do regular checks. Coordinate job evaluation services in the province: Provide support in the development, review and implementation of job evaluation policy. Develop and monitor the implementation of JE procedure manual. Monitor the effective functioning of departmental JE structures. Provide monthly, quarterly and annual reports on the status of JE in the province. Coordinate the development of job description in line with the applicable norms. Facilitate capacity building of OD Practitioners in the province. Ensure the functionality and effectiveness of the provincial OD Forum. Provide advice, guidance and technical hands-on support to provincial departments on job evaluation, where required or requested. Promote and facilitate the implementation of batho pele programmes: Facilitate and coordinate Batho Pele and Culture Change provincial forums. Conduct audits for Batho Pele processes and surveys and submits relevant reports to national departments. (3-yearly). Facilitate the Implementation of the Batho Pele Revitalisation Strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates are encouraged to apply

POST 24/315 : **ASSISTANT DIRECTOR: ETHICS REF NO. OTP 06/11/2024**

SALARY : R444 036 – R532 602.per annum (Level 09)
CENTRE : Bhisho,
REQUIREMENTS : National Senior Certificate, an NQF Level 6/7 (National Diploma/Bachelor's degree) as recognized by SAQA in Risk management/Forensic Investigation or Law. A minimum of three (3) years' experience in the Risk/Forensic/Ethics Management space at supervisory level (SL 7/8). Technical knowledge in the application of ethics management concepts and principles. Certification as Ethics Officer is compulsory, A valid driver's license. Knowledge of public service anti-corruption strategy. Public Service Regulations, 2016, National Anti-Corruption Hotline, Lifestyle Audit Framework. Knowledge of Risk Management and Ethics Risk Assessments, Knowledge and understanding of the concepts of fraud and ethics management, standards and procedures. Ability to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information, public service and provincial procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing, minute taking, and verbal, excellent facilitation, presentation and conducting awareness sessions, and communication skills. Good interpersonal relations skills, honesty, ability to gather and analyze information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty.

DUTIES : Provide support on investigations and management of cases internally and externally, Provide support in effective and efficient implementation of ethics governance frameworks, Provide ethics risk management support, Provide ethics management support, Provide support in ensuring compliance, advisory, and facilitation of management of ethics programme. Drafting reports, taking minutes, development of case registers and data analysis.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates are encouraged to apply

POST 24/316 : **ASSISTANT DIRECTOR: WOMEN & GENDER MAINSTREAMING REF NO: OTP 07/11/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Bhisho,

REQUIREMENTS : National Senior Certificate, an NQF Level 6/7 (National Diploma/ bachelor's degree) as recognised by SAQA in BA Social Science or any related field. Minimum three (3) years' experience in development work at supervisory level (SL 7/8). Experience in a mainstreaming of designated groups will be an added advantage. A valid driver's license. Knowledge of strategy development, management, and monitoring. Knowledge of International conventions, prescripts, policies and frameworks relevant to women & gender mainstreaming.

DUTIES : Coordinate the implementation of transformation programmes for women & gender mainstreaming according to functional objectives: Support the implementation of policies and practices that seek to eliminate discriminatory barriers thus promoting access for women to participate and gender equity & equality in the province. Assist the review of departmental policies and programmes, forums, committees, budgets, plans, reports etc. to ensure that gender mainstreaming is embedded in governance and administrative systems. Assist to monitor and evaluate the impact of transformation programmes for women & gender groups in the Province. Assist to develop intervention strategies for state institutions to address identified bottlenecks / challenges for women and gender groups in the Province. Assist in developing a report on transformation programmes about women & gender mainstreaming. Implement and coordinate interventions aimed at protecting and promoting human dignity and equality of women & gender groups: Assist in promoting and supporting the Empowerment of women & gender groups by running workshops aimed at raising awareness on women & gender, economic empowerment, rights to life, etc. Support the promotion of advocacy through media and information brochures. Assist in lobbying Chapter 9 and 10 institutions for support on the protection of rights of women & gender groups and create linkages with development partners for resource mobilization. Assist in programmes that encourage the autonomy and independence of women & gender groups by promoting their full participation in economic, social, cultural, civil and political life under conditions of equality. Assist to establish monitoring mechanisms to evaluate initiatives to protect and promote human dignity and equality of women & gender groups. Assist in developing and coordinating the implementation of outreach programmes on women and gender mainstreaming including observing key calendar activities that impact on women & gender. Assist in developing a report on the impact of actions / initiatives to protect and promote the human dignity and equality of women & gender groups. Guide departments in the implementation of policy frameworks and programmes meant to benefit women & gender mainstreaming: Collect data from departmental plans to enable analysing them to establish alignment with policies and frameworks. Assist in advising departments about the analysis' findings that relate to issues affecting women & gender mainstreaming. Assist in coordinating and establishing an accounting platform for state institutions on Provincial gender equity targets & women empowerment status is established annually. Monitor socio-economic inclusion of women & gender in programmes & projects of state institutions: Assist in monitoring the progress made in implementing socio-economic empowerment programmes for women by state institutions. Assist in developing and coordinating the implementation of interventions strategies to address social ills targeted at women & other gender groups. Assist in developing a Report on the socio-economic programmes implemented for women. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates and Persons with Disabilities are encouraged to apply

POST 24/317 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT REF NO: OTP 08/11/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate, an NQF 6/7 (National Diploma/ Bachelor's Degree) as recognized by SAQA in Industrial Engineering / Operations management / Management Services / Industrial Psychology. Job Evaluation Certificate. Minimum 3 years' experience in the field of OD, JE and Change Management environment at supervisory level (SL 7/8). A valid driver's license. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution, Job Evaluation Systems (EVALUATE). Skills required: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising & Project Management.

DUTIES : Coordinate the review and redesign of departmental organisational structure: Facilitate the processes in conducting a diagnosis analysis and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organizational structure. Compile OD report. Implement and maintain post establishment. Coordinate the implementation change management: Coordinate and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organisational behaviour. Coordinate and monitor the implementation of transformation programmes. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of JE results and implementation of results. Capture je results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates are encouraged to apply

POST 24/318 : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT (DEPARTMENTAL ICT) – REF NO: OTP 09/11/2024**
Re-Advertisement

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
: Bhisho

REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Information Systems-related field, with at least three (3) years professional experience at supervisory level (SL7/8) in ICT industry. Industry certifications advantageous: Microsoft Certified: Power Platform Functional Consultant Associate and/or Power Platform Solution Architect Expert certifications. A valid driver's license. Key Competence: Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism

DUTIES : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualize Data using Data Flows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual

		Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/319</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: OTP 10/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Bhisho, an NQF Level 7 (Advance Diploma/Degree) as recognised by SAQA in Financial Accounting / Auditing or relevant field. Minimum of three (3) years' experience at supervisory level (SL7/8) in the area. A valid driver's licence. In-depth knowledge of the legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Annual Financial Statement Guidelines. Public Service Act, Understanding of Financial Management best practices, Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS), Internal control procedures and systems, Modified cash basis and SCOA, Finance and SCM prescripts. A valid driver's licence.
<u>DUTIES</u>	:	Implement audit intervention plan: Populate audit intervention as per audit report and internal audits. Verify and populate portfolio of evidence submitted by various programmes on audit improvement plan. Submit reports on status of findings to supervisor monthly and quarterly. Administer financial delegations framework: Prepare and distribute letters to managers with given delegation stipulating limits of expenditure and request specimen of signatures. File financial and SCM delegations. Follow up on any outstanding delegations. Maintain financial delegation register. Provide support in conducting delegations workshop. Render compliance services with regards to HR, SCM & Financial Services (Pre & Post Audit): Verify payment vouchers for compliance and ensure all necessary documents are attached and payment complies to prescribed regulations. Verify all requests for S&T, travelling claims before being processed on the system. Confirm that allocations are correct. Reject all incomplete vouchers and return to payment section and keep register thereof. Verify that checklist on batch submitted are completed and return to end-user if incomplete. Update deviations register daily. Sign off batch for orders to be generated. Identify and report irregular, unauthorised, fruitless and wasteful expenditure: Check vouchers for irregular expenditure. Record irregular expenditure on the Irregular Expenditure Register. Compile monthly register of irregular, unauthorised, fruitless and wasteful expenditure and submit to supervisor. Provide support in conducting awareness workshops and roadshow to prevent recurrence of irregular expenditure. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/320</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF. NO. OTP 11/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08) Bhisho National Senior Certificate, NQF Level 6/7 Advanced Diploma/ B-degree in Accounting or Auditing. 1-2 years' Experience within a financial management environment in-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts, Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Annual Financial Statement Guidelines, Public Service Act, Understanding of Financial Management best practices. Knowledge of the Financial Management Systems (PERSAL, BAS

		& LOGIS). Internal control procedures and systems, Modified cash basis and SCOA, Finance and SCM prescripts
<u>DUTIES</u>	:	Render support with the compilation of the budget for the department: Liaise with directorates in preparation of budget submission in accordance with National Treasury guidelines. Render administrative support with the compilation of the budget plan for submission to the Assistant Director. Liaise with directorates in preparation of cash flow projections and consolidate same for submission to the Assistant Director. Capture and compile budget adjustment inputs from directorates and submit it to Assistant Director. Distribute bas report and advise programmes on budget and compliance related issues: Retrieving BAS report from BAS with commitment report on a weekly basis. Review and compile final report on all identified misallocations on the system and submit report to Assistant Director. Prepare and circulate expenditure report to GM's and Office Managers. Advise office managers for over expenditure and advise to shift funds where necessary. Analyze monthly expenditure and process journals to correct misallocations: Review the generated expense report on BAS on a weekly basis. Liaise with HR to ensure misallocations in reports are corrected and journalise the correct components. Loading of departmental budget: Load budget adjustments to the spreadsheet received from the directorates. Load original budget onto BAS system to correct components. Shift funds between items if necessary. Do virements as per needs for funding according to PFMA.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/321</u>	:	<u>USER SUPPORT TECHNICIAN: PROVINCIAL ICT REF. NO. OTP 12/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 - R362 994 per annum (Level 07) Bhisho National Senior Certificate, An NQF Level 6 Diploma as recognized by SAQA in Computer Science, Information Systems, Software Development. A Minimum of 2 years' appropriate experience in System Training and Help desk support. Competencies/ Skills: Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Quality Assurance, Verbal, and written communication skills.
<u>DUTIES</u>	:	Provide user support and resolution of calls logged by departments in Provincial Service Desk. Ensure user queries or issues are recorded, validated, and resolved. Escalate unresolved problems to a higher level of support, as and when required. Monitor issues logged from start to resolution and advise users on appropriate course of action. Facilitate change management in rollout of e-government system to ensure adoption of new systems. Conduct training on transversal systems. Analyse incident logs to identify common trends and underlying problems. Performs postimplementation assessment of transversal systems to identify areas of improvement.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/322</u>	:	<u>CALL CENTRE OPERATOR REF NO OTP 13/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05) Bhisho National Senior Certificate with no work experience. Experience in ICT technical support environment with post qualification (NQF 6) in Information Technology (IT) will be an added advantage. Knowledge: ICT knowledge in terms of networking infrastructure and software, PFMA and Public Service Act and Regulations. Knowledge of Batho Pele Principles. Skills: Possess the ability to apply IT technical and professional skills in situations; accepts responsibility of tasks, works independently to produce good quality work. Individual must be a team player, show flexibility and reliability with good interpersonal relations. The position requires good verbal and written communication skills.
<u>DUTIES</u>	:	Responsibility for providing ICT technical service support through the Provincial ICT Infrastructure unit. Assist the management team of the ICT Infrastructure unit by rendering effective first line technical support request receiver on networking services. Provide support to the PICT network

engineers in terms of networking challenges that occur at Provincial sites. Conduct follow-ups on quality and satisfaction levels with existing ICT Networking services. Remain high during implementation of major new ICT services and initiatives. Assist the Network Engineers in the logging of user support calls to allocate IT technical staff for follow-ups. Compile reports on ICT support services rendered for the ICT Manager. Provide support in the ICT networking Assets verification process. Provide functional and operational support on departmental computer systems. Ensure effective flow of information and documents to and from the Departmental ICT office. Ensure safekeeping of all documentation in the office in-line with the legislation and policies. Provide functional support to the Infrastructure Operations office by assisting the Broadband Project Manager to compile budgets/projections unit to comply with the project agreements and the PMFA. Assist the manager in monitoring the WAN services and Broadband expenditure and implementation of the procurement plans. Render general administrative support to the unit by collecting and collating information as requested by the senior manager.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.

NOTE : Youth candidates are encouraged to apply

POST 24/323 : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO. OTP 14/11/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928.per annum (Level 05)
: Bhisho
: Grade 12 or relevant National (Vocational) Certificate with Mathematics and Accounting with no working experience. Experience in salary administration environment with post qualification (NQF 6) in Commerce/Financial Management/Accounting will be added advantage. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) will also be an added advantage

DUTIES : Check and capture all salary inputs on salary system: Receive and check to ensure all required documents from HR department. Submit documents to Internal Control Unit for compliance checking. Capture the payment on Personal and Salaries System (PERSAL). Prepare BAS payments: Compile payment advice, Check and verify banking details before payment, Follow-up with SCM on creation of the entity to enable process of the payment, Submit payment to Creditors Payments & Reconciliation Sub Directorate. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run, store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no-outstanding amounts and submit to Senior State Accountant.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.

NOTE : For eRecruitment enquiries email: recruitment@ecotp.gov.za
Youth candidates are encouraged to apply

RURAL DEVELOPMENT & AGRARIAN REFORM

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

APPLICANTS : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

FOR ATTENTION : Mr L Stowman

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Mr. N. Mabanga (040 602 5066) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 40 of 2024 dated 01 November 2024 with the closing date of 15 November 2024. The post is amended as follows: (1) State Accountant: Suspense Account, Level 07, Centre: Chris Hani (Komani) Ref No: DRDAR: 85/10/2024. This post has been withdrawn.

OTHER POSTS

POST 45/324 : **STATE ACCOUNTANT: PAYMENT REF NO: DRDAR: 01/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi (Maletswai)
REQUIREMENTS : A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS, LOGIS and PERSAL. Ability to meet deadlines. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.

DUTIES : Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Attend to account queries.

ENQUIRIES : Mr. N. Mabanga Tel No: (040 602 5066)

e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

- POST 45/325** : **CLIENT MARKETING OFFICER REF NO: DRDAR: 02/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENT : A qualification at NQF 6 in Marketing, Communication, Public Relations and Brand Communication or equivalent as recognized by SAQA. Two (2) – Three (3) years relevant experience. Computer literacy, verbal, good writing and marketing, brand communication, advertising is essential. Must have ability to liaise with clients and stakeholders in the relevant field. Valid Driver's license.
- DUTIES** : Design client marketing, plans, coordinate marketing events and campaigns, coordinate media campaigns, including media buying - placing adverts on print, electronic and digital media. Draft advertorials, advertising scripts, live reads. Coordinate digital and internet marketing campaigns. Coordinate promotional marketing activities.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040 602 5066)
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 45/326** : **FARM FOREMAN REF NO: DRDAR 03/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)
- SALARY** : R216 417 – R254 928 per annum (Level 05)
CENTRE : Dohne
REQUIREMENTS : National Senior Certificate, NQF Level 4 as recognized by SAQA coupled with at least six (6) years' relevant experience. A valid driving license is essential. Competence: Leadership, literacy, communication, organizing and technical skills. Good labour relations and ability to work independently.
- DUTIES** : General farm management, garden, cleaning and transport services, supervise and control a team of workers and drivers where applicable, maintenance of grounds and infrastructure, cleaning of offices, recreational, conference, ablution and facilities, facilitation of work programs and requests, basic administration, identification and demand of work material, caretaking and minor maintenance of equipment and vehicles, caretaking of small and large stock.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040 602 5066)
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICANTS** : Applications must be submitted on via one of the options: (1) the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered, or Hand Deliver:
Head Office: Qonce, No. 5 Eales Street, Wilton Zimasile Mkwai Building,
Buffalo City Metro District: No 16 Commissioner Street, Old Elco Building, East London
Amathole District: No 16 Commissioner Street, Old Elco Building, East London
Alfred Nzo District: No 67 Church Street Mt Ayliff
OR Tambo District: 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata, Human Resource Management Office
Nelson Mandela District: 2nd Floor, 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha
Joe Gqabi District: No. 02 Cole Street, Maletswai,
Sarah Baartman District: 1st floor, Corner African and Milner Street, Makanda, Registry Office
Chris Hani District: Bathandwa Ndong Office Park, Komani Hospital.
Applicants Are Encouraged To Use E-Recruitment
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. 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. Selected candidates will be subjected to a personnel suitability check (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. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. People with disabilities who meet the requirements will be given preference

OTHER POSTS

POST 45/327

: **ASSISTANT DIRECTOR: PERFORMING ARTS REF: DSRAC 01/11/2024**

SALARY
CENTRE
REQUIREMENTS

: R552 081 – R650 322 per annum (Level 10) (An all-inclusive remuneration)
: Chris Hani District – Komani
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Performing Arts or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the performing arts sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence is required.

DUTIES

: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDS and staff development training needs. Perform any other duties related to the work of the Assistant Director: Performing Arts that may arise or tasked by the supervisor and management.

ENQUIRIES

: MR. X. T. Kwanini Tel No: 045 492 0030 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

POST 45/328 : **ASSISTANT DIRECTOR: CULTURE & MORAL REGENERATION REF: DSRAC 02/11/2024**

SALARY CENTRE REQUIREMENTS : R552 081 – R650 322 per annum (Level 10) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level or (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the arts and culture sectors. Knowledge of government strategies to use culture to grow the economy. Knowledge of the Visual Arts, Craft and Design Sectors. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence

DUTIES : Coordinate cultural programs for community art centres. Consolidate all the plans for Community Art Centres. Plan, facilitate and implement the showcase of Art Festivals. Facilitate partnership programs with stakeholders. Coordinate capacity building for artists. Ensure skills analysis for artists. Facilitate developmental sessions for stakeholders. Coordinate platforms for artists in significant days. Facilitate the participation of artists in signification days. Facilitate and assist artists to participate in cultural festivals. Promote Culture and Indigenous knowledge systems. Monitor the culture of circumcision. Facilitate awareness campaigns on circumcisions. Facilitate moral regeneration movement.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/329 : **ASSISTANT DIRECTOR: RISK, FRAUD AND CORRUPTION MANAGEMENT REF: DSRAC 03/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Investigations/Forensic Auditing/Police Administration/Law or Legal Studies qualification with at least 3 years' experience at supervisory level or (SL 7/8) in the field of investigations. Certified Fraud Examiners (CFE) will be an added advantage. Project Management and Supervisory Experience. Job related knowledge i.e., Investigation's methodology and legislative requirements in the Public Service. Understanding of investigation techniques, tools, and processes. Job related skills: Communication Skills (written and verbal skills); Interviewing, Analytical and Problem-Solving Ability; Staff and Interpersonal relations, Computer literacy and investigating skills. A valid driver's licence is required. Ability to work under pressure and independently.

DUTIES : Investigate allegations of fraud, corruption, mal-administration, and irregular expenditure, received from within the department or from outside the department. Initiate the development of the implementation plan of fraud and anti-corruption measures. Prepare and submit investigation reports with appropriate findings, recommendations, clear direction and advice. Perform preliminary and full-blown investigations within approved timelines. Allocate case numbers to new cases received and update the case database register timeously. Perform post investigation tasks within approved timelines, including filing of closed cases. Conduct fraud and corruption awareness campaigns. Participate in the co-ordination of fraud risk assessment and report accordingly.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/330 : **COMMUNITY DEVELOPMENT OFFICER (ADMINISTRATION) REF: DSRAC 04/11/2024**

SALARY CENTRE REQUIREMENTS : R376 413 – R443 403 per annum (Level 08) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Public Administration or Public Management or any other relevant qualification with at least 1 to 2 years' experience within the public sector of community development field pertaining to administration. Knowledge of

building standards. Knowledge in Construction contracts. Knowledge of government policies, procedures and processes. Planning and Organising skills. Analytical skills. Written and verbal communication skills. Project Management skills. Team Building Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.

DUTIES : Coordinate pre and post construction projects. Engage municipalities on phases. Establish community structures. Initiate meetings with municipalities. Monitor and report on progress. Coordinate establishment of committees. Facilitate election of project steering committees. Organise training of committees. Give assistance on EPWP guidelines. Coordinate skills development of EPWP contract workers. Roll-out capacity building interventions. Collect inputs on skills gap for development. Engage accredited service provider for training. Provide in house training. Prepare presentation, handouts and manuals on guidelines. Ensure sustainable projects on EPWP. Attend monthly site and steering committee meetings. Facilitate verification of workers and sites. Populate database and verify statistics on the system. Collect labour reports and capture on the system. Monitor and report on progress made.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/331 : **PERSONAL ASSISTANT (EA): STRATEGIC MANAGEMENT REF: DSRAC 05/11/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Qonce

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Public Administration or Public Management or Management Assistant or any other relevant qualification with at least 1 to 2 years' experience within the public sector field especially in an administration or secretarial environment. Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.

DUTIES : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with

regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/332 : **PROVISION ADMIN OFFICER – DEMAND & ACQUISITION REF: DSRAC 06/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Chris Hani District – Komani
: National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.

ENQUIRES : MR X.T. Kwanini Tel No: 045 492 0030 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/333 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF: DSRAC 07/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Joe Gqabi District – Maletswai
: National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) or any relevant qualification with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in wards and local areas. Provide support services to federations, clubs and structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop

and implement community sports, and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

- ENQUIRIES** : P. Masepe Tel No: 051 492 4806 – Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 45/334** : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF: DSRAC 08/11/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Sarah Baartman District – Makanda
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.
- DUTIES** : Facilitate creditor payments within 30 days. Authenticate documents, vouchers & invoices. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filling systems procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedures. Prepare and submit monthly expenditure reports. Maintain payments registers to track all processed payments. Handle general enquiries & queries from internal or external clients. Prepare monthly reconciliation of creditor's accounts. Identify misallocation of funds. Advise programmes & line managers on budget utilisation.
- ENQUIRIES** : MS. S. Mpafa Tel No: 046 492 0223 – Sarah Baartman District (Makanda)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities
- POST 45/335** : **MPP SPORT ADMINISTRATION CLERK (18 POSTS)**
(Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
- SALARY** : R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)
- CENTRE** : Qonce: Ref: DSRAC 10/11/2024 (10 Posts)
Amathole District (East London) Ref: DSRAC 11/11/2024
BCM SDistrict (East London) Ref: DSRAC 12/11/2024
Joe Gabi District (Maletswai) Ref: DSRAC 13/11/2024
Chris Hani District (Komani) Ref: DSRAC 14/11/2024
OR Tambo District (Mthatha) Ref: DSRAC 15/11/2024
Alfred Nzo District (Mount Ayliff) Ref: DSRAC 16/11/2024
Sarah Baartman District (Makanda) Ref: DSRAC 17/11/2024

<u>REQUIREMENTS</u>	:	Nelson Mandela District (Gqeberha) Ref: DSRAC 18/11/2024 National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification. Understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid licence is required.
<u>DUTIES</u>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/336</u>	:	<u>SCHOOL SPORT COORDINATOR (19 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
<u>SALARY</u>	:	R135 261 – R159 330 per annum (Level 5/8) (An all-inclusive remuneration) 37% in lieu of benefits)
<u>CENTRE</u>	:	Amathole District (East London) Ref: DSRAC 19/11/2024 (3 posts) BCM District (East London) Ref: DSRAC 20/11/2024 Joe Gabi District (Maletswai) Ref: DSRAC 21/11/2024 (2 posts) Chris Hani District (Komani) Ref: DSRAC 22/11/2024 (4 posts) OR Tambo District (Mthatha) Ref: DSRAC 23/11/2024 (3 posts) Alfred Nzo District (Mount Ayliff) Ref: DSRAC 24/11/2024 (3 posts) Sarah Baartman District (Makanda) Ref: DSRAC 25/11/2024 (2 posts) Nelson Mandela District (Gqeberha) Ref: DSRAC 26/11/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
<u>DUTIES</u>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/337</u>	:	<u>MPP CLUB DEVELOPMENT COORDINATOR (4 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 To 31 March 2028)
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)
<u>CENTRE</u>	:	Head Office (Qonce) REF: DSRAC 27/11/2024 Nelson Mandela District (Gqeberha) REF: DSRAC 28/11/2024 BCM District (East London) REF: DSRAC 29/11/2024 OR Tambo District (Mthatha) REF: DSRAC 30/11/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required
<u>DUTIES</u>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/338</u>	:	<u>MPP ACTIVE RECREATION COORDINATOR (3 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)

- CENTRE** : Alfred Nzo District (Mount Ayliff) REF: DSRAC 31/11/2024
Nelson Mandela District (Gqeberha) REF: DSRAC 32/11/2024
BCM District (East London) REF: DSRAC 33/11/2024
- REQUIREMENTS** : National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
- DUTIES** : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
- ENQUIRY** : S. Cetywayo Tel No: 043 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/2025
(24 MONTHS)**

- NOTE** : Directions To Applicants: The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Internship program targets the youth group between the ages of 18 and 35. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.

OTHER POSTS

- POST 45/339** : **TECHNICAL INTERNS – ARCHIVES REPOSITORY (DIGITIZATION) (10 POSTS)**
: Directorate – Archives & Records Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : Mthatha Repository – Or Tambo District Ref. DSRAC 34/11/2024 (5 Posts)
Gqeberha Repository – Nelson Mandela District Ref. DSRAC 35/11/2024 (5 Posts)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.
- DUTIES** : Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials, noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Ensure high image resolution and conduct quality assurance checks for every image developed. These posts are earmarked for persons with disabilities.
- ENQUIRY** : S. Cetywayo Tel No: 043 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities are encouraged to apply.



APPLICATION : Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE : 23 December 2024

NOTE : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za>. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

MANAGEMENT ECHELON

POST 45/340 : **DIRECTOR SUPPLY CHAIN MANAGEMENT REF NUMBER: REFS/021956**
Chief Directorate: Financial Management

SALARY : R1 216 824.per annum. An all-inclusive remuneration packages.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : Matric plus a Relevant and recognised B Degree/Diploma in Public Administration/ Logistics/ Purchasing or equivalent. 5 years middle/ senior managerial experience in Supply Chain Management. Knowledge and skills: GPG and Public Service SCM policies and procedures. In Depth knowledge of Public Service Regulatory framework. In depth knowledge of PFMA, treasury Regulations, Broad based, Black Economic Empowerment Act, Preferential Procurement Act and Supply Chain Management framework. In depth knowledge of code of conduct for Supply Chain Management Practitioners. In depth knowledge of public service budget procedures. Understanding of Departments strategic objectives. Knowledge of safety and security Framework. Knowledge of BAS, SAP and other relevant information management systems. Customer relationship management, Interpersonal relations, Conflict Management, Communication Skills, Interviewing skills, Negotiation skills, facilitation skills, presentation skills, report writing skills, computer literacy.

- DUTIES** : Formulate and manage the departmental supply chain forecast based on de Departmental operational plans. Development of annual Procurement Plans. Development of annual Demand Plans. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Timeous evaluation. adjudication and award of tenders. Approval of quotations and purchase orders. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating then. losses, wastage and misuse of assets. Ensure that assets verification are conducted twice in a financial year. Monthly Asset reconciliations. Annual asset Management plans. Disposal of obsolete and redundant items Disposal of obsolete and redundant items. Ensure the asset register is updated at all times. Manage Service Level Agreements (SLAs) with supplier and service providers (Contract Management) Ensure that spending does not exceed the contracted amounts. Contract renewals done in time. Quarterly supplier performance reports. Effective and efficient Inventory Management. Ensure that stock levels are at optimum and economic levels. Annual Inventory Management plans. Quarterly stock taking of inventory. Effective and efficient Fleet Management. Increased efficiencies in the utilization of departmental fleet. Increased control and management of Reduced risk to the department Reduce the abuse of departmental vehicles. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of strategic goal. Manage the Human Resource Development of employees in the Directorate. Enhance and maintain employee motivation, assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.
- ENQUIRIES** : Ms. Mmathethi Patjie Tel: 083 500 1225 /083 500 7644/ 011 689 3845 (during working hours 8h00am to 16:30pm)

**GAUTENG PROVINCIAL GOVERNMENT
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 45/341** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF: MRH/2024/32**
Directorate: Clinical
- SALARY** : Grade 1 - R1 271 904.per annum
Grade 2 - R1 451 214.per annum
Grade 3 - R1 680 780.per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior Certificate and a Master Degree qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. The successful candidates must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in multi-disciplinary team. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street,

<u>FOR ATTENTION NOTE</u>	<p>Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za</p> <p>HR Manager. Mr MH Hlophe Tel No: (012 841 8329)</p> <p>Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.</p>
<u>CLOSING DATE</u>	24 December 2024
<u>POST 45/342</u>	<u>MEDICAL SPECIALIST (PSYCHIATRY) REF: MRH/2024/33</u> Directorate: Clinical
<u>SALARY</u>	Grade 1: R1 271 904 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum
<u>CENTRE REQUIREMENTS</u>	Mamelodi Regional Hospital National senior certificate plus MBChCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist and current registration. Appropriate experience in Psychiatric setting. (Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.)
<u>DUTIES</u>	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES APPLICATIONS</u>	Dr EB Mankge Tel No: (012) 841 8305 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za For attention: Mr. MH Hlophe (HR Manager).
<u>FOR ATTENTION NOTE</u>	HR Manager. Mr MH Hlophe Tel No: (012 841 8329)
<u>CLOSING DATE</u>	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	24 December 2024

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF ROADS AND TRANSPORT

CLOSING DATE : 27 December 2024

NOTE : It is a requirement of this position for a candidate to produce a Pre-entry certificate issued by the National School of Government prior to appointment. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-Programme>. In Line With The Department's Employments Equity Plan, Females And People With Disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on 0833240044/ 0837924851. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 45/343 : **DIRECTOR – SECURITY MANAGEMENT AND LOGISTICAL SERVICES**
REF NO: REFS/021979
Branch: Corporate Services

SALARY : R1 216 824 – R1 433 355.per annum (All-inclusive Package); The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Head Office (Johannesburg)

: A relevant bachelor's degree/Advanced Diploma (NQF 7) qualification with a minimum of 5 years' experience at Middle/Senior managerial level. Registered with PSIRA grade A or B. A valid driver's license is required. Pre-entry certificate issued by the National School of Government. Experience in State Security Agency will be an added advantage. Knowledge and understanding of: Risk management. Knowledge of Minimum Information Security Standards and its interpretation. Project Management and understand security standards and its interpretation. Project Management and understand security and risk management in the public service. The Public Finance Management Act. Knowledge of public sector policies. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness Communication, Computer negotiation, conflict management and change management skills. Planning, organising and negotiation skills.

DUTIES : To manage security services of the department, Develop and implement security policies based on minimum information Security Standards and Minimum Physical Security Standards, Plan, Develop and implement security plans, Security programs such as Emergency Response and Crisis Management, Physical Security information Protection, Incident Management and /or Investigation, Administer security appraisals and vetting of employees and contractors, develop guidelines for managing access control to the Department, manage information security, ensure compliance in respect of OHSAS 18001 specifications, Manage Parking at Head Office buildings, monitor security adherence and compliance and advise on corrective action, manage

security contracts and access control and Conduct awareness training. To manage logistical support services, Ensure the rendering of registry, messenger, and courier services, Ensure the provision switchboard, pool cellphones and mass- repro services, Render departmental office accommodation, manage cleaning and hygiene services, manage facilities management database and manage auxiliary services for the department. Manage the resources of the component and perform generic management functions, provide strategic leadership to the component, Supervise and manage staff, ensure financial resources are managed optimally, Plan, organize and control activities pertaining to the functions of the component, adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

ENQUIRIES : Mr. Pule Sekawana, Tel. No: 011 355-7385

OTHER POSTS

POST 45/344 : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/021980 (03)**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects

SALARY : R155 148.per annum (Plus Benefits) (Level 3)
CENTRE : Heidelberg Region
REQUIRMENTS : NQF level 2 (Grade 10 certificate or equivalent), 3-5 years' experience relevant experience. Ability to operate equipment, good communication skills. A valid driver's license.

DUTIES : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.

ENQUIRIES : Ms. Valerie Govinden, Tel no: (011) 355 7031

POST 45/345 : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/021981 (05)**
Branch: Roads
Directorate: Road Maintenance and Fleet Services

SALARY : R155 148.per annum ((Level 3) Plus Benefits)
CENTRE : Tshwane Region
REQUIRMENTS : NQF level 2 (Grade 10 certificate or equivalent), 5 years' relevant experience. A valid driver's license (Code EC) and operating certificate. Ability to operate equipment, Good communication skills.

DUTIES : Operating specialized plant and equipment, e.g. Graders, TLB's and Trucks. Loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-gravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water

ENQUIRIES : Ms. Valentine Majoko, Tel no: (011) 355 7010

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

- APPLICATION** : applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- CLOSING DATE** : 23 December 2024
- NOTE** : For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government. For re-advertisements, previous applicants must please re-apply Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use the New Z83 Form Which Is Effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 44/346** : **DIRECTOR: HOD EXECUTIVE SUPPORT REF NO: SSC10/2024**
(Re-Advertisement)
- SALARY** : R1 216 824 per annum. (level 13) (all-inclusive salary) SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement within one month of assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : An NQF level 7 qualification in Public Administration, Public Management, Business Management, Governance, Development Studies/Public Policy, Office Administration, Strategic Management or equivalent qualification in Social Sciences and a valid driver's license. Experience: 5 years of experience at a middle/senior managerial level. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Community Development, Project Management Principles, Social Dynamics of KZN communities, Youth

Development Policy, National and Provincial Practice Notes, SCM Practices and Procedures, Promotion of Access to Information Act, Human Rights Act, Bill of Rights, Skills Development Act, Higher Education and Training Act, Further Education and Training Act, HRD Strategy of South Africa, Treasury Regulations, Criminal Procedure Act, KZN Citizen's Charter, Security Management Act, Ministerial Handbook, Promotion of Equality and Prevention of Unfair Discrimination Act. Skills: Language proficiency, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, project management, people management and relationship management.

DUTIES : Manage the provision of administration support services. Manage the provision of operational coordination support. Provide support to the Head of Department with regard to meetings. Manage provision of organizational risk management services. Manage the development and implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Ms NZ Ndlela Tel No: (033) 355 9624

OTHER POSTS

POST 45/347 : **STATE VETERINARIAN) REF NO: NSC05/2024**
Re-Advertisement

SALARY : R849 702 per annum. (Level 11) (all-inclusive salary) MMS package
CENTRE : Zululand District
REQUIREMENTS : An NQF level 8 Bachelor of Veterinary Science degree plus registration with the South African Veterinary Council (SAVC) as a veterinarian and a valid driver's licence. Experience: 1 – 2 years' post qualification relevant experience. Knowledge: Sound knowledge of the Veterinary and Para-Veterinary Professions Act, Animal Disease Act, Animal Identification Act, Animal Health Act, RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, BCEA, Community Development, Public Participation, Community Outreach, Project Management Principles and Social dynamics of KZN Communities. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organisational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, decision making, facilitation and project planning.

DUTIES : Ensure the prevention and control of animal disease. Improve animal health and production by extension and training in disease control methods to communal farmers. Provide primary animal health care and clinical services. Issue import, export certification permits for movement control. Provide veterinary technical support to livestock projects. Provide mentorship to veterinarians serving compulsory community service. Manage financial, human and asset resources.

ENQUIRIES : Dr. C. Kutwana Tel No: (035) 780 6716

POST 45/348 : **DEPUTY DIRECTOR: SECURITY SERVICES (RE-ADVERTISEMENT) REF NO: SSC11/2024**

SALARY : R849 702 per annum. (Level 11) (all-inclusive salary) MMS package
CENTRE : Cedara – Head Office
REQUIREMENTS : A Diploma (NQF level 6) in Security Management/Public Management/Public Administration/Policing and Law Enforcement or equivalent qualification and SSA Security Manager's Course and a valid driver's licence. Experience: 3 years' junior management experience in Security Management/Policing and Law Enforcement environment. Knowledge: RSA Constitution, Minimum Information Security Standards (MISS) document, Protection of Information Act, NIA Directives, Control of Access to Public Premises and Vehicle Act, National Key Point Act, State Security Agency Directives, Promotion of Access to Information Act, Minimum Physical Security Standards (MPSS), National Strategic Intelligence Act, Public Service Act and Regulations, PFMA, Access to Information Act, Administration Justice Act, Criminal Procedure Act, Occupational Health and Safety Act, Memorandum of Understanding of VIP Services, Departmental Security Policy, Electronic Security Systems, Control Room Operation and Events Management. Skills: Planning and organizing,

- investigation, interpersonal relations, negotiation skills, research and data analysis, report writing, presentation, leadership, supervision, diplomacy, facilitation, project planning/management, decision making, conflict management, computer skills.
- DUTIES** : Ensure the physical security and safety of assets and personnel. Promote security consciousness and awareness. Conduct security assessments and making recommendations for corrective action. Develop, implement and monitor security policies and procedures to ensure compliance with the relevant legislation. Manage the resources of the component.
- ENQUIRIES** : Mr ZDZ Mbatha Tel No: 082 808 1284
- POST 45/349** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SALARY ADMINISTRATION (RE-ADVERTISEMENT) REF NO: NSC06/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: North Service Centre – Richards Bay
: An NQF level 6 National Diploma in Human Resource Management or relevant NQF level 6 qualification related to Human Resource Management and a valid driver's licence. Experience: 3 years' supervisory experience in human resource management. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL administration, departmental HR Policies, relevant Human Resource Legislation, EPMDS, Basic Conditions of Employment Act, SMS Handbook and the Ministerial Handbook. Skills: Communication (verbal and written), computer, presentation, supervisory, time management, report writing, problem solving, conflict management, project planning, policy analysis and interpretation.
- DUTIES** : Manage Recruitment and Selection. Manage HR Provisioning Services. Manage Salary Administration. Provide advice and guidance on HR related matters, provide inputs to policy and reporting. Manage resources of the unit.
- ENQUIRIES** : Mrs RN Ndwandwe Tel: (033) 343 8498
- POST 45/350** : **ASSISTANT DIRECTOR: LEAVE ADMINISTRATION REF NO: NSC07/2024**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: North Service Centre – Richards Bay
: NQF level 6 National Diploma in Human Resource Management or relevant NQF level 6 qualification related to Human Resource Management and a valid driver's licence. Experience: 3 years' supervisory experience in human resource management. Knowledge: Public Service Act, Public Service Regulations, Relevant PERSAL functions and procedures, relevant departmental / provincial HR / National Policies and Procedures, relevant DPSA Directives governing leave management in the Public Service, relevant Bargaining Chamber Resolutions, EPMDS, Basic Conditions of Employment Act, Labour Relations Act, Whitepaper on Transformation of the Public Service. Skills: Language, listening, presentation, interpersonal, computer, supervisory, time management, report writing, problem solving, communication, conflict management, project planning, innovation, creativity and policy analysis and interpretation.
- DUTIES** : Management of leave including payments of leave gratuities. Management of incapacity leave. Management of leave auditing. Provide advice and guidance on HR related matters, inputs to policy and reporting. Manage resources of the unit.
- ENQUIRIES** : Mrs RN Ndwandwe Tel No: (033) 343 8498

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/ Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mrs M Chandulal
- CLOSING DATE** : 23 December 2024
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

OTHER POSTS

<u>POST 45/351</u>	:	<u>MEDICAL SPECIALIST- (GENERAL SURGERY) (GRADE 1,2, 3) REF NO: GS 28/24</u> Component: General Surgery
<u>SALARY</u>	:	Grade 1 – R1 271 901 per annum Grade 2 – R1 451 214 per annum Grade 3 – R1 680 780 per annum. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline Senior Certificate MBChB or equivalent qualification in the Health Science. Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery, which must include an FCS (SA) and MMED completion and adequate time in a general surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist general surgeon can apply and will require registration as a specialist before commencing employment in the post. Current registration (2024-2025) with HPCSA for Independent Practice. Certificate of registration as a Specialist General Surgeon and for Independent Practice on commencing employment in the post. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. The Employment Equity Target for this post is: African Male and African Female. Knowledge, Skills, Attributes and Abilities Knowledge of appropriate specialist level procedures and protocols within the field of general surgery Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services
<u>DUTIES</u>	:	Participate in the delivery of in-patient and out-patient general surgery services esp. breast and endocrine services within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring general surgery. Assisting in the management of the surgical database. Function as the intern curator when required. Inter-disciplinary coordination of the management of general surgery patients. Supervision of the surgical trainees and interns rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour. Undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing the performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
<u>ENQUIRIES</u>	:	Dr V Govindasamy Tel No: (033) 897 3379

<u>POST 45/352</u>	:	<u>MEDICAL SPECIALIST- (PLASTIC SURGERY) (GRADE 1,2,3) REF NO: GS 29/24</u> Component: Plastic Surgery
<u>SALARY</u>	:	Grade 1 – R1 271 901 per annum Grade 2 – R1 451 214 per annum Grade 3 – R1 680 780 per annum. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENT</u>	:	Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: 10 Years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Senior Certificate MBChB or equivalent qualification in the Health Science. Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Plastic Surgery, which must include an FC Plast Surg (SA) and MMED completion and adequate time in a plastic surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist plastic surgeon can apply and will require registration as a specialist before commencing employment in the post. Current registration (2024-2025) with HPCSA for Independent Practice, Certificate of registration as a Specialist Plastic Surgeon and for Independent Practice on commencing employment in the post. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. The Employment Equity Target for this post is: African Male and African Female. Knowledge, Skills, Attributes and Abilities. Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
<u>DUTIES</u>	:	Participate in the delivery of in-patient and out-patient plastic surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital. Management of patients requiring plastic surgery. Inter-disciplinary coordination of the management of plastic surgery patients. Supervision of the surgical trainees and interns rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour. Undertake teaching of interns, undergraduate medical students, postgraduate plastic surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer prevention. Develop management protocols for the plastic surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to plastic surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising plastic surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of plastic surgery staff; allocating plastic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide plastic surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the plastic surgery Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Unit.
<u>ENQUIRIES</u>	:	Dr V Govindasamy Tel No: (033) 897 3379

<u>POST 45/353</u>	:	<p><u>PROGRAM COORDINATOR: POSTGRADUATE DIPLOMA IN MENTAL HEALTH REF NO: RKKC 01 OF 2024.</u> (Re-advertised and candidates who had previously applied may re-apply) Component: Kwazulu-Natal College Of Nursing – R K Khan Campus</p>
<u>SALARY CENTRES REQUIREMENTS</u>	:	<p>R676 068– R794 622 per annum (All-inclusive salary package) R K Khan Hospital: Kwazulu Natal Senior Certificate/Grade 12, Plus Diploma / Degree in General Nursing and Midwifery, Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC), Plus A post basic qualification in Mental Health Nursing / Psychiatric Nursing registered with the South African Nursing Council (SANC), Plus current registration with SANC for 2024. A minimum of 9 years' appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least four years of the period referred to above must be appropriate/recognisable experience in a Nursing Education Institution after obtaining the 1year post-basic qualification in Nursing Education. In possession of an unendorsed valid Code B drivers licence. Recommendation: Masters' Degree in Nursing, A post –registration qualification in Nursing Management/ Nursing Administration, Computer Literate and A post basic clinical qualification will be an added advantage. Knowledge, Skills Training and Competencies Required: The incumbent of this post will report to the Principal of Benedictine Campus and will be responsible to coordinate, implement and monitor an effective and efficient nursing education and clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of Basic and Post-Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post- Graduate Diploma's in Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines.</p>
<u>DUTIES</u>	:	<p>Coordinates the provision of education and training of students Nurses. Manages clinical learning exposure to students between college and clinical areas. Coordinates and ensures clinical accompaniment of students. Coordinates the implementation of R171 programme including teaching and learning and assessment in the first to third year levels and R425 programme. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMSD policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mrs. J. Reddy Tel No:(031) 459 6069 / 6187 All applications should be forwarded marked for: Attention: The Registrar (Academic), R K Khan Campus, Private Bag X 004, Chatsworth, 4092, Hand Delivered to the R K Khan Nursing Campus (Reception) OR emailed to ted.thambiran@kznhealth.gov.za using the reference number on the subject line</p>
<u>NOTE</u>	:	<p>Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents</p>

on application. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

- CLOSING DATE** : 23 December 2024
- POST 45/354** : **CLINICAL LECTURER PND1/PND2 REF NO: PSNC01/2024 (1 POST)**
- SALARY** : R451 533.per annum (PND2) Plus 12% rural allowance : R553 545 (PND2)
- CENTRE** : Port Shepstone Campus
- REQUIREMENTS** : A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse PLUS Post Basic qualification in Nursing Education registered with SANC. **Grade 1:** A minimum of four (4) years Appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council after obtaining the one (1) year post qualification. Current Registration with the South African Nursing Council (SANC) 2024 PLUS Unendorsed valid Code EB driver's licence
 Recommendations: Masters' Degree in Nursing, Basic Computer Literacy Knowledge, Skills And Experience Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Have in-depth knowledge of procedures and processes related to nursing and nursing education Possess sound knowledge and understanding of nursing code of ethics and professional practice Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess in-depth knowledge of teaching and clinical approaches Have good research and analytical skills Possess good communication (written & verbal) and interpersonal skills. Competence in conflict management and problem solving skills Willingness to travel.
- DUTIES** : Responsibilities / Kra's Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student nurses' competencies. Implement the quality management system for the Nursing Education Institution. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) and Recognition of Prior Learning (RPL) activities at the Campus Participates in curriculum development and review Support the mission and promote the image of the college. Exercise control over students
- ENQUIRIES** : Miss NNT Ndlela Tel No: (039) 315 5322
- APPLICATIONS** : Applicants Are Encourage To Utilise Courier Services/ S'thesha Waya Waya or e-mail to Phumlani.mtshali@kznhealth.gov.za. Applications should be hand delivered to: Port Shepstone Campus Lot 107 Marine Drive Shelly Beach opposite Shelly Centre.
 Mr. PE Mtshali
- FOR ATTENTION** : Directions To Candidates: The following documents must be submitted:
NOTE : Complete the most recent Z83 application form for employment obtainable from all Public Services Departments or from website: www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV). The reference number must be indicated in the column provided on the form Z83 e.g. ref number PSNC02/2024 Applicants are not

required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. People with disabilities should feel free to apply for the posts NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE

: 27 December 2024

POST 45/355

: **LECTURER GRADE 1 OR 2 REF NO: PSNC 02/2024 (4 POSTS)**

SALARY

: R451 533 per annum (PND1)
R553 545 per annum (PND2) Other Benefits: 12% Rural Allowance Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE

: Port Shepstone Campus

REQUIREMENTS

: Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS Current Registration with the South African Nursing Council (SANC) 2024 PLUS Unendorsed valid Code EB driver's licence (code 08) A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Recommendations: Masters' Degree in Nursing, Basic Computer Literacy Knowledge, Skills And Experience Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES

: Responsibilities / Kra's Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the teaching and learning and assessment of R171 programme. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students

ENQUIRIES

: Miss NNT Ndlela Tel No:(039) 315 5322

APPLICATIONS

: Applicants Are Encourage To Utilise Courier Services/ S'thesha Waya Waya or e-mail to **Phumlani.mtshali@kznhealth.gov.za**. Applications should be hand delivered to: Port Shepstone Campus Lot 107 Marine Drive Shelly Beach opposite Shelly Centre.

FOR ATTENTION

: Mr. PE Mtshali

NOTE

: Directions To Candidates: The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Services Departments or from website: www.kznhealth.gov.za. The Z83 must be completed in full in a manner that

allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV). The reference number must be indicated in the column provided on the form Z83 e.g. ref number PSNC02/2024 Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. People with disabilities should feel free to apply for the posts NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

- CLOSING DATE** : 27 December 2024
- POST 45/356** : **PROFESSIONAL NURSE SPECIALTY (OBSTETRICS & GYNAECOLOGY) GRADE 1 AND 2 REF NO: HRM 28/2024– (X01 POSTS)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
- CENTRE REQUIREMENTS** : Victoria Mxenge Hospital
Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and an Advanced Midwife, One-year Post Basic Registration Degree/Diploma in Midwifery and Neonatal Nursing Science plus 4 years appropriate / recognizable registration experience as a General Nurse, no proof must be submitted on application, only when shortlisted Recommendation: Computer Literacy and exposure in Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework e.g. Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public service regulations, Labor Relations Act, Disciplinary Code and Procedures, Grievance Procedure and Good skills in communication, report writing, facilitation, co-ordination, problem solving, planning and organizing, team building, decision making and computer literacy.
- DUTIES** : Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia APH etc, Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to hospital policy, Develop, implement and review obstetric policies and procedures. Conduct Perinatal Mortality reviews or meetings, Develop and implement in service education and quality improvement programs for the Obstetrics department, Act as an advocate for clients utilizing Batho Pele principles, Form part of the multi-disciplinary team, Take part in all obstetrics programs i.e. PPIP, PMTCT, HBB, ESMOE, MBFI and SRH. Assist in orientation, induction and monitoring of all nursing staff, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing. To complete patient related data and partake in research, Identify training needs for the personnel, Implement EPMDS for the personnel, Practice participative management by assisting with relief duties of the supervisor. Liaise with all departments within the institution, Maintain, control and monitor stock and supplies. Attend meetings held in the institution/outside, Maintain professional growth/ethical standard and self-development.
- ENQUIRIES** : Mrs. N.P Ngcobo – Tel No: (031) 360 3031, Mrs. JFB Blose – Tel No: (031) 360 3060
- APPLICATIONS** : Hand Delivered Applications Should Be Posted into The Red Box, Next to the ATM in the Admin. Building. Please Forward Emailed Applications for Obstetrics & Gynaecology to: khayelihle.Mbongwe@kznhealth.gov.za AND VictoriaMxengehospital.HRJobapplication@kznhealth.gov.za
- FOR ATTENTION** : HR Department

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

- APPLICANTS** : Should apply using E-Recruitment system at <https://erecruitment.limpopo.gov.za>, click on browse jobs and select Department of Sport, Arts and Culture. Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers
- CLOSING DATE** : 23 December 2024
- NOTE** : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process .Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024> The closing date for submission of applications is 23 December 2024. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za
- ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP, and Ms Makaulule MM Tel No: 015 284 4143/ 4109/4032 / 4144.

MANAGEMENT ECHELON

- POST 45/357** : **DISTRICT DIRECTOR: (3 POSTS)**
(Re-advertisement) Applicants who applied before are encouraged to apply again
- SALARY** : R1 216 824.per annum (level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
- CENTRE** : Sekhukhune District: Ref No: DSAC 2024/01
Waterberg District: Ref No: DSAC 2024/02
Capricorn District: Ref No: DSAC 2024/03
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by South Africa Qualification Authority (SAQA). Five (5) years' experience at (MMS) Middle Management Services / senior management level. Experience in the relevant field will be an added advantage. Experience in working with Sport, Arts and Culture Environment will be an added advantage. Proof of completion of the SMS Pre-Entry Programme MUST be submitted before the appointment. A valid driver's license (except for persons with disabilities). Core and process competencies: Strategic Capability and Leadership Good Communication

skills. People Management and Empowerment Programme, Project management, Financial Management, Strategic Planning, Change Management Knowledge Management, Service Delivery Innovation, Policy analysis and development, Leadership skills. Analytical skills, Change and knowledge management. Planning and organization skills, Problem Solving Problem solving and analysis, Client Orientation and Customer focus, Communication. Planning & organizing, Time Management, Team player, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills. Knowledge and skills: Sound understanding of the Public Service System. Knowledge and understanding of the legislative framework governing the Public Service. Extensive knowledge and understanding of Public Service Policies and procedures. Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills.

DUTIES

: Provide leadership and strategic direction in the division. Establish strategic direction of the district and ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in functional responsibility. Monitor the attainability & sustainability of performance standards as per departmental objectives. Oversee the development of divisional Operational Plans in the districts. Manage the implementation of policies & procedures related to the functioning of the district. Facilitate and ensure an overall system for implementation and monitoring of departmental services within the district. Promote an integrated service delivery system and ensure that service delivery is in line with the strategic objectives of the department. Participate in the development and revision of internal policies and procedures. Ensure promotion of programs in line with national and provincial strategies. Overall management, monitoring and evaluation of the provision of departmental services in the district. Manage the performance of the district in line with applicable mandates and laid down standards and norms. Devise an appropriate monitoring mechanism to promote effective use of resources. Analyse trends and weaknesses associated with service delivery at community level and develop a service delivery improvement plan. formulate and manage the district's budget against its strategic objectives. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by projecting, monitoring & reporting expenditure. Ensure that spending is maximized in line with strategic objectives and the relevant prescripts. manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of employees. Ensure capacity and development of Archivists. Enhance and maintain employee motivation and cultivate a culture of performance management. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline.

ENQUIRIES

: Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE

: The post is targeting a female as per the Departmental approved Employment Equity Plan. Women are encouraged to apply.

POST 45/358

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: DSAC 2024/04)**

SALARY

: R1 216 824.per annum (Leve 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE

: Head Office (Polokwane)

REQUIREMENTS

: An undergraduate Qualification (NQF level 07) in Financial Management / Accounting / Supply Chain Management / Purchasing Management as recognized by SAQA. A minimum of five (5) years' experience at a middle/ Senior Managerial level in SCM. Proof of completion of the SMS Pre-Entry Programme MUST be submitted before the appointment. A valid driver's license (except for persons with disabilities). Core and process competencies Cognitive, pro-active, professional, accuracy, flexibility, independent, co-operative, willing to work under changing and difficult, client focused HR strategist and supportive team player. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service, Deep knowledge of the PFMA and other legislative frameworks governing the public service. Very deep knowledge of a wide range of activities is required such as: Training, HR matters Finance, Needs and priorities of stakeholders Planning and organizing and Managerial functions. Strategic capability and leadership,

financial management, analytical thinking, service delivery innovation, research, problem solving and analysis, policy formulation and implementation, change management, knowledge management, people management and empowerment, client orientation and customer focus communication.

DUTIES : Establish strategic direction of the directorate to ensure alignment with business plans: Undertake, coordinate and monitor the implementation of the strategic plans of the directorate, ensure alignment of individual performance to the strategic business objectives as outlined in the Component's balance scorecard, guide and ensure effective and proper strategic co-ordination of activities, monitor the attainability & sustainability of performance standards as per departmental objectives, ensure compliance to government frameworks and legislation and manage the development of business /operational plans to give strategic direction to the Directorate. Ensure provision of effective, efficient and economic Supply Chain Management Services: manage the development and implementation supply chain management internal policies, systems and processes, provide and oversee the overall management and monitoring regarding supply chain compliance, manage the relationship between the department and its different categories of service providers., ensure proper acquisition, maintenance and disposal of fleet to achieve the desired outcomes/outputs, manage and ensure proper monitoring of the department's assets, provide strategic support on stores management, manage and provide strategic logistical support, manage and oversee demand plans to address possible future needs, manage and oversee the implementation of demand management practices, procedures, guidelines and policies with the aim of adding value to the department. Manage and utilize human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy. Manage discipline. The post is targeting a female as per the Departmental approved Employment Equity Plan. Women are encouraged to apply.

OTHER POSTS

POST 45/359 : **DEPUTY DIRECTOR: LABOUR RELATIONS (REF NO: DSAC 2024/05)**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.

CENTRE : Head Office (Polokwane)
REQUIREMENTS : Bachelor's degree or National Diploma (NQF level 6) in Labour Relations / Labour Law plus three to five (3-5) years' experience in the same field as Assistant Director. A valid driver's License (except for persons with disabilities). Knowledge and skills: Knowledge and skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Unemployment Insurance Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, interpretation of legislation and policies, policy and guideline formulation. Management, problem solving, organisation, leadership, budgeting and financial skills, negotiation, verbal and written communication, and presentation skills,

DUTIES : Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Provide training and advocacy on labour related matters in the Department. Facilitate and provide a secretariat function to the Departmental Appeals Authority. Manage resources within Employment Relations Unit. Implement strategic, dynamic and proactive labour relations programmes. Develop and ensure compliance with labour relations policy framework and procedures. Manage labour disputes and grievances. Manage resources (physical, and human.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.

POST 45/360 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES (REF NO: DSAC 2024/03)**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : Bachelor's degree or National Diploma (NQF level 6) in Social Science Social Work / Psychology / Occupational Health and Safety / A minimum of three to five (3-5) years' experience in the same field as Assistant Director plus registered with South African Council for Social Services Professions (SACSSP) / Health Professions Council of South Africa (HPCSA). A valid driver's License (except for persons with disabilities). Knowledge and skills: Knowledge and Skill in employee assistance programmes, Knowledge of Occupational Health and Safety Act, compensation for occupational injuries and disease (COID), knowledge of HIV/AIDS, counselling skills, computer literacy, project management, reporting skills, good managerial skills, applied strategic thinking, communication and information management, citizen focus and responsiveness, managing interpersonal conflict and resolving problems, planning and organising, problem solving and decision making, policy formulation and implementation
- DUTIES** : Manage employee wellness programme: Design and Coordinate employee wellness programme, Coordinate wellness screenings and health promotion sessions, Coordinate sporting and recreational activities in the Department, Develop EHW policies and standard operating procedures. Manage workplace HIV/AIDS programmes: Manage HIV/AIDS, TB, and STI programs, conduct awareness and preventative programs on HIV/AIDS, TB, and STI Coordinate Tricoordinate HCT in the workplace, Ensure availability of condoms. Manage Occupational health and safety programmes in the Department: Coordinate OHS site inspections and prepare OHS reports, Advice the department on OHS practices, procedure, guidelines and policies. Monitor and ensure compliance and implementation of legislation, policies and strategies of OHS. Coordinate OHS committee meetings. Implement Safety, Health, Risk and Quality (SHERQ) measures in the workplace. Design and implement employee assistance programmes: Ensure provision of professional and confidential counselling services, Marketing of EHW programs. Referral of EAP cases to other professionals Monitor and evaluate EHW programmes: Facilitation and submission of monthly, quarterly and annual reports for EHW programs, Develop and implement EHW operational plans, Ensure submission of SMT tool and EHW compliance reports.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/361** : **ASSISTANT DIRECTOR: COMMUNICATION, PUBLIC RELATIONS AND MARKETING (REF NO: DSAC 2024/07)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.
- SALARY** : R424 104 per annum (Leve 09)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification (NQF level 06) in Media Studies/ Communications/ Public Relation/ Events Management as recognized by SAQA. A minimum of 3 years' experience in Communications/ Public Relations/ Events Management at salary level 7/8. Graphic design is an added advantage. A valid driver's license (except for persons with disabilities). Skills and knowledge: Sound and in-depth knowledge of all relevant research and publication prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organizing. Corporate branding skills. Media Relations. Public Relations. Radio Communication Services. Communication skills. Writing skills in Communication. Public relations skills. Facilitation skills. Advanced research and photographing skills.
- DUTIES** : Enhance the Department corporate identity manual. Managing the corporate image. Ensure that departmental and provincial logos are properly used on banners, signboards, posters, letterheads, business cards, website and social media and nametags. Establish and maintain media relationship. Drawing a stakeholder list for distribution. Develop and distribute communication materials. Maintenance of departmental website and social media. Monitor and update social media and departmental websites. Writing articles for Departmental publications. Prepare and distribute media releases and send out media invitations for major events as stated on events calendar per quarter. Develop content and implement social media campaigns.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

<u>POST 45/362</u>	:	<u>LANGUAGE PRACTITIONER (REF NO: DSAC 2024/08)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R308 154.per annum (level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Languages / Language Practice with specialization in Afrikaans as recognized by SAQA. A minimum of 2 years of experience in the Translation field. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of Languages. Knowledge of Language Policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders. Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.
<u>DUTIES</u>	:	Translation of official documents from source language to target language. Proofread documents. Terminology development with language stakeholders. Promotion of Literature. Conduct workshops for authors. Promotion of multilingualism and indigenous knowledge systems.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/363</u>	:	<u>STATE ACCOUNTANT: FINANCIAL REPORTING (REF NO: DSAC 2024/09)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R308 154.per annum (level 07)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognised by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Closure of books on monthly and annually. Ensure clearance on PERSAL and PMG exceptions. Cash flow management. Reconcile funds requested by Treasury against total budget of the Department. Compile journals to Exchequer Grant account. Compile and submit financial statements to the Provincial Treasury and Office of the Auditor General. Ensure that audit exceptions and findings from the Auditor General relating to annual financial statements are responded to. Prepare bank reconciliation statement. Compare and reconcile bank statements with Pay Master General (PMG) in BAS system to establish imbalances and rectify. Clearing of suspense accounts. Monitor and investigate all pending adjustment suspense account and allocate to relevant accounts. Prepare monthly suspense report for submission to Provincial Treasury.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>NOTE</u>	:	The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.
<u>POST 45/364</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING SERVICES (REF NO: DSAC 2024/10)</u>
<u>SALARY</u>	:	R308 154 per annum (level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Accounting / Financial Accounting / Financial Management as recognised by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities). Skills and knowledge: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.
<u>DUTIES</u>	:	Capturing of the IYM projects on the system and ensuring that the monthly reports are done, and deadlines are met. Ensure that the expenditure on the IRM Web is updated timeously. Ensure that the projections of all infrastructure

projects are revised and updated. Ensure that the expenditure is in accordance with the projections. Prepare expenditure reports monthly. Ensure that all the requisition vouchers are checked against the budget, allocations are verified and that commitments are captured on the spreadsheet timeously to avoid overspending. Check all misallocations from PERSAL and BAS reports. Preparing and capturing all journals. Verification and capturing of shifting of funds on the BAS system. Updating of Budget on BAS. Monitoring of budget on BAS. Maintain filing of documentation. Distribution of documentation as and when required to other Departments

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a female as per the Departmental approved Employment Equity Plan. Women will get preference.

POST 45/365 : **LIBRARIAN: CPU (REF NO: DSAC 2024/11) (3 POSTS)**
(one (1) year contract renewable based on performance for a period of three (3) years.

SALARY : R308 154.per annum (Level 07) plus 37% lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies / Science from an accredited institution of higher learning. Two (2) years of Experience in the library environment. A valid driver's license (except for persons with disabilities). skills and knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a newly established library. Inform users of special library collection, display library material during/departmental events, compile bibliographies, conduct orientation on library utilization. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Responsible for the marketing and advocacy of library services. Facilitate establishment and full participation of book clubs. Capture newly acquired library material on the system. Analyze and sort library material according to the applicable library system, Maintain online authority file. Perform necessary library administrative tasks. Handle interlibrary loans, attend reference queries, trace bibliographic records, collect and records publications, monitor the circulation of library resources. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 45/366 : **REGISTRY CLERK (REF NO: DSAC 2024/12)**
(Re-Advertisement) Applicants who applied before are encouraged to apply again.

SALARY : R216 417.per annum (Level 05)
CENTRE : Polokwane
REQUIREMENTS : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF 6 in Records Management / Archives will be an added advantage. Skills and knowledge: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.

DUTIES : Render asset management clerical support. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Render demand and acquisition clerical support. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render logical support services. Opening and files according to record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and/or disposal. Conduct electronic scanning of files. Sort and package files for archives and

		distribution. Compile lists of documents to be archived and submit to the supervisor. Keep records of archived documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>NOTE</u>	:	The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.
<u>POST 45/367</u>	:	<u>ADMINISTRATIVE CLERK (REF NO: DSAC 2024/13)</u>
<u>SALARY</u>	:	R216 417.per annum (Level 05)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. Skills and knowledge: Knowledge of administration duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and main. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/368</u>	:	<u>MESSENGER / DRIVER: MEC OFFICE (REF NO: DSAC 2024/14)</u>
<u>SALARY</u>	:	R183 279.per annum (Level 04)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and valid code 8 driver's license. Minimum of 5 years relevant experience. Knowledge. Core and process competencies: Knowledge of the city (lies) in which the function will be performed, Organising skills. Well organised. Good communication and interpersonal skills. Basic literacy. a reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trip, daily mileage. Collect and deliver documentation and related items in the department / branch or any other component within the Department related external parties. Ensure proper and secure control over movement of documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
<u>POST 45/369</u>	:	<u>LIBRARY ASSISTANT (X02 POSTS)</u> (Re-Advertisement) Applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R183 279.per annum (level 4)
<u>CENTRE</u>	:	Capricorn District Library and Vlakfontein Capricorn District Library: Ref No: DSAC 2024/15 Vlakfontein: Ref No: DSAC 2024/16

- REQUIREMENTS** : NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of basic Education. An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognised by SAQA will be an added advantage. Skills and knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship, and problem-solving skills. Ability to work under pressure.
- DUTIES** : Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles. The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/370** : **SPORT COORDINATOR: ACADEMY (2 POSTS)**
(one (1) year contract renewable based on performance for a period of three (3) years.
- SALARY CENTRE** : R216 417.per annum (level 5) Plus 37 % of Lieu of Benefit
: Sekhukhune District and Waterberg District
: Sekhukhune District: Ref No: DSAC 2024/17
: Waterberg District: Ref No: DSAC 2024/18
- REQUIREMENTS** : Grade 12 and Certificate. A three-year Diploma/degree in Sport Management / Administration or/ Sport Science will be an added advantage, Valid driver's license (except for persons with disabilities). Knowledge and skills must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.
- DUTIES** : Coordinate sport activities in district academies, ensure the functionality of district academy, liaise with district confederations and federations in ensuring that talent Identification programmes are implemented, support athletes from districts through the academy system, ensure that team preparation in terms of academy requirements is implemented in districts, establish relations with municipalities , district municipalities, district confederations and federations, roll – out academy capacity building programmes, ensure that district sport and recreation activities are supported through the academy system, support identified sport focus schools and maintain database of coaches and elite athletes.
- ENQUIRIES** : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144
- POST 45/371** : **CLEANER (2 POSTS)**
(Re-advertisement) Applicants who applied before are encouraged to apply again
- SALARY CENTRE** : R131 265.per annum (level 2)
: Mopani District and Waterberg District
: Mopani District Ref No: DSAC 2024/19
: Waterberg District Ref No: DSAC 2024/20
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. knowledge and skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organizing skills.
- DUTIES** : Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keeping and maintaining cleaning materials and equipment. Report on broken cleaning machines and equipment. Request cleaning materials. Cleaning walls, windows and doors. Emptying and

cleaning of dustbin. Replace toilet paper, hand towels and refreshers. The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

POST 45/372 : **GENERAL WORKER (REF NO: DSAC 2024/21)**

SALARY : R131 265.per annum (level 2)

CENTRE : Capricorn District

REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

NOTE : The post is targeting a male as per the Departmental approved Employment Equity Plan. Male applicants will get preference.

POST 45/373 : **GROUNDMAN (REF NO: DSAC 2024/22)**

SALARY : R131 265.per annum (level 2)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.

DUTIES : Maintain premises and surroundings: Empty dirt bins, clean premises and surroundings. Maintain the garden: watering the garden, prune and trim flowers and trees, mow the grass, remove weeds and garden refuse, apply insecticides and cultivate the soil for trees. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools and repair minor defects of gardening equipment and tools.

ENQUIRIES : Mr Musia N, Ms. Mothupi PP, Ms Langa L and Ms Makaulule MM Tel No: 015 284 4143/ 4032/ 4109/4144

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE PROVINCE
DEPARTMENT SPORT, ARTS AND CULTURE**

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Sport, Arts and Culture
P/Bag X5004, Kimberley, 8300 or Hand Deliver to: Department of Sport, Arts
and Culture, Mervin. J. Erlank Sports Complex, 10 Recreation Road,
Florianville, Kimberley, 8301 Kimberley or Email applications to:
dsacrecruitment@ncpg.gov.za for
- FOR ATTENTION** : Ms. N. Sleku
- CLOSING DATE** : 24 December 2024
- NOTE** : The Department requests applicants to apply by submitting applications to the
address specified above on the new Z83 form obtainable from any Public
Service Department or from the DPSA website link:
<http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by
comprehensive CVs (previous experience must be expansively detailed). As
from 1 January 2021, applications received on the incorrect application form
(Z83) will not be considered. All required information on Form Z83 must be
provided. Please note a separate application is required for each position
applied for. Each application for employment form must be fully completed,
initialled and signed by the applicant (Part F must be answered and declaration
must be completely signed and dated). Failure to fully complete, initial and sign
this form will lead to disqualification of the application during the selection
process. ONLY a fully completed, initialled and signed new form Z83 will be
considered, (Section A, B, C, D and F compulsory). Section E and G, it is
acceptable if applicants indicate "refer to CV", only if a recently updated
comprehensive CV (with detailed qualifications and previous experience is
attached. Applicants are not required to submit/attach copies of qualifications
and other relevant documents on application but must submit the new (Z83)
form and detailed curriculum vitae only. The provision of certified documents
will only be required from shortlisted candidates for submission on or before
the day of the interview following a formal communication from Human
Resources unit. In instances where applicants are in possession of a foreign
qualification, it is the applicant's responsibility to have foreign qualifications
evaluated by the South African Qualifications Authority (SAQA) and only
submit proof of such evaluation upon being shortlisted for a post. Shortlisted
applicants will be subjected to qualification verification, reference checking,
security screening and vetting. Non-RSA Citizens/Permanent Resident Permit
Holders will be required to submit a copy of their Permanent Residence Permits
only if shortlisted. Applicants who do not comply with the abovementioned
instructions/requirements, as well as applications received late will not be
considered. The Department reserves the right not to make any appointment(s)
to the above post/s. Applications, including those submitted via registered mail
must reach the department before 16:00 on the day of the closing date.
Incomplete applications, or applications received after the closing date will be
disqualified. Correspondence will be limited to shortlisted candidates only. If
you have not been contacted within 3 months of the closing date of this
advertisement, please accept that your application was unsuccessful. Please
note that suitable candidates will be subjected to a technical assessment as
well as satisfactory 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 a security clearance process. IMPORTANT: The
Department is an equal opportunity and affirmative action employer. Women
and persons with disabilities are encouraged to apply. The successful
candidate will be required to sign the performance agreement within three
months from the date of assumption of duty. It will also be required that the
successful candidate declare to the EA particulars of all registrable financial
interests. Short-listed candidates will be expected to avail themselves at the
Department's convenience. The successful candidate will be appointed subject
to positive results of the security clearance process and the verification of
educational qualification certificates. Appointment of these positions will be
provisional, pending the issue of security clearance. Fingerprints will be taken
on the day of the interview. The Department is an equal opportunity affirmative
action employer. Please note, that the personal information of each applicant
will be solely used for recruiting purposes and will not be used by any other
purposes as required by the Protection of Personal Information Act, No. 4 of
13 Act effected on 1 July 2021.

OTHER POSTS

- POST 45/374** : **ZOOLOGIST: PROFESSIONAL SCIENTIST REF NO: DSAC/2024/01**
- SALARY** : R721 476.per annum (OSD)
CENTRE : Kimberley (McGregor Museum)
REQUIREMENTS : Minimum:- MsSc in Zoology (NQF Level 8) coupled with 3-5 years relevant experience and registered with SACNASP. This candidate must also have a proven knowledge of the Northern Cape ecology with emphasis on the fields of mammalogy, ornithology, herpetology, archaeozoology and arachnology. A valid and unendorsed driver's licence is essential. No criminal record. A publication record of research in accredited journals, research reports and environmental assessments will be a significant advantage Competencies: Ecological research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to scientific research of animals; advanced planning, organizing, and problem-solving skills; knowledge of statistical methods, analysis, interpretation of data; excellent communication (both verbal and written) and interpersonal skills; ability to work with diverse team is essential; and a willingness to travel are essential.
- DUTIES** : The successful candidate must undertake original scientific research in order to document the biodiversity of the Northern Cape; disseminate through publications the data of relevant research projects to ensure effective documentation, management and sustainable conservation of the fauna of the semi-arid Northern Cape Province; attend and present research results at conferences, workshops and relevant forums; oversee the daily operations of the zoology collections of the McGregor Museum including the conservation and preservation of specimens, and maintenance of a Specify database on the Natural Science Collections Forum platform in accordance with prescribed museum standards; manage all ecological aspects of the property and wildlife of Magersfontein Battlefield site; supervise and manage staff in the Zoology Section as well as at Magersfontein Museum; fulfil an educational role, interact with the public, advise and respond to public queries, assist with museum displays, handle loans, and must be willing to travel throughout the Northern Cape and work in harsh conditions. The successful candidate will have the opportunity to work in an unusual and stimulating zoological environment.
- ENQUIRIES** : Mrs S. Swanepoel at Tel No: 053 8392700
- POST 45/375** : **ARCHAEOLOGIST (HEAD OF ARCHAEOLOGY) REF NO: DSAC/2024/02**
- SALARY** : R552 081.per annum (Level 10)
CENTRE : Kimberley (McGregor Museum)
REQUIREMENTS : Minimum:- M.A. in Archaeology (NQF Level 10) coupled with 3-5 years' experience in a museum or institution of higher learning. This candidate must also have a proven knowledge of the Northern Cape. A valid and unendorsed driver's licence is essential. No criminal record. A publication record of research in accredited journals, research reports and environmental assessments will be a significant advantage Competencies: Archaeological research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to archaeological research; advanced planning, organizing, and problem-solving skills; knowledge of statistical methods, analysis, interpretation of data; excellent communication (both verbal and written) and interpersonal skills; ability to work with diverse team is essential; and a willingness to travel are essential.
- DUTIES** : The main purpose of the post is to manage the Archaeology Department of the McGregor Museum and conduct world class research (including field work and excavation) which is published in peer-reviewed journals. The incumbent will also be expected to supply scientific expertise for exhibits and be actively involved in skills development, educational and outreach activities of the Museum. The incumbent will be expected to provide external and internal clients with authoritative information relating to collections and field of research expertise and engage where appropriate in collaborative research projects.
- ENQUIRIES** : Mrs S. Swanepoel at Tel No: 053 8392700
- POST 45/376** : **MUSEUM HUMAN SCIENTIST: ORAL HISTORIAN REF NO: DSAC/2024/03**
- SALARY** : R552 081.per annum (Level 10)
CENTRE : Kimberley (McGregor Museum)

<u>REQUIREMENTS</u>	:	Appropriate Honours Degree (NQF Level 8) in History coupled with 5-10 years' experience in a museum or institution of higher learning. This candidate must also have a proven knowledge of the Northern Cape. A valid and unendorsed driver's licence is essential. No criminal record. Prior experience successfully conducting all phases of an oral interview (e.g., research, question formulation, interview, transcription, storing and dissemination) will be a significant advantage Competencies: Oral History research techniques and experience; extensive knowledge of legislation, policies, procedures, processes, practices, systems, and frameworks related to oral history research; Language skills and ability to communicate professionally and effectively, both written and orally, with a diverse audience; advanced planning, organizing, and problem-solving skills; High level of proficiency with computer desktop applications required (Word, Excel, Adobe Acrobat); experience with specialized oral history software and a willingness to travel are essential.
<u>DUTIES</u>	:	The main purpose of the post is to carry out oral history interviews from start to completion including, but not limited to, archival research, interviewing, editing, following up with interviewees, preparing final interview materials for deposit in the museum's collection, and disseminating interview subject matter via published articles, social media and other relevant platforms; Work with museum research staff to identify and prioritize oral history topics, themes, and individual interviews related to the Northern Cape to be pursued; The incumbent will also be expected to supply scientific expertise for exhibits and be actively involved in skills development, educational and outreach activities of the Museum. The incumbent will be expected to provide external and internal clients with authoritative information relating to collections and field of research expertise and engage where appropriate in collaborative research projects.
<u>ENQUIRIES</u>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<u>POST 45/377</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: DSAC/2024/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036.per annum (Level 9) Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Bachelors Degree or National Diploma (NQF Level 6/7) in any of the following disciplines: Public Administration, Commerce, Statistics, Developmental Studies or Internal Auditing. A minimum of 3 years' experience obtained in Monitoring and Evaluation and data analysis within public sector. Knowledge and understanding of Public Service Policies and procedures. Competencies: The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems; Knowledge on the relevant legislation/policies/ prescripts and procedures; Managing interpersonal conflict and resolving problems; Planning and organizing; Computer literate (MS Word, MS Excel and PowerPoint, EQPRS); Good data analysis skills, Good written and verbal communication skills; Ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.
<u>DUTIES</u>	:	Key Performance Areas: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Auditor-General; Design data collection instruments for Directorates; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation frameworks and systems; and evaluate the implementation of departmental policies and assessment of impact and sustainability of programmes; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings/fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives; Participate in coordination of management responses to audit findings on performance information (Internal Audit and/or Auditor-General of South Africa);.
<u>ENQUIRIES</u>	:	Ms. K Mokgofa Tel No: 076 333 7556
<u>POST 45/378</u>	:	<u>ADMINISTRATIVE OFFICER: MONITORING & EVALUATION REF NO: DSAC/2024/05</u>
<u>SALARY</u>	:	R308 154.per annum (Level 7)

<u>CENTRE REQUIREMENTS</u>	:	Kimberley
	:	Applicants should be in possession of a National Diploma (NQF Level 6) in any of the following disciplines: Public Administration, Commerce, Statistics, Developmental Studies or Internal Auditing. A minimum of one to two years' experience in the field of Planning, Monitoring and Evaluation. Knowledge and understanding of Public Service Policies and procedures. Competencies: The following key competencies and skills are required for the position: Knowledge of Monitoring and Evaluation systems and functions, practices as well as the ability to capture data and collate performance information. Planning and organizing skills; Computer literate (MS Word, Ms Excel and PowerPoint, EQPRS); Good numerical skills, Good data analysis skills, Good written and verbal communication skills; Ability to perform routine tasks, be able to function under pressure and work within a team or independently.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide administrative support within Monitoring and Evaluation component in ensuring completion of processes in terms of financial and other policies/procedures; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department; Verification of performance information to ensure accuracy and reliability; Capturing of performance information on the Performance Information Management System and on Electronic Quarterly Performance Reporting System; Filing of performance information to support evidence-based decision making and for audit-readiness; Serve as a secretariat for the departmental strategic planning and performance review sessions; Provide feedback to the relevant directorates on the quality of their performance information.
<u>ENQUIRIES</u>	:	Ms. K Mokgofa Tel No: 076 333 7556
<u>POST 45/379</u>	:	<u>SENIOR FOREMAN REF NO: DSAC/2024/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417.per annum (Level 5)
	:	Kimberley (McGregor Museum)
	:	Grade 12. (NQF Level 4). Desirable Appropriate Trade Test Certificate. Valid driver's license is essential. 3-5 years post-qualification experience as an artisan in related work spheres. Competencies: Planning and organizing; Extensive knowledge of maintenance related issues i.e. electrical systems, plumbing, welding, building, etc; Ability to interpret relevant directives; Ability to work with electrical equipment/tools in the working environment. Exercising leadership, practical demonstrations, serving clients, basic communication and good teamwork.
<u>DUTIES</u>	:	The incumbent will primarily be involved in inspecting Museum buildings, conducting maintenance, repairs and fabrications and report major structural repairs, maintenance to the CEO. Undertake normal maintenance and do repairs to roofs and buildings. Assist the Display Unit, with building new displays, re-paint displays & touching up display areas and replace damaged glass. Conduct and supervise annual fumigation. Supervise the maintenance, upkeep and beautification of Museum gardens and grounds. Supervision of personnel, maintenance of discipline and performance management. Develop, revise and implementation of Emergency plan and general security.
<u>ENQUIRIES</u>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<u>POST 45/380</u>	:	<u>ACCOUNTING CLERK: PAYMENTS REF NO: DSAC/2024/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417.per annum (Level 5)
	:	Kimberley
	:	A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. Proficiency in MS Excel and MS word. Experience of working on BAS will be an added advantage. Competencies: Computer literate. Interpersonal skills. Good communication (verbal & written). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be honest and reliable. Good understanding and interpretation of policies & procedures.
<u>DUTIES</u>	:	Verify, correct and timely processing of payments on the LOGIS / BAS systems within agreed timeframe. Compile Sundry payments and journals. Processing of journals on the BAS system. Assist with batch control which includes attachment of payment stubs, ensure payment batches are stamped "PAID", reconciled to the payment register and filed within agreed timeframe and safeguarding of payment batches. Assist with the request for payment batches during the audit period. Maintain record for all incoming and outgoing correspondence. Handle routine enquiries in the payments unit. Perform any

		duties as delegated within area of responsibility. Ensure liaising and rendering professional service to clients within and outside the Department.
<u>ENQUIRIES</u>	:	Ms. S. Steyn Tel No: 0660198292.
<u>POST 45/381</u>	:	<u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSAC/2024/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417.00 per annum (Level 5) Kimberley A Grade 12 Certificate or relevant qualification a (NQF level 4) as recognised by SAQA. Proficiency in MS Excel and MS word. Experience of working on Persal Supporting Subsystem will be an added advantage. Competencies: Computer literate. Interpersonal skills. Good communication (verbal & written). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be honest and reliable. Good understanding and interpretation of policies & procedures.
<u>DUTIES</u>	:	Timely processing of Salary Administration related matters on the Persal System. Verify and correct capturing of salary related information on the PERSAL system. Processing of monthly salaries, salary recalls/reversal; payment of supplementary claims such as allowances and advance payment of transfer and relocation costs of employees. File information related to salaries and safeguarding of relevant documents. Handle, monitor and follow up on service termination processes. Timely distribution of Payroll Verification reports & Pay slips in line with Departmental policy and submitting reports, record and reconcile payroll certificates. Obtain information related to deductions and earnings of personnel; Provide administration support in the section with the monthly BAS to Persal Reconciliation by the agreed due dates. Update monthly tax returns (EMP201) submitted electronically including reconciliation of the SARS account. Provide information for the timely clearing of the relevant salary related & tax suspense accounts on the trial balance. Assist with Persal reports for Annual and Interim Financial Statements (IFS and AFS). Ensure liaising and rendering professional service to clients within and outside the Department.
<u>ENQUIRIES</u>	:	Ms. S. Steyn, Tel No: 0660198292.
<u>POST 45/382</u>	:	<u>DRIVER/ MESSENGER REF NO: DSAC/2024/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 249.per annum (Level 4) Kimberley (McGregor Museum) A Grade 12 (NQF Level 4) qualification and a valid driver's license. Competencies: Proven client focus and orientation. Sound Interpersonal skills. Reliable. Sound verbal and written communication and the ability to work in a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others the following specific tasks: provide a driver/messenger service; responsible for the cleaning of vehicles; assist with booking of vehicles; perform daily trip and post trip vehicle inspection to ensure that the vehicle is in a excellent condition at all times; handle routine and ad-hoc administrative tasks relevant to the execution of the function; collect, distribute and control the movement of documents and mail; monitor access to premises and offices.
<u>ENQUIRIES</u>	:	Mrs S. Swanepoel at Tel No: 053 8392700
<u>POST 45/383</u>	:	<u>CLEANER REF: DSAC/2024/10 (X3 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265.per annum (Level 2) Head Office Basic literacy ABET Level 1. Must be able to read and write. Competencies: Sound communication skills. Must be able to work independently.
<u>DUTIES</u>	:	Perform specific cleaning service and apply hygienic measures when rendering cleaning services. Cleaning and preparing of venues for scheduled meetings. Cleaning of offices corridors and boardrooms by: Dusting and waxing office furniture; Sweeping, scrubbing and waxing of floors; Vacuuming and shampooing floors; Cleaning walls, windows and doors; Emptying and cleaning of dirt bins; Collecting and removing of waste papers; Freshen the office areas; . Clean general kitchen by Refilling hand wash liquid soap; Replace toilet papers, hand towels and refreshers; Keep and maintain cleaning materials and equipment; Report broken cleaning machines and equipment; Cleaning of machines (microwares, vacuum cleaners etc.) & equipment after use; Request cleaning materials.

ENQUIRIES

: Mr. DE Sebolai at Tel No: 060 992 7514

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

CLOSING DATE : 27 January 2025

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 45/384 : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, REF NO. AGR 65/2024**

SALARY : R1 436 022. per annum (Level 14) All-inclusive salary package

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : B degree in Agricultural Sciences (NQF 7); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Masters and Ph.D in Agricultural Sciences is highly recommended; Extensive experience in strategic management at a senior management level, and in particular in the agricultural environment; Good knowledge of agricultural systems and important role players; Proficient in two of the official languages of the Western Cape. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

DUTIES : Ability to function on a conceptual level; Strategic Management; Developing and ensuring implementation of plant science and animal science research, research support and information strategies taking provincial and departmental priorities into account, maintaining good relations with industry role players, clients and stakeholders, and provide strategic leadership to managers and other subordinates; Line Function Management; Manage plant science, animal science, research support and information strategies, manage the adaption of agricultural research and technology to client needs, support technology transfer, manage support functions pertaining to research and development, and liaison with industry role players to align research strategy to client driven research needs, promote integrated governance; and Administrative management; Financial Management; Manage the budget and budgeting process within the framework of the PFMA, monitor and manage financial risks pertaining to the functions of the Programme, and lobby internally and externally (nationally and internationally for additional research and development funding). Personnel Management; Manage the human resources of the Programme against relevant policies and procedures, provide leadership to management team, ensure capacity development and career advancement of staff, ensure effective recruitment and retention processes, manage

transformation initiatives, promote sound labour relations and performance management); Supply Chain Management; Exercise control over the provisioning and asset management function, ensure effective and economic utilisation of technology and equipment and exercise responsibility for strategically important needs with relation to infrastructure and facilities.

- ENQUIRIES APPLICATIONS** : Dr I Trautmann Tel No: (021) 808 5012)
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- 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.
- CLOSING DATE** : 27 January 2025

OTHER POSTS

- POST 45/385** : **DEPUTY DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (REF NO. AGR 49/2023R1)**
2 Posts Available In Cape Winelands And Cape Metropole)

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package
: Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Agriculture; A minimum of 3 years management level experience in the agricultural sector; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate qualification. Competencies: Knowledge of the following: Extension methodology, project planning and management; Agricultural producer support (smallholder and commercial agricultural sector support systems); Food security system support; Management processes; Labour relations legislation and regulations; Performance management; Public Finance Management Act (PFMA); National and Provincial Treasury Regulations and other financial policies; Skills needed: Written and verbal communication; Project management Financial and budget management; Supervisory and personnel management; People management; Organising and networking; Ability to work under pressure

- DUTIES** : Manage agricultural producer support and development services towards the achievement of the programme objectives; Manage, lead and coordinate the district activities; Maintain and manage internal and external collaboration with stakeholders; Financial, administration and people management.

- ENQUIRIES APPLICATIONS** : Mr J Aries at Tel No: (021) 808 5103
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 45/386** : **PROJECT MANAGER: RURAL DEVELOPMENT (SOCIAL FACILITATION)- (ELSENBURG), REF NO. AGR 57/2024**

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package
: Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years management level experience in project planning, management and coordination; 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: Community and/or stakeholder liaison in a development environment; Community development and social cohesion initiatives. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Analysing; Leading and supervising; Persuading and

- influencing; Planning and organising; Deciding and initiating action; Working with people; Delivering results and meeting customer expectations; Relating and networking.
- DUTIES** : Manage and achieve the targets of the sub-programme towards rural development coordination towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of Agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.
- ENQUIRIES APPLICATIONS** : Ms J Pandaram at Tel No: (021) 808 5362
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/387** : **STATE VETERINARIAN: ANIMAL HEALTH (MALMESBURY), REF NO. AGR 60/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package
: Department of Agriculture, Western Cape Government
: An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem-solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS Powerpoint, MS Outlook); Ability to work independently and as part of a team
- DUTIES** : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.
- ENQUIRIES APPLICATIONS** : Dr N Magadla at Tel No: (021) 808 5250
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/388** : **SENIOR AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS (ELSENBURG), REF NO. AGR 53/2024**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Department of Agriculture, Western Cape Government
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: A Master's degree in Economics and or Agricultural Economics; Postgraduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).
- DUTIES** : Continuous in-depth study/research of development/patters/trends in a specific agricultural environment; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives and interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database. Perform administrative and related functions;

Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders.

ENQUIRIES : Mr T Morokong at Tel No: (021) 808 5195
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/389 : **STATE ACCOUNTANT: COST MANAGEMENT (ELSENBURG), REF NO. AGR 56/2024**

SALARY : R376 413 per annum (Level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Finance or Financial Management or similar field; A minimum of 3 years relevant experience in a financial environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strong Financial background specifically in Public Sector Finance Administrative procedures relating to specific working environment including norms and standards; BAS and Vulindlela Systems; Relevant legislation, directions and procedures regarding financial management. Skills in the following: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Ability to work with large excel files and attentive to detail; Ability to work independently and as part of a team

DUTIES : Co-ordinate the SCOA toning process for the Department. Effective co-ordination, compilation, registration and control of the Medium-Term Expenditure Framework (MTEF) to ensure an efficient budgetary function for the department. Compilation of projections for the monthly In Year Monitoring System. Assisting in the facilitation and implementation of the Original and Adjustment budget process in the Department as per National Treasury requirements. Asset register of the component is updated on an ongoing basis by facilitating ad-hoc checks. Tariffs Register.

ENQUIRIES : Ms R Samuel at Tel No: (021) 808 5312
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/390 : **PERSONAL ASSISTANT: VETERINARY SERVICES, REF NO. AGR 59/2024**

SALARY : R308 154 per annum (Level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to senior manager. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Office Administration. Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Advance computer literacy skills; Ability to handle routine tasks.

DUTIES : Provide a secretarial/receptionist support service to the Sub Program; Render administrative support services to the Sub Program; Supports the Sub Program with the administration of the budget; Provide support to the Sub Program regarding meetings.

ENQUIRIES : Dr N Magadla at Tel No: (021) 808 5250
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/391 : **PERSONAL ASSISTANT: FINANCIAL MANAGEMENT, REF NO. AGR 61/2024**

SALARY : R308 154 per annum (Level 7)
CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to senior manager. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Willing to work irregular hours; Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Customer service orientation; Advance computer literacy skills; Ability to liaise with diverse people.

DUTIES : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood..

ENQUIRIES : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/392 : **PERSONAL ASSISTANT: SUPPLY CHAIN AND ASSET MANAGEMENT, REF NO. AGR 62/2024**

SALARY : R308 154 per annum (Level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering support services to senior manager; 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: Willing to work irregular hours; Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Customer service orientation; Advance computer literacy skills; Ability to liaise with diverse people.

DUTIES : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

ENQUIRIES : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/393 : **PERSONAL ASSISTANT: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (OFFICE OF THE CHIEF DIRECTOR), REF NO. AGR 63/2024**

SALARY : R308 154 per annum (Level 7)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government. Skills needed: Proven computer literacy; Written and verbal communication; Client liaison and networking; Report writing, Research; Problem solving; Good telephone

		etiquette; High level of reliability; Ability to communicate well with people; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provide support to the Chief Director regarding meetings and events; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
<u>ENQUIRIES</u>	:	Mrs C West at Tel No: (021) 808 5101
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 45/394</u>	:	<u>ADMINISTRATION CLERK: LANDCARE (GEORGE), REF NO. AGR 64/2024</u>
<u>SALARY</u>	:	R216 417 per annum (Level 5)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 2years administrative experience; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven computer literacy. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems; Skills needed: Administrative; Organising and planning; Written and verbal communication; Interpersonal; Ability to handle routine tasks.
<u>DUTIES</u>	:	Provide the following: Reception service; Typing service; Office administration; Logistical support; Perform administrative and related functions; Attain project information of beneficiaries; Off-line and on-line capturing of project information on National EPWP system.
<u>ENQUIRIES</u>	:	Mr H Muller at Tel No: (044) 803 3721
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 45/395</u>	:	<u>HOUSEHOLD AID: GENERAL SUPPORT SERVICES (AVAILABLE IN ELSENBURG), REF NO. AGR 58/2024</u>
<u>SALARY</u>	:	R131 265 per annum (Level 2)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Knowledge in the following: Food services; Preparing food and working with industrial kitchen equipment; Ability to work shifts, weekends and public holidays. Competencies: A good understanding in the following: Occupational Health and Safety Act, the Hazard Analysis Critical Control points; Ability to: Work under pressure; Positive attitude towards service delivery; Good communication skills (written and verbal); Ability to work independently, as well as part of a team.
<u>DUTIES</u>	:	Prepare, dishing of food for students/clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directions; Clean all work areas, storage areas, utensils an equipment; Follow and complete elementary control measures.
<u>ENQUIRIES</u>	:	Ms LB Smith at Tel No:(021) 808 5470
<u>APPLICATIONS</u>	:	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.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 27 January 2025
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 45/396 : **STATE ACCOUNTANT: SYSTEMS CONTROL, REF NO. CAS 60/2024**

SALARY : R376 413 per annum (Level 8)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in accounting, or Public Administration; A minimum of 3 years' experience in Salary Administration and Systems within Financial Accounting environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM) and Control Paysheet System; Modified Cash Standards and Accounting Manual for Departments; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

DUTIES : Control and management of paysheet and related duties; Management of journals and accounting system control (BAS and PERSAL); Preparations of financial statements and reporting; Facilitate tax reconciliation; People supervision.

ENQUIRIES : Ms Lynn-Dell Mannel at Tel No: (021) 483 9549
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/397 : **ADMINISTRATION CLERK: TOURISM SECTOR, REF NO. DEDAT 32/2024**

SALARY : R216 417 per annum (Level 5)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1 years customer service /PRO environment. Recommendation: Relevant experience in Tourist Guiding industry and Reception duties. Competencies: A good understanding of the following: Tourism and or Regulatory environment; Basic knowledge of records management; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, etc); Communication (written and verbal); Attention to detail; Client-orientated personality; Independent thinker; Well organized; Ability in the following: To work independently and as part of a team; To work under pressure and meet tight deadlines.

DUTIES : Frontline Tourist Guide service; Reception duties; Telephonist duties; Process registration applications of Tourist Guides; General Office Administration and secretarial support; Ensure an accurate filing system is kept.

ENQUIRIES : Ms H Nelson at Tel No: (021) 483 9442
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/398 : **ACCOUNTING CLERK: INTERNAL CONTROL, REF NO. DEDAT 36/2024**

SALARY : R216 417 per annum (Level 5)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Mathematics as a passed a subject; 1 year relevant working experience in accounting and auditing environment. Competencies: A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Skills needed: Interpersonal Relations; Numeracy; Computer Literacy; Planning and organisation; Good verbal and written communication.
- DUTIES** : Perform routine, prescriptive and transactional tasks; To render assurance services through post auditing; Render general clerical support services; Provide personnel administration clerical support services within the component.
- ENQUIRIES** : Mr B Mott at Tel No: (021) 483 9088
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

OTHER POSTS

- POST 45/399** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)**
 Chief Directorate: Rural Health Services
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesia. **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 Anaesthesia. **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 employees) as Medical Specialist in Anaesthesia. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Willingness to do first on calls for the department as the need arises. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Anaesthetic procedures in a regional hospital comprehensively. Experience in anaesthetizing children under the age of 1 years would be recommended. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Performance of audits or research and publications. Experience in teaching and conducting research will be considered an advantageous. Must have experience in anaesthetising children more than 3 kg weights.
- DUTIES** : (key result areas/outputs): Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Ensure appropriate training of all clinical staff, including students, Internship doctors, Community service doctors and nursing and allied staff in the department, the hospital and the district. Partake in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

<u>ENQUIRIES</u>	:	Dr T Koen, Tel No: (044) 802-4535
<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 are subjects to a practical. 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>	:	23 December 2024
<u>POST 45/400</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (ADULT GASTROENTEROLOGY) (X2-YEAR CONTRACT)</u>
<u>SALARY</u>	:	R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. The position will be full-time (40 hours per week) and includes Gastroenterology after-hours cover. Registration for the MPhil (Gastroenterology) degree and complete the research component. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): The clinical service includes in-and out-patient management of Gut and liver diseases. Teaching post-and under-graduate students in Gastroenterology.
<u>ENQUIRIES</u>	:	Dr Ahmad Abdelsalem, Tel No: (021) 9384336/ Ahmad@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/401</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY)</u>
<u>SALARY</u>	:	Grade 1 R1 271 901 per annum

		Grade 2: R1 451 214 per annum
		Grade 3: R1 680 780 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross Children's War Memorial Hospital, Rondebosch
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Inherent requirements of the job: Willingness to work overtime as required. Valid Driver's (Code B/EB) licence. Computer literacy, database management. Ability to work in a team. Ability to perform other complex paediatric surgical cases will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. Competencies (knowledge/skills): Strong moral and ethical record in paediatric surgical practice. The ability to work in a busy tertiary care hospital providing specialist paediatric surgery, specifically in areas noted above. Involvement in all other aspects of Paediatric surgery will be required. Ability to supervise registrars and medical officers in acquiring paediatric surgical, burns and trauma management competencies and operative experience. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced surgical skills. Experience in management of general and specialist paediatric surgery including trauma and burns with appropriate experience of post-paediatric surgery registration experience as a junior consultant or in a fellowship position. Experience and training in colorectal – including urological surgery, thoracic surgery and proficiency in minimally invasive surgery is a requirement as these are service priorities for this position.
<u>DUTIES</u>	:	(key result areas/outputs): Provide full time paediatric surgery specialist care including Outpatient, Inpatient, Emergency and Afterhours service as a specialist paediatric surgeon. Service areas specifically include, but are not limited to colorectal, urological, and thoracic surgery with proficiency in minimally invasive surgery. In addition, general Paediatric Surgery service, tertiary paediatric surgical conditions as required. Services include paediatric burns and trauma. Outreach activities to support paediatric surgical services in the province. Provide support to HCU Paediatric Surgery in administrative duties, including quality, efficiency and outcome improvements, participation in human resource management, clinical audit, data management, monitoring and evaluation and clinical governance. Participation in all academic activities of the department, research, and teaching and training of under- and post-graduate students and other health personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof S Cox, Tel No: (021) 658-5012, email: Sharon.cox@uct.ac.za.
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a practical test. 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>	:	23 December 2024
<u>POST 45/402</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R974 493 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel and do after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : (key result areas/outputs): Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, 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. Overall management of Nursing Services (Operational, Human Resources, and Finances).\

ENQUIRIES : Ms SD Leo, Tel No: (021) 850 4700

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 : 23 December 2024

POST 45/403 : **REGISTRAR (MEDICAL) (UROLOGY) (5 YEAR CONTRACT)**

SALARY : R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).
(It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : 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: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Successful completion of FCS (SA) part 1 and part 2 examinations. Registration for MMed (Urology) degree at University of Stellenbosch and completion of 2 internal examinations, FC(Urol) final examination and research projects within 5 years. Competencies (knowledge/skills): Appropriate experience in general surgery or urology and an accredited Intensive Care Unit. Ability to render high quality surgical management for Urology patients in tertiary and secondary level. Ability to render high quality inpatient and outpatient management of urology patients. Ability to initiate own research project. Proven prior involvement with research (e.g. publications as primary author or co-author). Ability to render high quality teaching to medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to effectively function as part of a team in a high-pressure environment.

DUTIES : (key result areas/outputs): Provision of clinical service delivery at registrar level across the full spectrum of urological surgery. The registrar will spend the majority daytime working hours at various Tygerberg Hospital but some clinical duties will be at other hospitals in the referral area. Active participation in the postgraduate and undergraduate academic programmes of the Urology Department at Tygerberg Hospital, this includes daily teaching of undergraduate medical students. Effective management of inpatients and outpatients in the urology department. Conduct research projects pertinent to urology and in line with MMed (Urology) degree requirements.

ENQUIRIES : Dr P. Spies, Tel No:(021) 938 9282

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 : 23 December 2024

POST 45/404 : **REGISTRAR (MEDICINE: INTERNAL) (4-YEAR CONTRACT) (X4 POSTS)**

SALARY : R949 146 per annum

CENTRE : Grootte Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Commuted overtime is compulsory. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Research methodologies & FPS Techniques. FCP part one or CMSA Diploma in Internal Medicine. Valid ACLS Certificate. Previous research experience and publication.

DUTIES : (key result areas/outputs): Clinical Service Provision. Participate in teaching programme. Effective Clinical Administration in patient records and patient reports. Research and Professional Development (incl. completion of MMED).

ENQUIRIES : Prof M Setshedi Tel No: (021) 406-6422

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

NOTE : Preference will be given to SA citizens/permanent residents with a valid identity document. "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 to 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

CLOSING DATE : 23 December 2024

POST 45/405 : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY)**
(4 Year Contract)

SALARY : R949 146 per annum, A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Competencies (knowledge/skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics) Appropriate post-community service clinical experience under on-site supervision of a registered Clinical Oncologist. Proven dedication to patient care and to maintaining professional integrity. Fluency in English. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Good interpersonal and organisational skills and proven ability to function well within

a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or Master's level). Research skills.

DUTIES

: (key result areas/outputs): Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FC Rad Onc Part I exam after 6 months and FC Rad Onc Part II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Rad Therapy) degree prior to the end of the four-year contract after completion of the required research project.

ENQUIRIES

: Dr H Burger, Tel No: (021) 938-4727, email. henrietteburger@sun.ac.za

APPLICATIONS

: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

: Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE

: 23 December 2024

POST 45/406

: **MEDICAL OFFICER GRADE 1 TO 3 (HIVAIDS)**
Garden Route District

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

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a 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 driver's licence (Code B/EB). Willingness to work overtime when needed. Willingness to travel throughout the district.

<u>DUTIES</u>	:	Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TS Ackerman, Tel No: (044) 814-1124
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 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.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/407</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Emergency Clinical and Services Support
<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>	:	Directorate: Clinical Service Improvement Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a 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 a 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. 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 a 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. Grade 3: A minimum of 10-years appropriate experience as 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 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. Appropriate diverse experience in public health projects and/or systems. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel nationally and provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Ability to travel to various districts and national offices. Good report writing skills. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and

DUTIES

: to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation.
: (key result areas/outputs): Management of Financial and Human Resources. The incumbent will work closely with the public health specialist to ensure a congruent approach within the Department of Health and Wellness Western Cape. Contribute toward ensuring the effective rendering of Clinical Service Improvement support in the Western Cape. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the job is to provide Public Health Skills and technical support to the Directorate Clinical Services Support.

ENQUIRIES

: Ms L Najjaar., Tel No: (021) 815-8865

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

: 23 December 2024

POST 45/408

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

SALARY

: R949 416 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Mitchells Plain District Hospital

REQUIREMENT

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a 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 a 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. **-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 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. **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 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. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: - A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after -hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

DUTIES

: (Key Result Areas/Outputs) Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

- ENQUIRIES** : Dr T Hinkel, Tel No: (021) 377-4757
- APPLICATIONS** : Applicants apply online: 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 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 posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/409** : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
- 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** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with the Professions Council: Registration with the HPCSA as Medical Officer. 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 who 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. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : (key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Dr R Duvenage, Tel No: (023) 348 1207
- 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** : 23 December 2024
- POST 45/410** : **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)**
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 (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : 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. 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 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. **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 Professional 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. Inherent requirement of the job: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's license. Competencies (knowledge/skills): Basic knowledge, expertise, and experience with regards to providing comprehensive clinical assessment and appropriate management of Mental Health Care Users who present to the hospital. Appropriate ongoing management of Mental Health Care Users admitted as involuntary mental health care users. Ability to function in a team under pressure in a high volume, high stress environment. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment. Administrative and IT skills.
- DUTIES** : (key result areas/outputs): Assessment and ongoing management of Mental Health Care Users who present to the hospital. Consultation Liaison - assessment of patients in other departments in the hospital who are referred for psychiatric assessment. Assisting with supervision and teaching of medical students. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including psychotropic and non-psychotropic medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. -Liaison with tertiary psychiatric services for the transfer of patients to tertiary psychiatric hospitals. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals to ensure continued learning and development. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession and the ethos of the institution.
- ENQUIRIES** : Dr I Tayob, Tel No: (021) 377-4646
- 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 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 other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024

POST 45/411 : **MEDICAL OFFICER GRADE 1 TO 3**
(Emergency Medicine) (Rape Forensic Unit) (Thutuzela Care Centre)
Chief Directorate: Metro Health Services

SALARY : R949 416 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mitchells Plain District Hospital

REQUIREMENT : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. in South Africa. 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 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. **-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 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. **-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 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. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: -A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): -Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high-stress environment. Basic computer literacy, administrative and IT skills. Completion of community service. Appropriate and sufficient experience as Medical Officer in Rape Forensic Units/Thutuzela Care Centre.

DUTIES : (key result areas/outputs): -Clinical management of all emergency medicine presentations to the Rape Forensic Unit including children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the unit. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters specially Rape Forensic clients' examinations notes and all related legal documents. Participate in research and innovation w r t systems/publications/conference etc.

ENQUIRIES APPLICANTS : Dr J Marszalek, Tel No: (021) 377-4779
: Applicants apply online: 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 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 candidates will be considered for similar vacant 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 written/practical and oral assessment.

CLOSING DATE : 23 December 2024

POST 45/412 : **MEDICAL OFFICER GRADE 1 TO 3**
(Emergency Medicine) (Rape Forensic Unit) (Thutuzela Care Centre)
Chief Directorate: Metro Health Services

SALARY : R949 416 (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	<p>: Mitchells Plain District Hospital</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. in South Africa. 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 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. -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 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. -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 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. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: -A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): -Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high-stress environment. Basic computer literacy, administrative and IT skills. Completion of community service. Appropriate and sufficient experience as Medical Officer in Rape Forensic Units/Thutuzela Care Centre.</p>
<u>DUTIES</u>	<p>: (key result areas/outputs): -Clinical management of all emergency medicine presentations to the Rape Forensic Unit including children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the unit. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters specialty Rape Forensic clients' examinations notes and all related legal documents. Participate in research and innovation w r t systems/publications/conference etc.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Dr J Marszalek, Tel No: (021) 377-4779</p> <p>: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p>
<u>NOTE</u>	<p>: 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 candidates will be considered for similar vacant 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 written/practical and oral assessment.</p>
<u>CLOSING DATE</u>	<p>: 23 December 2024</p>
<u>POST 45/413</u>	<p>: <u>MEDICAL OFFICER 1 TO 3 (OBSTETRICS AND GYNAECOLOGY).</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>: R949 416 (A portion of the package can be structured according to the individual's personal needs.)</p>
<u>CENTRE REQUIREMENT</u>	<p>: Mitchells Plain District Hospital</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified</p>

employees, of whom it 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 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. **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 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. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: - A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after -hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

DUTIES : (Key Result Areas/Outputs) Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr T Hinkel, Tel No: (021) 377-4757
APPLICATIONS : Applicants apply online: 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 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 posts within the Department for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/414 : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE)**
 (1-Year 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 : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. 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 it 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 Professional 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. Inherent requirement of the job: Advanced Trauma Life Support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Trauma experience. Ability to conduct research.

- DUTIES** : (key result areas/outputs): Clinical Service: Patient care and assisting in theatre Clinical governance Teaching Innovation and Research Leadership.
- ENQUIRIES** : Ms S Show Tel No: (021) 404 4117 or Sandiswa.show@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** : 23 December 2024
- POST 45/415** : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Rural Health Services
- 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** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional 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 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 who 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 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 Medical Practitioner with a recognised 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: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license. Willingness to travel. Participate in termination of pregnancy services within guidelines and protocols. Competencies (knowledge/skills): Sufficient appropriate clinical experience in the management of obstetrics and gynaecology in- and outpatients, since obtaining the degree of MBChB. Surgical competency in caesarean sections, evacuation of uteruses and obstetrics and gynaecology ultrasound performance. A diploma in Obstetrics and Gynaecology. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

- DUTIES** : (key result areas/outputs): Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.
- ENQUIRIES** : Dr. HA Swart, Tel No: (044) 805-4616/4437
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. 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 George Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/416** : **MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRICS AND NEONATOLOGY)**
Chief Directorate: Rural Health Services
- 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** : Paarl Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. 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 who 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. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to manage paediatric and neonatology emergencies independently. Proven ability to manage children with long term health conditions. Proven ability to perform basic paediatric and neonatal procedures.
- DUTIES** : (key result areas/outputs): Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Performing basic paediatric and neonatal procedures, including intracostal drains, administration of surfactant,

blood exchange transfusions, fine needle aspirations, cooling of neonates with hypoxic ischemic encephalopathy, lumbar puncture, and intraosseous needles Managing high care patients including endotracheal intubation and ventilation, paediatric advanced life support, neonatal advanced life support. Managing children with long term health conditions in an outpatient bases. Death audits and use of Child Problem Identification Program. Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities.

ENQUIRIES : Dr JR Murray (email: Jaco.Murray@westerncape.gov.za, tel: 021 860 2603)
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). Experience in working in a level two Paediatrics and Neonatology unit.

NOTE : Shortlisted candidates may be subjected to a practical test and/or competency test. 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.

CLOSING DATE : 23 December 2024

POST 45/417 : **REGISTRAR (SURGERY: UROLOGY) (5-YEAR CONTRACT)**

SALARY : R949 146 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Commuted overtime is compulsory. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical skills course completed. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in Urology. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience.

DUTIES : (key result areas/outputs): Teaching. Research. Leadership. Clinical Service: Patient Care. Clinical Service: Operative. Clinical governance.

ENQUIRIES : Ms Shene Isaacs, email: Shene.Isaacs@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. 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 to 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/418</u>	:	<u>SOCIAL WORK MANAGER GRADE 1 TO 2</u>
<u>SALARY</u>	:	Grade 1: R920 082 per annum Grade 2: R1 094 508 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: An appropriate Bachelor's degree or diploma or equivalent qualification that allows registration with South African Council for Social Work Professions (SACSSP) as a Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of current registration. Experience: A minimum of 10 years of appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Understanding of quality assurance and strong commitment to high service standards. Strong leadership, motivational, and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems. Experience in teaching and/or supervision of undergraduate Social Work students. Relevant and recognizable clinical, supervisory and managerial experience in a Social Work department in a tertiary hospital setting.
<u>DUTIES</u>	:	(key result areas/outputs): Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Hospital. Represent Groote Schuur Hospital, Social Work department and Allied Health Professions at provincial and national platforms. Promote quality patient care through the setting, implementation and monitoring of standards. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Social Work department. Co-ordinate and participate in the training of staff and students as well as promoting research with the social work department. Responsible for planning, managing, co-ordinating and maintaining an optimal Social Work service aligned with the strategic core business of Groote Schuur Hospital and the Western Cape Department of Health and Wellness.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Naidoo, email: Lionel.Naidoo@westerncape.gov.za
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 23 December 2024
<u>POST 45/419</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENT</u>	:	Alexandra Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: - Grade 1 : None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist 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 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist 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 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

DUTIES

: (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).

ENQUIRIES

: Dr Ockert Coetzee, Tel No: (021) 503-5026/7

APPLICATIONS

: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

: The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -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 other vacant similar 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.

CLOSING DATE

: 23 December 2024

POST 45/420

: **PROFESSIONAL NURSE GRADE 1-3 (GENERAL – PRIMARY HEALTH CARE)**
Garden Route District

SALARY

: R827 211 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Riversdale Hospital

REQUIREMENT

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: -Grade 1: None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist 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 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist 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 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a

professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

DUTIES : (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).

ENQUIRIES : Dr Ockert Coetzee, Tel No: (021) 503-5026/7
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -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 other vacant similar 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.

CLOSING DATE : 23 December 2024

POST 45/421 : **CLINICAL PSYCHOLOGY GRADE 1 TO 3**

SALARY : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Red Cross Children's War Memorial Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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) drivers' licence. Competencies (knowledge/skills): Ability to adhere to all departmental requirements and protocols. Ability to provide psychological assessment and intervention services independently and as part of a team. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards requirements.

DUTIES : (key result areas/outputs): Manage and provide clinical service delivery with inpatients and outpatients at the Division of Child and Adolescent Psychiatry and the main Red Cross Children's Hospital. Supervise intern psychologists

and support their learning in designated clinical area. Participate in ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Engage in relevant research, teaching and training activities.

ENQUIRIES APPLICATIONS : A/Prof John-Joe Dawson-Squibb, Tel No: (021) 685 4103.
: 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 job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates will be subjected to a practical test. 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. The pool of applicants will be considered for other Clinical Psychologist posts within the Red Cross Hospital for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/422 : **COUNCILLOR GRADE 1 TO 3**

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 : Khayelitsha Eastern Sub-structure Office
: Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-structure/ district to consult clients, attend and conduct meetings and training sessions. 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 Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Competencies (knowledge/skills): 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 and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. 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.

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

ENQUIRIES APPLICATIONS : Ms Stella Mokitini Tel No:(021) 360 4622
: 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 to candidates who apply for the first time for registration in the basic qualification: Degree/Diploma in Bachelor of Psychology.
- CLOSING DATE** : 20 December 2024
- POST 45/423** : **OPERATIONAL MANAGER NURSING (SPECIALTY: NURSERY) (HIGH CARE)**
Chief Directorate Metro Health Services
- SALARY** : R656 964 per annum
CENTRE : Mitchells District Plain Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point)
- DUTIES** : (key result areas/outputs): Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical) Information management and utilization of information technology – data collection and analysis facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.
- ENQUIRIES** : Mr R Geswindt, Tel No: (021) 377 4410
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 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** : 23 December 2024
- POST 45/424** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CSSD)**
(Chief Directorate: Rural Health Services)
- SALARY** : R656 964 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least – year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. At least 5

years of the period referred to above must be appropriate, recognisable experience in the specific specialty after obtaining the 1-year qualification as mentioned above. Inherent requirement of the job: Excellent verbal and written communication skills. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and technical, including PC literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's).

DUTIES : (key result areas/outputs): Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.

ENQUIRIES : Mrs E Smith, tel. no. (021) 860-2839 or emily.smith@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.
CLOSING DATE : 23 December 2024

POST 45/425 : **OPERATIONAL MANAGER NURSING (SPECIALITY: PSYCHIATRY) (X3 POSTS)**

SALARY : R656 964 per annum
CENTRE : Valkenberg Hospital (Wards: Male Pre-discharge; Female Acute, Acute Adult Male)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse with Psychiatry. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts

on day duty when required to satisfy operational needs. Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's licence. It will be required of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.
DUTIES : (key result areas/outputs): Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Mr Mapitsi Photo, Tel no: (021) 826-5801.
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 will be subjected to a practical and oral/written assessment. The pool of applicants

will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
23 December 2024

CLOSING DATE

POST 45/426

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Overberg District

SALARY

CENTRE

REQUIREMENT

R656 964 per annum
Hawston Clinic
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. Post-basic qualification with duration of at least one year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): -Excellent verbal and written communication skills. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources and Financial policies. Computer literacy (MS Office & Permis).

DUTIES

(key result areas/outputs): Provide quality comprehensive health care to the community. Render a comprehensive nursing health care program for promotion of health, self-care, treatment, and rehabilitation of patients. Provide an administrative service, i.e. manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Provide educational services, i.e. identify learner needs and provide opportunities for development. Provide effective control and management of equipment and stock. Organise a cost-effective service on a daily basis and participate in community involvement, including attending community engagements as required.

ENQUIRIES

APPLICATIONS

Ms MA Samuels, Tel No: (028) 313-5216
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

Short-listed candidates may be required to do a practical test. Shortlisted candidates may be required to a competency assessment.

CLOSING DATE

23 December 2024

POST 45/427

ASSISTANT DIRECTOR: DENTAL TECHNOLOGY GRADE 1 (DENTAL SERVICE)

Chief Directorate: Metro Health Services

SALARY

CENTRE

REQUIREMENTS

R605 550 per annum
Oral Health Centre, Tygerberg/Mitchell's Plain
Minimum educational qualification: A recognised National Higher Diploma or Bachelor's degree in Dental Technology that allows for registration with the South African Dental Technicians Council (SADTC) as a Dental Technologist. Registration with a professional council: Current registration with the South African Dental Technicians Council as a Dental Technician/Technologist. Experience: A minimum of eight (8) years appropriate experience in the Dental Technology field, of which five (5) years must be in appropriate managerial/supervisory experience after registration with SADTC. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to function within a multidisciplinary team setting, to be flexible and work independently. Good management, administrative, supervisory functions and good problem-solving abilities and conflict resolution. Quality assurance programme, strategic planning and management. Knowledge of legal compliance requirements for safe use of the equipment and the OHS Act. Finance, Budget and Human Resource Management and Supply Chain Management processes. Computer literacy and associated software programs e.g. (Microsoft office suite - Word, Excel, PowerPoint, Outlook, Teams etc.)

DUTIES

(key result areas/outputs): Co-ordinate activities and functions of all Dental Technology categories: Dental Prosthetics, Crown and Bridge, Orthodontics and Digital Dental Technology. Provide a cost effective, effective and efficient

management service in fabrication of specialized and routine dental prosthesis. Effective Management, of the Administration and Finance (PFMA) of laboratory functions, namely, report writing, record keeping and statistics and data management. Provide effective learning and teaching support and assistance to students, colleagues and clinicians. Management of HR matters and planning within the Dental Laboratory, staff development and training, monitoring and evaluation of staff, management of PERMIS (PGWC), appraisal system and implementation of employee wellness programmes. Management over the resources in the dental laboratory. (Control Consumables, Equipment and Maintenance).

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 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 other vacant similar 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/oral assessment and competency assessment.

ENQUIRIES : Dr. CCA Cloete Tel No: (021) 937 3092
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 25 October 2024

POST 45/428 : **CLINICAL PROGRAMME COORDINATOR (HEAD INFORMAL NURSE TRAINING UNIT)**

SALARY : R520 560 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy (MS Office and Outlook). Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organization skills and the ability to function under pressure. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : (key result areas/outputs): Co-ordinate and participate in the teaching of personnel in the clinical areas. Facilitate the basic and post-basic course programmes for nursing staff and manage the identified nurse education programmes in the Nursing department. Evaluate or assess the competencies and skills of speciality nursing personnel. Facilitate the in-service training and competencies as well as the orientation programmes for all nurses. Conduct surveys and research relating to nursing education and nursing service matters. Liaise with the Nursing Directorate and relevant nursing colleges for basic or post basic nursing training student placements and provide input at the hospital's nursing training committee meetings.

ENQUIRIES : Mrs 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. Candidates may be subjected to a practical test.

CLOSING DATE : 13 December 2024

POST 45/429 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 TO 2 (HIV/AIDS AND TB)**
Chief Directorate: Metro Health Services

SALARY : R520 560 per annum
CENTRE : Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for the 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. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Maternal-Child-Women's Health, HIV/AIDS/STI/TB, Chronic Disease. Knowledge of management and Community Orientated Primary Care (COPC). Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.

DUTIES : (key result areas/outputs): Co-ordination and implementation of the Life course approach in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health, Epidemic Preparedness Response Strategies and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 95/95/95 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the sub-district.

ENQUIRIES : Ms. RS Perrang. Tel No: 021 815 8867
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 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 23 December 2024

CLOSING DATE : 23 December 2024
POST 45/430 : **OPERATIONAL MANAGER NURSING GRADE 1 TO 2**
Chief Directorate: Metro Health Services

SALARY : R520 560 per annum
CENTRE : Brackengate Transitional Care Facility
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends and Public Holidays as required. Valid driver's license. Competencies (knowledge/skills): Good interpersonal skills, leadership and communication skills. Computer literacy (MS Word, Excel, and Power Point.) Demonstrate an in-dept knowledge of nursing and public service legislation, regulation, and Departmental Policies. Knowledge of Human resource and financial guidelines, policies, and protocols.

DUTIES : (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Ms Sadia Abrahams, Tel No: 021 834-5826.

- 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 a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/431** : **CLINICAL PROGRAMME COORDINATOR GRADE 01 (COMPREHENSIVE HEALTH)**
Garden Route District
- SALARY** : R520 560 per annum
- CENTRE** : Garden Route District Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e.diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (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-Women's-Health programme, Community Based Services. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Support Comprehensive Health programmes by attending applicable meetings and effectively communicate issues and give feedback to applicable managers. Manage risks continuously to minimize or eliminate, where possible medico-legal incidents. e.g., Audits, complaints, PSI's in Hospital Facility Wards. Enhance the Principles of Community Orientated Primary Care and strengthen Partnerships. Facilitate, conduct, monitor and support with the formal training programme developed for the Community Health Workers. Support with Nursing related issues, e.g. Nurse Training, Community Service Nurses, Ideal Clinic and -Hospital, Notifiable Medical Conditions.
- 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. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 23 December 2024
- POST 45/432** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION CONTROL)**
Chief Directorate: Metro Health Services
- SALARY** : R520 560 per annum
- CENTRE** : Metro TB Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in IPC in a TB environment. Good interpersonal relations, leadership and communication skills (verbal and written) Ability to analyse health systems information, conducting research or surveys and compiling comprehensive report. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement).

DUTIES : (key result areas/outputs): Management of Infection control. Education on Infection Prevention Control practices. Promotion and maintenance of Waste Management. Ensure effective Occupational Health and Safety Programme. Participate in the analysis, formulation and implementation of Ideal Hospital Framework, guidelines standards & procedures. Maintain Constructive working relationship with stakeholders e.g. nursing multi-disciplinary and inter-departmental teamwork.

ENQUIRIES : Ms M Dankers, Tel No: (021) 508-7420

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 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.

CLOSING DATE : 23 December 2024

POST 45/433 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Garden Route District

SALARY : R520 560 per annum
CENTRE : Uniondale Hospital, George Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work overtime, night duty and weekends as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

DUTIES : (key result areas/outputs): Supervise, plan and implement the provision of effective and efficient patient care in a small district hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide effective leadership and management of human, financial and physical resources to ensure optimal operational functions Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter professional & multidisciplinary teamwork and have a constructive working relationship with nursing personnel and other stakeholders. Optimal support to the supervisor & management. Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Health Department. Function as a health care professional according to the applicable norms and standards.

ENQUIRIES : MS G Lloyd, Tel No: (044) 814 -1123

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 may be subjected to a competency test.

CLOSING DATE : 23 December 2024

POST 45/434 : **CHIEF ARTISAN GRADE A (TECHNICAL SUPPORT)**
Chief Directorate: Metro Health Services

SALARY : Grade A: R455 223 per annum
CENTRE : Office of the Chief Directorate: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in Building Management. Experience: Ten (10) years appropriate post qualification experience as Artisan/Artisan Foreman Appropriate supervisory/managerial experience. Competencies (knowledge/skills): Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant SCM and Finance legislative prescripts, policies and procedures. Appropriate building management experience. Ability to work independently and good organizational and project management skills.

- Computer proficiency in MS Office package. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the need arises. Willingness to travel within the Metropole
- DUTIES** : (key result areas/outputs): Management, coordination and monitoring of maintenance projects for facilities within the Chief Directorate: Metro Health Services. Ensure adherence to all legislation relating to construction, mechanical, electrical, plumbing, welding and carpentry works to ensure compliance and smooth operation, at Bellville Health Park and facilities across the Metro Health Services. Planning of logistical and systems management in close collaboration with Supply Chain Management/Finance Management resources at facilities and Bellville Health Park. Strategic planning and management of maintenance, repairs and infrastructure projects. Ensure compliance, safety and risk management practices is adhered to. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards. Provide input, assistance and compile technical specifications, draft business plans, draft reports and submissions, assist and complete adverse incident reports, submit monthly and adhoc statistics and other relevant administrative tasks as required.
- ENQUIRIES** : Mrs K Househam; Tel No: 021 815 8711
- 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 a practical/written/oral and competency assessment. The pool of applicants will be considered for any similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/435** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X5 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
- DUTIES** : (key result areas/outputs): Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Mr. Mapitsi Photo, Tel No: (021) 8265 801
- 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). Candidate will be subjected to a practical/written and oral assessment. 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.

- CLOSING DATE** : 23 December 2024
- POST 45/436** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCIES)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently ad as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.
- ENQUIRIES APPLICATIONS** : Mr R Geswindt, Tel No: (021)377-4410
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 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) in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for similar 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** : 23 December 2024
- POST 45/437** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PHC TRAUMA & EMERGENCY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R 451 533 (PN-B1) per annum

<u>CENTRE</u>	Grade 2: R 553 545 (PN-B2) per annum Klipfontein Mitchells Plain Sub-Structure Gugulethu CHC (X2 Posts) Hanover Park CHC (X2 Posts)
<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 Professional Nurse. Post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse (Trauma). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year post-basic qualification in the specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts/ night shift, public holidays when required. Willingness to work overtime when required. Competencies (knowledge/skills): Planning and organisational skills. Self-discipline and motivation.
<u>DUTIES</u>	(key result areas/outputs): Provide optimal, holistic specialised nursing care within the Trauma/Emergency/Critical Care. Effective utilisation of human, financial and physical resources (equipment and consumables). Participate in training and research. Provide support to Nursing Service Manager and assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	Ms S Patel-Abrahams, Tel No: (021) 370-5000
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	23 December 2024
<u>POST 45/438</u>	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	Paarl Hospital
<u>REQUIREMENTS</u>	Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant

specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Operating theatre. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms E Smith at Tel No: 021 860 2839 or Emily.Smith@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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/439 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
(Central Karoo District)

SALARY : Grade 1: R451 533 per annum
Grade 2: R 553 545 per annum

CENTRE : Laingsburg PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): NIMART training or experience will be to your advantage. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Drivers Licence or willingness to obtain driver's licence within a period of time.

DUTIES : (key result areas/outputs): Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

<u>ENQUIRIES</u>	:	Mr GG Samuels Tel.No: (023) 814-2015/23
<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 to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for other Clinical Nurse Practitioner 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.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/440</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Kwanokuthula CDC (1 post) Kynsna Clinic (1 post) Kynsna/Bitou subdistrict (1 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. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. -Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Assist with Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Assist with Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.
<u>ENQUIRIES</u>	:	Ms PM Peters, Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for similar vacant posts within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/441</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Cape Winelands Health District

<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R 553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Langeberg 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 as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	:	(key result areas/outputs): Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Pengelley Tel No: (023) 626–8539
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). 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 the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/442</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Michael Mapongwana CHC (1 post) Khayelitsha CHC (1 post) Khayelitsha Eastern Sub-structure (1 post) Kleinvlei CHC (1 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. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse (Psychiatry). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the

- period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Ability to consult with clients who require mental health counselling.
- DUTIES** : (key result areas/outputs): Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
- ENQUIRIES** : Ms Stella Mokitimi, Tel No: (021) 360-4703
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in in Advanced Psychiatric Nursing Science. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/443** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (72 HOUR ASSESSMENT)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R 553 545 (PN-B2) per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENT** : 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 with psychiatry. A Post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently ad as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care delivered to patients within the psychiatry unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the psychiatry unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in psychiatry. Effective utilization of human, material and physical resources.
- ENQUIRIES** : Mr R Geswindt, Tel No: (021) 377-4410
- APPLICATIONS** : 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 Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar 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.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/444</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intensive and High Care Unit. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
<u>DUTIES</u>	:	(key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Smith at Tel No: 021 860 2839 or Emily.Smith@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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/445</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS/QUALITY ASSURANCE/IPC)</u>

- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : False Bay Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. Competencies (knowledge/skills): Good verbal and communication skill . Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).
- DUTIES** : (key result areas/outputs): Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).
- ENQUIRIES APPLICATIONS** : Ms B Tyutu, Tel No: (021) 782 1121. Ms L Shoosmith, Tel No (021) 782 1121
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. 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)" in registration status) The pool of applicants will be considered for other 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.
- CLOSING DATE** : 23 December 2024
- POST 45/446** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL TRAINING)**
Central Karoo District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum.
- CENTRE REQUIREMENTS** : George Sub District
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Extensive

- knowledge and experience in the Primary Health Care and acute services field of practice. Basic computer skills in MS Word, Excel, Outlook and Teams. Relevant knowledge, skills and experience in training and practical mentorship. (key result areas/outputs): Analysing training needs and resources of clinical personnel at George Sub district level Planning and coordination clinical training, skills development and maintenance of competence interventions in the George Sub district. Presentation facilitation and co-ordination of clinical service related to training programs at George sub district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at George-Sub district. Support the Internal and External Interface strengthening with the focus on the COPC Model Support the Operational Managers to obtain and maintain Ideal Clinic status.
- DUTIES** :
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814 -1100
- 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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 23 December 2024
- POST 45/447** : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALITY: MATERNITY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period of the above periods must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirements of the job: Willingness to work, day and night duty, weekends, public holidays and overtime to meet the operational requirements. Ability to work under pressure and in a multidisciplinary team context. Competencies (knowledge/skills): Good interpersonal, planning and organizational skills. Computer Literacy (MS office & Excel).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care to patients in the maternity wards. Provision of optimal, holistic specialized nursing care within set standards and professional/legal framework. Ensure adherence to the principles of Infection Prevention Control practices. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates. Effective utilization of human, material and physical resources.
- ENQUIRIES** : Ms. E Linden-Mars. Tel. No: 021 918 1276
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification in: Psychiatry with the South African Nursing Council. Candidate will be subjected to a practical/written and oral assessment. 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. 23 December 2024

CLOSING DATE

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POST 45/448

:

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OVERNIGHT WARD)

Chief Directorate: Metro Health Services

SALARY

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Grade 1: R451 533 (PN-B1) per annum
Grade 2: R 553 545 (PN-B2) per annum

CENTRE

:

Mitchells Plain District Hospital

REQUIREMENTS

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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/ Accoucheur. Post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council:-Registration with SANC as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).

DUTIES

:

(key result areas/outputs): Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.

ENQUIRIES

:

Mr R Geswindt, Tel No: (021)377 4410

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 to candidates who apply for the first time for registration in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for similar 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

:

23 December 2024

POST 45/449

:

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)

SALARY

:

Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE

:

Groote Schuur Hospital, Observatory

REQUIREMENTS

:

Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4

years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other units within the Orthopaedics department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : (key result areas/outputs): Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with administrative duties, e.g. data collation and reporting. Deliver an effective outreach service. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of orthopaedic patients. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing.

ENQUIRIES : Ms N Rasmus Tel No: (021) 404-3181

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 compulsory competency test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Orthopaedic Nursing. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/450 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X7 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to promote quality patient care through the implementation of protocols, guidelines and standards. Computer literacy (MS Word and Excel).

DUTIES : (key result areas/outputs): Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape.

Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. J Bosch, Tel No: (021) 862-4520
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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/451 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 5 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable 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 the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power point and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Implement skills to plan and organise the service by problem solving and decision making. Leadership towards the realisation of strategic goals and objectives in the Paediatric Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in Paediatric department. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms B. Fourie, Tel No: (021) 860-2696/2522.
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in

possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Paediatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/452** : **PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: NEPHROLOGY**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Nephrology or Medical & Surgical Nursing Science: Critical Care Nursing: General Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Nephrology department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment
- DUTIES** : (key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Nephrology. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Nephrology patients.
- ENQUIRIES** : Mr D. Peters Tel No: (021) 404 5083
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Nephrology or Medical & Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/453** : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALITY: EMERGENCY CENTRE)**
Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirements of the job: Will be required to work shifts (day & night), weekends and public holidays. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel).
<u>DUTIES</u>	:	(key result areas/outputs): Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation, statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E. Linden-Mars, Tel No: (021) 918-1276 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). Candidate will be subjected to a practical/written and oral assessment. 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.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/454</u>	:	<u>PHARMACIST (INTERN) (01 JANUARY 2025 UNTIL 31 DECEMBER 2025)</u> Chief Directorate: Emergency and Clinical Services Support (Pharmacy Services)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 276 per annum Mitchell's Plain Community Health Centre Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.

- DUTIES** : (key result areas/outputs): Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health & Safety control and good pharmacy practices. All duties will be performed under the direct supervision of a pharmacist
- ENQUIRIES** : Ms D Frieslaar, E-mail address: Denise.Frieslaar@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 the post. All applicants are to submit the following. A comprehensive CV with referral letters from 3 referees. 2. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first-time registration. The interviews will take place via MS Teams. Accommodation during internship will not be provided. All short-listed candidates will undergo a technical competency test.
- CLOSING DATE** : 23 December 2024
- POST 45/455** : **EMS STATION MANAGER GRADE 3 TO 6**
- SALARY** :
Grade 3: R376 596 per annum
Grade 4: R455 079 per annum
Grade 5: R532 815 per annum
Grade 6: R591 741 per annum
- CENTRE** : Emergency Medical Services, Metropole Southern Division
- REQUIREMENTS** :
Minimum educational qualification: **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with the Professions Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Report writing skills. Inherent requirements of the job: Valid code C1 driver's license. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner.
- DUTIES** : (key result areas/outputs): Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive

of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr. LM Mdzeke (District Manager - Southern) – Tel No: (021) 374 2316 / Ms K Ndiki, Tel No: 021 374 2316

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 : 23 December 2024

POST 45/456 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY : R376 413 - R443 403 per annum

CENTRE : Office of the Chief Director: Metro Health Services

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree (or equivalent qualification). Experience: Appropriate experience in Information Management and Information Systems within a Health Care environment. Appropriate experience in data processing, data quality checking and data analysis. Appropriate experience in report writing and compiling data in different formats. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform Overtime/Standby duties when required. Competencies (knowledge/skills): Must have a high-level computer literacy in Microsoft Office (Excel, Word, PowerPoint, Outlook). Knowledge of computer hardware and data management software policies and procedures.

DUTIES : (key result areas/outputs): Ensuring effective Information Management and Support to all role players within MHS to ensure efficient and effective management of Performance Data. Providing technical support in terms of hardware and related systems to end-users, including training of users on Clinicom and various related Health Information Systems. Ensuring quality data is provided to MHS Management and substructure management teams. Maintain compliance within all aspects of Information Management and ensure reporting deadlines are met.

ENQUIRIES : Mr D. Roman, Tel No: (021) 815 8699.

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 Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 23 December 2024

POST 45/457 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum

CENTRE : Directorate: Medicine Management, Laboratory and Blood Services Support

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree or equivalent. Experience: Appropriate Supervisory experience Appropriate experience in Administration, Support Service and Contract Management. Appropriate experience in Finance management in the Public Service. Appropriate experience in LOGIS. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above average computer and software literacy including MS Office suite. Ability to work independently as well as in a team. Knowledge as it relates to People Management administration and labour relations prescripts. Ability to work under pressure and meet deadlines.

DUTIES : (key result areas/outputs): Manage the coordination and the administration of People Management related services at the CMD. Manage and coordinate the rendering of support services as it relates to planned and unplanned infrastructure maintenance. Effective People Management and supervision of the Support Services team. Effective and efficient Contract Management. Ensure an efficient government transport and messenger service. Liaison

		between Service Provider, Staff, Contract Manager, Depot Manager and Section Heads.
<u>ENQUIRIES</u>	:	Ms C Buthelezi, Tel No: (021) 483 8804
<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>	:	23 December 2024
<u>POST 45/458</u>	:	<u>DIETICIAN: GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Support & Outreach Beaufort West PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: Grade 1: None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician 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 Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician 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 Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician 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: A valid driver's licence (Code B/EB) and willing to drive to Health facilities in the Central Karoo District. Willingness to work overtime when necessary. Competencies (knowledge/skills): Possess strong clinical knowledge and skills, particularly in managing disease-specific nutrition support for conditions like HIV/AIDS, TB, malnutrition, and maternal-child health. Be proficient in therapeutic dietary interventions and nutrition counseling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior colleagues. Adaptability and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing clinic operations, when necessary, combined with a commitment to continuous professional development, round out the essential competencies for this role. Co-ordination of off-site dietetic services, collaborating with specialists, and leading nutrition education and health promotion campaigns. Support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Assist the clinical manager in maintaining smooth clinic operations.
<u>DUTIES</u>	:	(key result areas/outputs): Provide therapeutic nutrition treatment and counseling for various conditions such as CDL, HIV/AIDS, TB, malnutrition, and maternal-child health. Promote breastfeeding, ensure compliance with MBFI/IYCF protocols, and support micronutrient malnutrition control through outreach services and local clinics.
<u>ENQUIRIES</u>	:	Dr A van Rooy Tel No: (023) 414 - 8200
<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 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 Dietician 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 Central Karoo District, for a period of 3 months

from date of advert. Candidates will be subjected to a practical/written and oral assessment.

CLOSING DATE : 23 December 2024

POST 45/459 : **SENIOR ADMINISTRATIVE OFFICER: POLICY AND PRACTICES**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management or related field. 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 in at least two of the three official languages of the Western Cape. Extensive knowledge of PERSAL. Knowledge of HR Policies, procedures, practices. Knowledge of Staff Performance Management System. Computer skills (MS Office, Excel and PowerPoint)

DUTIES : (key result areas/outputs): 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 with regard to 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. 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.

CLOSING DATE : 23 December 2024

POST 45/460 : **COMMUNITY LIAISON OFFICER: WELLNESS**

SALARY : R376 413 per annum
CENTRE : Directorate: Service Priorities Coordination, Sub-Directorate: Increasing Wellness

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate and relevant experience in project management, community development, stakeholder engagement, strategic support and health promotion. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Understanding of the District Health system. Facilitation, writing, research, conceptualisation, statistical analysis, strategic support and communication skills. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume. Supervision and handle a high work volume. Inherent requirements of the job: Valid driver's licence. Willingness to travel throughout the province.

DUTIES : (key result areas/outputs): Assist in coordinating and supporting high priority, integrated health and wellness promotion programme(s) across the life course. Support the evaluation and appraisal of health programmes (as required) focusing on implementation status, quality of service, outcomes of programme and burden of disease implications. Support the development and implementation of effective wellness and integrated Health promotion policies, strategies, processes and guidelines in the province in respect to planning, implementation and monitoring and evaluation of a provincial Wellness and integrated Health promotion programme. Administer quarterly reports and participate in the annual review of the integrated health promotion programme. Participate as key member of the Service Priorities coordination team as

required to give effect to a health systems response. Provide strategic support to realise Increasing Wellness objectives. Operationalise logistical, administrative, financial and supervisory functions.

ENQUIRIES : Ms. Joy Williams, Tel No: (021) 815 8739
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 : 20 December 2024

POST 45/461 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Rural Health Services

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

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as 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 Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as 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 HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in 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: A valid driver's licence (Code B/EB) and willing to drive to District Hospitals and Clinics in the Central Karoo. Willingness to work overtime when necessary. Competencies (knowledge/skills): Demonstrate a high level of technical proficiency with advanced imaging technologies, ensuring the accurate and timely execution of diagnostic procedures. Strong ethical standards, effective communication, and teamwork are essential, as the radiographer will work closely with multidisciplinary teams to provide optimal patient care. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. A commitment to continuous professional development and a proactive approach to solving challenges within the healthcare system are also key competencies required for this role.

DUTIES : (key result areas/outputs): The Diagnostic Radiographer at Beaufort West Hospital will be responsible for delivering a full range of imaging services within the hospital, including routine, trauma, theatre, and mobile radiography. This role extends to providing outreach radiography services across the district, ensuring underserved areas receive necessary diagnostic support. The radiographer will also maintain imaging equipment, ensure compliance with safety protocols, and manage the accurate documentation and reporting of radiographic procedures. In addition, the radiographer will assist the Chief Radiographer and Clinical Manager in administrative tasks and contribute to quality assurance and risk management efforts. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

ENQUIRIES : Dr A van Rooy tel. no. (023) 414 - 8200
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

as Diagnostic Radiographer 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 Central Karoo District for a period of 3 months from date of advert."

- CLOSING DATE** : 23 December 2024
- POST 45/462** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEUROPHYSIOLOGY**
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: 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 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. Inherent requirement of the job: Willingness to work overtime when required.
- DUTIES** : (key result areas/outputs): 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). Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Providing accurate interpretation and reporting of the above neurophysiology procedures. 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. 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 APPLICATIONS** : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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** : 23 December 2024
- POST 45/463** : **ADMINISTRATIVE OFFICER SCM (CONTRACT ADMINISTRATION)**
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum
- CENTRE REQUIREMENTS** : Office of the Chief Director: Metro Health Services
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate

(or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Accounting, Supply Chain Management, Asset Management, Contract Administration and Auditing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Region when required. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations, the Accounting Officer's System of the Department of Health, Trade world (Electronic Purchasing System): Preferential Procurement Regulations. Knowledge of the bidding process, and Contract Management. Computer literacy (MS Office). Excellent writing and communication skills. Assist with AFS/IFS on Contract Registers.

DUTIES : (key result areas/outputs): Co-ordination of the SCM Contract component and Bid Administration. Identify and systematically manage risks including operational and financial risks pertaining contracts. Serve as a member on the MHS Quotation, Specification and Evaluation Committees within the Chief Directorate. Effective co-operation and support to supervisor, colleagues and members of the management team. Manage Supplier and contract performance in the Chief Directorate. Provides advice pre and post bidding phase. Visit Institutions to support with contract administration matters. Legal experience on contract management will be an advantage. Manage Thefts and Losses within the Chief Directorate.

ENQUIRIES : Ms T Hendricks, Tel No: (021) 815-8718.

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

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

CLOSING DATE : 23 December 2024

POST 45/464 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Khayelitsha Eastern Substructure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and weekend. Competencies (knowledge/skills): Good management, supervisory skills, knowledge and ability to apply the disciplinary code. Good written and verbal communication skills. Ability to plan, organise, prioritise responsibilities, work under pressure, independently and meet time-frames. Computer literacy (MS Word, Excel, PowerPoint). Good leadership, decision making, change management, goal driven and service orientated skills. Collaborative leadership with various stakeholders, sectors and disciplines. Knowledge and skilled in PFMA, Public Service Regulations, and Labour Relations policies and guidelines.

DUTIES : (key result areas/outputs): Provide administrative and management support to the Comprehensive Health Care Platform. Effective management of all Human Resource matters within the Comprehensive Health Programmes unit for subordinates. Render effective facilitation and monitoring of financial claims, including management of suppliers and services. Assist with contract management. Effective management and support to staff.

ENQUIRIES : Ms A Bedford, Tel No: (021) 360-4622

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 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.

CLOSING DATE : 23 December 2024

POST 45/465 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and weekend Competencies (knowledge/skills): Good management, supervisory skills, knowledge and ability to apply the disciplinary code. Good written and verbal communication skills. Ability to plan, organise, prioritise responsibilities, work under pressure, independently and meet time-frames. Computer literacy (MS Word, Excel, PowerPoint). Good leadership, decision making, change management, goal driven and service orientated skills. Collaborative leadership with various stakeholders, sectors and disciplines. Knowledge and skilled in PFMA, Public Service Regulations, and Labour Relations policies and guidelines.
- DUTIES** : (key result areas/outputs): Provide administrative and management support to the Comprehensive Health Care Platform. Effective management of all Human Resource matters within the Comprehensive Health Programmes unit for sub-ordinates. Render effective facilitation and monitoring of financial claims, including management of suppliers and services. Assist with contract management. Effective management and support to staff.
- ENQUIRIES APPLICATIONS** : Ms A Bedford, Tel No: (021) 360-4622
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 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.
- CLOSING DATE** : 23 December 2024
- POST 45/466** : **PERSONNEL OFFICER PRINCIPAL (EMPLOYEE BENEFITS)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Khayelitsha Eastern Sub-structure
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in all Employee Benefits practices. Experience of salary systems, personnel management and Persal functions. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
- DUTIES** : (key result areas/outputs): Manage all Human Resource related functions within the HR Department in conjunction with the Senior Personnel Practitioner. Handle appointments, service terminations, salary administration, Overtime, Pilir and general service conditions, audit of leave and personnel files, debt management, pension administration, management of pay sheet and injury on duty. Administer Commuted Overtime applications within the Khayelitsha Eastern Sub-structure. Administer and monitor registrations with Professional bodies for all professional Staff. Approval of PERSAL transactions. Handle personnel enquires and correspondence (written and verbal). Train and development of sub-ordinates. Manage the Staff Performance Management System (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and members of the public regarding Human Resource and Personnel Matters.
- ENQUIRIES APPLICATIONS** : Ms Z Peter, Tel No: (021) 360-4717, email: Zintle.Peter@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Principal Personnel Officer (Employee Benefits Administration) 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.
- CLOSING DATE** : 23 December 2024
- POST 45/467** : **PROFESSIONAL NURSE GENERAL GRADE 1 TO 3 (X7 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 REQUIREMENTS** : Lentegour Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the SANC as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade1:** None **Grade2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays within the Ecosystem/Catchment area. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy in MS Package. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in Psychiatric ward.

DUTIES : (key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Mr ST Mndende Tel No: (021) 370 1400
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 a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. 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.

CLOSING DATE : 23 December 2024

POST 45/468 : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL – PRIMARY HEALTH CARE)**
 Garden Route District

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

CENTRE : Riversdale Hospital
REQUIREMENT : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: **-Grade 1:** None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist 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 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist 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 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

- DUTIES** : (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).
- ENQUIRIES APPLICATIONS** : Dr Ockert Coetzee, Tel No: (021) 503-5026/7
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -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 other vacant similar 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.
- CLOSING DATE** : 23 December 2024
- POST 45/469** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Cape Winelands District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Montagu Hospital
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the 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. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Inherent requirements of the job: Willingness to work shifts and overtime when necessary. Willingness to work in other wards inside hospital.
- DUTIES** : (key result areas/outputs): Provision of quality basic nursing patient centred care in a hospital 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.
- ENQUIRIES APPLICATIONS** : Ms. EJ Van Zyl Tel No: (023) 614-8102
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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 Montagu Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/470</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Hout Bay CDC (2 post) Lady Michaelis CDC (1 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/Accoucheur. Registration with a professional council: Registration with the SANC as Professional Nurse (General and Midwifery). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A Valid (Code B/EB) Driver's License. Must be willing to travel and assist at other clinics within the Substructure. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem-solving and decision-making. Report writing skills. Health promotion and team building. Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practices within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of subordinates.
<u>ENQUIRIES</u>	:	Sr T Ahjam Tel No: (021) 810 8040 - Hout Bay CDC. Sr LE Van Wyk Tel No:(021) 797 8171- Lady Michaelis CDC.
<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 of the interview. This concession is only applicable on health professionals who must 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 will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/471</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R 451 533 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife or Psychiatry (where applicable). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the

SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to undergo palliative care training. Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team.

DUTIES : (key result areas/outputs): Facilitate the provision of holistic institutional nursing care to patients in an environment that promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regard to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities, and effective administrative management of reporting on Palliative care.

ENQUIRIES : Mrs MM Lumphondo, Tel No: (021) 902-8010/57
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 to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for the same vacant posts within 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.

CLOSING DATE : 23 December 2024

POST 45/472 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
 West Coast District

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

CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment and willingness to rotate between Wards. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a 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. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : (key result areas/outputs): Provide direction/supervision for the implementation of the nursing plan to ensure quality optimal, holistic patient care with set

standards. Implement standards, practices, criteria and indicators for quality nursing practice. Practice nursing and health care in accordance to the nursing and health care laws and regulations to protect patients. Maintain a constructive working relationship with nursing and members of the health and social care teams and participate in training and research. Efficient and cost-effective utilization of human-, material- and physical resources. Support to Nursing services management of the Institution.

ENQUIRIES : Mr LK Wagenaar; Tel No: (027) 2132039
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 a practical test. 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 other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/473 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: GENERAL INPATIENTS)**
Garden Route District

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

CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional 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/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): -Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices Excellent communication skills (both written and verbal).

DUTIES : (key result areas/outputs): Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.

ENQUIRIES : Ms T. Oerson, Tel No: (028) 713-8686
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 Hessequa Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 23 December 2024

POST 45/474 : **PARAMEDIC GRADE 1 TO 4**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R304 617 per annum
Grade 2: R376 596 per annum
Grade 3: R461 625 per annum
Grade 4: R540 537 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, Eastern Division
Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide effective support to the supervisor and participate in own wellbeing.

ENQUIRIES : Mr. M Petersen (District Manager - Eastern) – Tel No: (021) 816-8806 / Ms N Mlatsha, Tel No: (021) 816-8807

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 : 23 December 2024

POST 45/475 : **EMS PARAMEDIC GRADE 1 TO 4**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R304 617 per annum
Grade 2: R376 596 per annum
Grade 3: R461 625 per annum
Grade 4: R540 537 per annum

CENTRE REQUIREMENTS : Emergency Medical Services, Ceres (Cape Winelands)
Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the

Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.

ENQUIRIES : Mr I. Naidoo (District Manager – Cape Winelands) – Tel No: (023) 346 6022 / Ms A. Botha, Tel No: 023 346 6022

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. 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 : 23 December 2024

POST 45/476 : **PARAMEDIC GRADE 1 TO 4**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R304 617 per annum
Grade 2: R376 596 per annum
Grade 3: R461 625 per annum
Grade 4: R540 537 per annum

CENTRE : Emergency Medical Services, Eastern Division
REQUIREMENTS : Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration

with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide effective support to the supervisor and participate in own wellbeing.

ENQUIRIES : Mr. M Petersen (District Manager - Eastern) – Tel No: 021 816-8806 / Ms N Mlatsha, Tel No: (021) 816-8807

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 : 23 December 2024

POST 45/477 : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Perform standby duties when necessary. A valid driver's license. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures.

DUTIES : (key result areas/outputs): Repairing and maintaining Air Conditioning Systems and plants. Repairing and maintaining Refrigeration Systems and plants. Reporting of challenges to Artisan Foreman Assist with development of Unskilled staff. Ensuring Groote Schuur Hospital is within regulations.

ENQUIRIES : Mr. Kali Mgcodo Tel.No: (021) 404-6251 or Mr S Edwards-Medd, Tel.No: (021) 404-3300

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. Potential candidates might be subjected to a competency test.

CLOSING DATE : 23 December 2024

<u>POST 45/478</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (FIRE PREVENTION)</u>
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Current Registration in the Field of Fire Prevention with the South African Qualification Control Council in accordance with SABS. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures.
<u>DUTIES</u>	:	(key result areas/outputs): Provide strategic planning for the Division and all Firefighting equipment, maintenance under the estate's control. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Handle all telephonic queries to and from departments within the workshop and hospital and assist Supervisor with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions and clean areas where work has been carried out. Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools.
<u>ENQUIRIES</u>	:	Mr K Mgcodo, Tel No: (021) 404-6251
<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>	:	23 December 2024
<u>POST 45/479</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Office base: Stikland Compliance Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance and Supply Chain Management. Inherent requirement of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from the home while placed at Health Institutions in the Western Cape. Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management: Demand Planning, Warehouse Management, Asset Management, Acquisition Management. Knowledge of Accounting: Payments, Clearing of Ledger Accounts.
<u>DUTIES</u>	:	(key result areas/outputs): Process LOGIS and BAS payments. Process orders. Perform warehouse functions. Procuring and accounting of assets. Effect transactions on LOGIS/Syspro system.
<u>ENQUIRIES</u>	:	email: Eleanor.Vermeulen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/480</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (written and

- verbal) Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.
- DUTIES** : (key result areas/outputs): Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
- ENQUIRIES** : Mr EJ Jewel, Tel No: (023) 414 8291
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.
- CLOSING DATE** : 23 December 2024
- POST 45/481** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District
- SALARY** : R216 417 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate experience in Supply Chain Management and stores environment. Inherent requirement of the job: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Good organizing skills. Sound theoretical and practical knowledge of Warehouse Management and procurement functions. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Knowledge of Supply Chain Management processes, LOGIS system and the Accounting Officers System (AOS).
- DUTIES** : (key result areas/outputs): Demand and acquisition. Inventory control: maintenance and management of all inventories and assets. Warehousing: receiving and storing of consumables/goods. Execution of compliance control and relief duties at finance section.
- ENQUIRIES** : Mr S Cupido, Tel No: (022) 921 2153
- 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** : 23 December 2024
- POST 45/482** : **ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues when required. Computer literacy in MS Excel and Word. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department Computer literacy (MS Office). Knowledge of the PFMA, National and Provincial Treasury Instructions and Accounting Officer System.
- DUTIES** : (key result areas/outputs): Ensure accurate stock control. ie. verify stock levels and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Asset Management i.e. Planning, Maintaining, Movements, Disposals and Stocktaking are performed. Work on LOGIS & Institutions systems. Assist with compiling and management of Annual Procurement Plan.
- ENQUIRIES** : Mr J Sheraton, Tel No: (021) 370-1423.

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Short listed candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/483</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)</u> Central Karoo District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience. Inherent requirements of the job: Work 12-hour shifts (which include night duty, weekends, and public holidays) and work overtime on short notice. Provide relief work in other departments. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Office package).
<u>DUTIES</u>	:	(key result areas/outputs): Ensure accurate assessment of patients and recording of new patients. Accurate data recording, filling and ensure availability of patient folders. Accurate collection and safekeeping of state money and patient valuables. Filing and drawing of patient folders. Any ad-hoc admin duties. Telephone enquiries. Provide support to supervisor.
<u>ENQUIRIES</u>	:	Mr R Maritz, Tel No: (023) 414 - 8200
<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>	:	23 December 2024
<u>POST 45/484</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Overberg District
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies and procedures. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, ability to work independently and as part of a team. Competencies (knowledge/skills): Extensive knowledge in the electrical field especially in maintenance and repairs. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies and procedures. Computer literacy (MS Word, Excel and Outlook) . Supervisory skills, ability to work independently and as part of a team.
<u>DUTIES</u>	:	(key result areas/outputs): Check, and maintain, service, install and repair electrical equipment and electrical systems at facilities. Attend to emergency electrical failures or problems, assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management and supervision of staff, assist staff members with performing general maintenance, implement the disciplinary code when required. Provide assistance to managers, supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms N Wege, Tel No: (028) 514 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post

CLOSING DATE : 23 December 2024

POST 45/485 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Overberg District

SALARY : Grade A: R216 417 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS Systems. Inherent requirement of the job: Valid B/EB/C1 driver's licence. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and Functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word).

DUTIES : (key result areas/outputs): Perform tasks related to procurement administration, such as inviting of quotes in EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management, which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly reports pertaining to assets. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

ENQUIRIES : Ms S Twala, Tel No: (028) 514-8404
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.

CLOSING DATE : 23 December 2024

POST 45/486 : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**

SALARY : R216 417 per annum
CENTRE : Western Cape College of Nursing (Boland Overberg Campus)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirements of the job: Valid (code B/EB) drivers license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.

DUTIES : (key result areas/outputs): Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.

ENQUIRIES : Ms L Strauss, Tel No.: (023) 814- 0090
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 : 23 December 2024

POST 45/487 : **ADMINISTRATION CLERK: SUPPORT**
West Coast District

SALARY : R216 417 per annum
CENTRE : Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience of Health Information Systems (HIS), eg. TIER.NET, EDR, PHCIS, SINJANI and Ideal Clinic. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint).

- Appropriate office administration, training and presentation skills. Good interpersonal, communication and organizing skills.
- DUTIES** : (key result areas/outputs): Ensure effective data quality in information management. Effective data compilation for submission using information systems. Effective support services. Assist with collection and collation of data for monitoring and evaluation.
- ENQUIRIES** : Sr M Sandt Tel No: (027) 482 1484
- 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** : 23 December 2024
- POST 45/488** : **ADMINISTRATION CLERK: FINANCE/ADMIN (WAREHOUSE MANAGEMENT)**
Central Karoo District
- SALARY** : R216 417 per annum
- CENTRE** : Southern Cape TB Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Requisitioning and Warehouse Management. Appropriate experience in ESL and contracts. Appropriate experience in LOGIS. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Ability to work in a physically demanding environment. Inherent requirements of the job: Physically able to handle stock. Valid (Code B/EB) drivers' licence.
- DUTIES** : (key result areas/outputs): Assist with compiling and management of Annual Procurement Plan. Ensure accurate stock control for all PHC facilities in the Sub District, i.e. verify stock levels, and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Warehouse Management i.e. Planning, Maintaining, Movements, Disposals and Stocktake Planning and perform LOGIS system functions. Management of Contracts within PHC – ensure SLA adherence. Receive and issue goods and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Capture Log 1's and close all receipts on the Logis system. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts.
- ENQUIRIES** : Mr H Mapolie, Tel No: (044) 8141156
- 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 George Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/489** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R216 417 per annum
- CENTRE** : Hanover Park Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Experience in PHCIS/Clinicom. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, disposal and archiving of folders. Effective and efficient handling of patient documentation. Perform relief duties within facility as needed. Effective and efficient handling of enquiries.
- ENQUIRIES** : Ms M James, Tel No: (021)692-4972

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, 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, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Candidates will be subjected to a written/practical and oral assessment. 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.
- CLOSING DATE** : 23 December 2024
- POST 45/490** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT) (12 POSTS) (3 MONTHS CONTRACT)**
Directorate: Supply Chain Management
- SALARY CENTRE** : R216 417 per annum
: Head Office, Cape Town (3 posts) based at Bellville Office,
based at George Office (3 Posts)
based at Vredenburg (3 Posts)
based at Worcester (3 Posts)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation/asset verification experience. Inherent requirement of the job: Ability to communicate effectively (written and spoken). Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.
- DUTIES** : (key result areas/outputs): Ensure all assets (new and existing) are barcoded as well as barcoding Locations for identification process. Scan all assets per location using the scanning application. Using the BI tools identify assets not verified and investigate if the assets still exist. Capture all movements, balance adjustments additions, transfer and donations i.r.o assets. Perform thorough asset verification in each directorate as well as spot checks. Ensure that the assets/equipment is indeed unserviceable. Rollout and maintain asset application designed for the department. Perform an effective Helpdesk service. Willing to travel with the Western Cape and stay in nurse homes where applicable.
- ENQUIRIES APPLICATIONS** : Mr J Ruiters, via email Jovan.Ruiters@westerncape.gov.za
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : A competency test can form part of the interview process. No payment of any kind is required when applying for this post. (Please indicate in your CV your preference regarding Location).
- CLOSING DATE** : 23 December 2024
- POST 45/491** : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : Grade A: R216 417 per annum
: Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Must have numeracy and accuracy skills. Must have writing/organizing skills. Competencies (knowledge/skills): Computer Literacy Skills (MS Word and Excel). Good communication skills (verbal and written).
- DUTIES** : (key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees. General fees administration and account related duties and knowledge of Manual Chapter 18 and related

Finance Instructions. Handling enquiries and filing of documentation. Check, debit/credit invoices as per UPFS and billing requirements and control the JAC Information and JAC Error Report. Complete BAS transactions including deposits, day ends, journals and special journals and address differences in reconciliation process between BAS and the AR System. Finalise all EDI processes and allocation of medical aids/debtor payments. Conduct accurate clinical audit of patient folders to identify services rendered, compiling billing sheets. Liaising with Managed HealthCare. Handling of state monies.

ENQUIRIES : Ms N Dunjwa. Tel No: (021) 918 1372
APPLICATIONS : Applicants apply online: 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 Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to practical / written and oral assessment.

CLOSING DATE : 23 December 2024

POST 45/492 : **ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade A: R216 417 per annum
CENTRE : Knysna/Bitou Sub District Primary Health Care Clinic – Hornlee clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

DUTIES : (key result areas/outputs): Capturing of all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).

ENQUIRIES : Ms PM Peters, Tel No: (044) 604-6106
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 23 December 2024

POST 45/493 : **SENIOR SECURITY OFFICER (X2 POSTS)**

SALARY : R 216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 or equivalent. Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A Valid Drivers License. Competencies (knowledge/skills): Knowledge of security prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills and ability to work in a team environment and independently. Be responsible, diligent and ability to work under pressure

DUTIES : (key result areas/outputs): Ensure that private security adhere to contract specification, not misutilising equipment and conduct crowd control. Supervise the inhouse security staff and apply HR and disciplinary processes. Monitor and patrol the buildings, parking areas and perimeter fencing and ensure effective key control. Investigate crimes and incidents, and compiling writing reports and statements. Ensure accurate entries are made in the Occurrence book by the security officers. Monitor the CCTV Control Room and ensure effective of access control.

ENQUIRIES : Mr S Ndzuzo, Tel No: (021) 404-3111

- 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** : 23 December 2024
- POST 45/494** : **ADMINISTRATION CLERK: LABOUR RELATIONS (ADMIN SUPPORT)**
Directorate: Employee Relations
- SALARY** : R216 417 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate National Senior Certificate (or equivalent). Experience: Appropriate knowledge in administrative support services within the Public or Private Sector. Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.
- DUTIES** : (key result areas/outputs): Effective administrative support to the Deputy Directors: Employee Relations, by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support in the Directorate: Employee Relations with regards to assisting with submission management and maintenance of relevant databases thereof. Maintaining data base of training interventions and coordination of training relating to administrative support required for the Directorate: Employee Relations. Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.
- ENQUIRIES** : Ms N Nolan, Tel No: (021) 831-5852
- APPLICATIONS** : Applicants apply online: 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 a competency test.
- CLOSING DATE** : 23 December 2024
- POST 45/495** : **ADMINISTRATION CLERK: REGISTRY**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Eerste River Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate registry experience in a health environment. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word, Excel and Outlook. Good communication (verbal and written) skills. Good interpersonal planning and organisational skills. Ability to work under pressure, meet deadlines and maintain confidentiality.
- DUTIES** : (key result areas/outputs): Effective and efficient registry services by keeping a filing system according to the Archive Act and ensuring that documents are filed according to procedure. Return and issue of folders on the Clinicom system. Drawing of files daily for the next day and booking out on Clinicom and Collecting Specimens and recording in the ward. Control incoming and outgoing mail, distributing to the various departments. Manage the various Registry registers, collecting posts at the post office, efficient handling of queries regarding folders and regular checks for misfiles. Render effective support to supervisors and perform relief duties in the absence of registry, admissions clerks, and Queue Marshall when required.
- ENQUIRIES** : Ms Cherise Kindo, Tel No: (021) 902 8012
- 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 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.
- CLOSING DATE** : 23 December 2024
- POST 45/496** : **STAFF NURSE GRADE 1 TO 3 (ANTENATAL AND OPD WARDS) (X2 POSTS)**
Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R 290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Qualification that allows registration with South African Nursing Council (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 with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of nursing practices and Infection Prevention Control, control measures and practices. Ability to lift and turn patients, standing long hours and lifting heavy equipment. Good communication skills. Basic Computer literacy. Self-discipline.
<u>DUTIES</u>	:	(key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Linden-Mars. Tel No: 021 918 1276 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: Metro Health Services, 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>	:	23 December 2024
<u>POST 45/497</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENT SERVICES)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613, per annum Grade 3: R 290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Riversdale Hospital 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: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Effective verbal and written communication skills. Self-discipline and motivation. Computer literacy in Microsoft office programs.
<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T. Oerson Tel. No: (028) 713 8686 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 may be requested to undertake practical test. 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 Hessequa Sub District for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/498</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X8 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Eerste River Hospital (4 posts), Helderberg Hospital (4 posts) Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as an Enrolled 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 requirement of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. 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.
<u>DUTIES</u>	:	(key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Helderberg Hospital: Ms EL Marthinus, tel. no. (021) 850-4729/ Eester River Hospital: Ms MM Luphondo, tel. no. (021) 902-8010/57
<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 to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for the same vacant posts within 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>	:	23 December 2024
<u>POST 45/499</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Laingville Clinic Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Inherent requirements of the job: Annual receipt and licence to practice. Good interpersonal relations. Valid (Code B/EB) driver's licence. Willingness to travel and support within the Sub-District.
<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources.

		Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
<u>ENQUIRIES</u>	:	Mr JA Julies, Tel No: (022) 709-7225
<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 may be subjected to a practical test. 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 other similar vacant posts within the Saldanha Bay Sub-District, for a period of three months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/500</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other clinics in the sub-district when needed and willing to work on the mobile health clinic bus. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. (key result areas/outputs): Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Participation in community events and initiating awareness in health-related issues. Maintain professional growth/ethical standards and self-development.
<u>DUTIES</u>	:	(key result areas/outputs): Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Participation in community events and initiating awareness in health-related issues. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. MM Muller, Tel No: (021) 808-6109
<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. Shortlisted candidates may be required to do a practical test. 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 Stellenbosch Sub District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/501</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years

appropriate/recognisable experience in nursing after registration as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer literacy. Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : (key result areas/outputs): Provide implementation of the nursing plan (clinical practice or quality patient care) under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Development and implementation of basic patient care plans under direct/indirect supervision of a Professional Nurse.

ENQUIRIES : Ms T Wulff Tel No: (021) 404 2109

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 a change in registration status)" Short-listed candidates may be subjected to a compulsory competency test.

CLOSING DATE : 23 December 2024

POST 45/502 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
(Cape Winelands District)

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

CENTRE : Ceres 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 nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Must be prepared to rotate and work in all departments in the Hospital. Be prepared to assist in another department other than where you are placed in according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Maintain ethical standards, professional growth and self-development. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : (key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development

ENQUIRIES : Mr GH Vermeulen, Tel No: (023) 316-9600

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 Ceres Hospital for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/503** : **HOUSEKEEPING SUPERVISOR (X11 POSTS)**
- SALARY** : R183 279 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Good communication skills.
- DUTIES** : (key result areas/outputs): Supervise, coordinate, control, and inspect the duties of the Household Aids. Do scheduling of housekeeping duty registers. Ensure the correct segregation and removal of different types of waste in the wards. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Ensure proper linen sorting and Linen management in the wards. Render support to the nursing department and none nursing personnel at ward level. Render support to the Support Services unit. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
- ENQUIRIES** : Mr JJ Roberts, Tel No: (021) 938 4121
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a practical/competency or other assessment test.
- CLOSING DATE** : 23 December 2024
- POST 45/504** : **LINEN SUPERVISOR**
West Coast District
- SALARY** : R183 279 per annum
CENTRE : Swartland Hospital, Malmesbury:
REQUIREMENTS : Minimum educational qualification: General Education and Training (GETC) / grade 9 (Std 7) Experience: Appropriate supervisory and practical experience in a hospital. Appropriate experience in linen/ laundry service. Appropriate clerical experience. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Physical Fit. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).
- DUTIES** : (key result areas/outputs): Timeous and procedurally correct dispatching of soiled linen to laundry within a safe working environment. Ensure that wards and institutions are provided with clean linen timeously. Timeous and procedurally correct distribution of clean linen to user departments within a safe working environment. Oversee and ensure that ordering of stock, PPE for the laundry is performed. Effective supervision and support to staff.
- ENQUIRIES** : Mr G Waneburg Tel No: (022) 487 9200
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** : 23 December 2024
- POST 45/505** : **STERILIZATION OPERATOR PRODUCTION (CSSD)**
West Coast District
- SALARY** : R183 279 per annum
CENTRE : Swartland Hospital, Swartland Sub-District
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection,

- decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments. (key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.
- DUTIES** :
- ENQUIRIES** : Ms L Julius, Tel No: (022) 487-9204
- 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** : 23 December 2024
- POST 45/506** : **SOCIAL AUXILIARY WORKER: GRADE 1 TO 3 (PSYCHOGERIATRIC WARD)**
Chief Directorate: Metro Health Services
- SALARY** :
Grade 1: R182 913 per annum
Grade 2: R215 442 per annum
Grade 3: R255 933 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid driver's licence. Willingness to travel to patients in the Alexandra catchment area. Competencies (knowledge/skills): Sound knowledge of relevant community resources and good networking skills. Excellent interpersonal, written and spoken communication skills. Working well in a multi -disciplinary setting. Appropriate experience of the various aspects of social work services across platform and in mental health services. Appropriate experience of psycho-social assessment, and administration. Appropriate experience in report writing. Computer literacy in the full Microsoft Package.
- DUTIES** : (key result areas/outputs): Conduct appropriate psychosocial assessment and obtain relevant information. Provide appropriate interventions and do referrals. Provide support, basic counselling, and guidance to MHCUs and their families. Provide administrative support to patients and family socio-economic needs as per needs assessment. Assist with discharges of MHCUs and do appropriate post discharge follow-up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team and supervisor. Undertake training as required. Participate in departmental in-service training activities. Facilitate health education programmes and work groups.
- ENQUIRIES** : Dr N Morris, Tel No: (021) 503-5006
- 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 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>	:	23 December 2024
<u>POST 45/507</u>	:	<u>EMS EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)</u>
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Metropole (Northern, Southern, Eastern & Western District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	Mr. A Hickey (District Manager - Northern) – Tel No: 021 830 1150 / Mr M Solomons, Tel No: 021 830 1149 Mr. LM Mdzeke (District Manager - Southern) – Tel No: 021 374 2316 / Ms K Ndiki, Tel No: 021 374 2316 Mr. M Petersen (District Manager - Eastern) – Tel No: 021 816 8806 / Ms N Mlatsha, Tel No: 021 816 8807 Mr. A Lund (District Manager - Western) – Tel No: 021 508 4508 / Mr J Calvert, Tel No: 021 508 4507
<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>	:	23 December 2024
<u>POST 45/508</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Vredenburg (West Coast)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining

		Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	Mr. E Pedro (District Manager – West Coast), Tel No: (022) 433 8853 / Ms. S Don.
<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. Shortlisted candidates will be expected to undergo a practical assessment
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/509</u>	:	<u>NURSING ASSISTANT: GRADE 1 TO 3 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Basic computer literacy Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	(key result areas/outputs): Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Provide quality basic nursing care. Assist patients with activities of daily living (physical care)
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404 2109
<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)". Short-listed candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 43/510</u>	:	<u>STERILIZATION OPERATOR PRODUCTION (CSSD)</u> West Coast District
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection, decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments.
<u>DUTIES</u>	:	(key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological

and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.

ENQUIRIES : Ms L Julius, tel no. (022) 487-9204

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

CLOSING DATE : 23 December 2024

POST 45/511 : **STERILIZATION OPERATOR PRODUCTION (CSSD)**
West Coast District

SALARY : R155 148 per annum

CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection, decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments. (key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.

DUTIES :

ENQUIRIES : Ms L Julius, Tel No: (022) 487-9204

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 will be subjected to practical test.

CLOSING DATE : 23 December 2024

POST 45/512 : **STERILIZATION OPERATOR PRODUCTION**
Cape Winelands Health District

SALARY : R155 148 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate relevant experience working in a decontamination and sterilization unit within a hospital. Inherent requirement of the job: A Valid (Code B/EB) driver's licence. Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization. Basic knowledge of theatre instruments and linen.

DUTIES : (key result areas/outputs): Collect and deliver used and clean instruments packs and linen to and from theatre and wards. Effective application of decontamination, sterilization processes and techniques, including packing and sterilization of instruments, linen and supplies. Adhere to infection control as well as health and safety regulations. Unpacking, folding and packing surgical gowns and packing surgical linen. Cost effective utilization, cleaning, testing and maintenance of sterilization equipment, washing disinfectant machines and autoclaves. Monitor, control and maintain adequate stock levels, assist and report with investigation of lost instruments / equipment.

ENQUIRIES : Ms. Rene de Silva, Tel No: (021) 808-6103

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 Stellenbosch Sub District for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

POST 45/513 : **PORTER (PORTER SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Mowbray Maternity Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in Porter duties in a hospital/health environment. Competencies (knowledge/skills): Willingness to work shifts and over weekends and public holidays. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to work in all departments / wards in hospital. Valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Assist and accompany patients and transport patients per wheelchair/trolley/ bed from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to/from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with checking and replacing of medical gas in wards/treatment areas and assist with shifting/ transporting of medical equipment and report any defects. Respond to request from wards/departments and transport blood and blood products to/from blood Bank to Mowbray Maternity Hospital with GG transport.
<u>ENQUIRIES</u>	:	Mr B Arrison, Tel No: (021) 659-4973
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/514</u>	:	<u>CLEANER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Mitchells Plain Sub-structure, Gugulethu Community Health Centre (1 post) Nyanga Community Day Centre (1 post) Mitchells Plain Community Health Centre (1 post)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic Literacy and numeracy. Experience: Appropriate experience. Inherent requirement of the job: Must be physically fit to lift heavy objects. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements (24-hour facility/s only). Competencies (knowledge/skills): Good communication skills (read, speak and write) Ability to operate machinery and equipment.
<u>DUTIES</u>	:	(key result areas/outputs): Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to Household supervisor. Adhere to loyal service ethics.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams, Tel No: (021) 370-5000
<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>	:	23 December 2024
<u>POST 45/515</u>	:	<u>PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts, weekends, and on public holidays. The ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Prepared to handle corpses. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Willingness to work in a team and to rotate.
<u>DUTIES</u>	:	(key result areas/outputs): Assist and accompany walking, sitting, non-walking, or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, reports, etc) to or from wards or treatment areas. Deliver and collect specimens. Ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas assist with shifting of

		medical equipment and report any defects. Clean wheelchairs and trollies and report defects. Take responsibility for the transportation of corpses from wards to the holding room and perform relevant duties. Assist and relieve colleagues.
<u>ENQUIRIES</u>	:	Mr G Moses, Tel No: (021) 831 0220
<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. 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>	:	23 December 2024
<u>POST 45/516</u>	:	<u>TRADESMAN AID</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	West Coast District, Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience in trade related and mechanical workshop. Inherent requirements of the job: Valid Code 10 (C1) driver's licence. Valid Code 10 Professional Driving Permit (PDP). Experience in operating and using workshop power tools. Fit enough to do hard physical work and lift heavy machinery when required. Incumbent must be prepared to work overtime, when required (including weekends and public holidays). Competencies (knowledge/skills): Good communication skills. Ability to function independently and as part of a team. -Sound interpersonal skills. Administration skills and good report writing abilities. Knowledge of the Occupational Health and Safety Act and safety principles.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with basic repairs, services and safe handling of equipment and tools. Assist with Identification and rectification of faults/defects on items, equipment, and installations. Ability to operate and use workshop power tools. Assist with basic administration, including the delivery of completed work requisitions, ordering of materials and reporting of incidents. Move and deliver vehicles to and from ambulance stations and repair shops/ Merchants. Assist with emergency breakdowns (Including after hours). Cleaning of all areas and equipment in the Fleet Workshop. Follow and adhere to elementary control measures and standard operational procedures and the ability to adhere to safety standards.
<u>ENQUIRIES</u>	:	Mr HJ Steenkamp, Tel No: 023-3473404
<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 the post Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/517</u>	:	<u>HOUSEHOLD AID (X10 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Willingness to rotate. Competencies (knowledge/skills): -Ability to plan and organize work schedules for cleaning services. Good communication skills. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Ability to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for cleaning duties within a clinical and general areas i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
<u>ENQUIRIES</u>	:	Mr JJ Roberts, Tel No: (021) 938 4121

<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 the post. Candidates may be subjected to a practical/competency test.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/518</u>	:	<u>GROUNDSMAN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in a health-related environment. Appropriate experience of workshop tools. Inherent requirement of the job: Willingness to travel. Physically fit to do manual labor. Willingness to work overtime. Competencies (knowledge/skills): Ability to handle tools, parts, and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	(key result areas/outputs): Effective maintenance and cleaning of grounds. Moving of assets and equipment in a safe manner. Effective removal of domestic and medical waste. Clear areas where work has been carried out. Responsible for the maintenance of machinery and equipment within the grounds department. Ensure that tools and materials are available when needed. Administration and support to colleagues and supervisor.
<u>ENQUIRIES</u>	:	Mr G Moses, Tel No: (021) 831-0220
<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. 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>	:	23 December 2024
<u>POST 45/519</u>	:	<u>DRIVER (LIGHT-DUTY VEHICLE)</u> West Coast Hospital
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Swartland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience including transportation of employees and delivery of linen items including goods. Competencies (knowledge/skills): Knowledge of Transport Circular GMT U2 13B of 2019/2020 dated 29/09/2019. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and driving skills. Good knowledge of road networks. Inherent requirements of the job: Valid Public Drivers Permit (PrDP). Valid (Code B/EB/C1) driver's licence. Ability to do physical hard work and stand for long hours.
<u>DUTIES</u>	:	(key result areas/outputs): Transport linen, goods, services, and personnel from one point to another on a daily basis to the relevant institutions. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Assist with sorting, packing and issuing linen to wards.
<u>ENQUIRIES</u>	:	Mr J Timotheus, Tel No: (022) 487-9206
<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>	:	20 December 2024
<u>POST 45/520</u>	:	<u>HOUSEHOLD AID</u> Overberg District
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Otto Du Plessis Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of cleaning services and infection control within a health facility. Inherent requirement of the job: Physically able to be on feet for long hours and lift and move heavy objects and supplies. Ability to operate industrial machinery and equipment used in hospital cleaning services. Willingness to work shifts, including night duty, weekends, public holidays and perform overtime when required. Competencies (knowledge/skills): Good

	:	interpersonal skills. Ability to accept accountability and responsibility and to work independently and as part of a team. Knowledge of the correct methods of handling and disposal of domestic refuse and medical waste products. Knowledge of cleaning principles and infection prevention and control.
<u>DUTIES</u>	:	key result areas/outputs): -Render a clean and hygienic environment to prevent the spread of infection by adhering to infection prevention and control policies. The correct usage, ordering and safekeeping of cleaning equipment, material and chemicals. Render an effective and efficient linen management and food services support functions. Render an effective and efficient waste management service to ensure the correct and safe handling of all types of waste, including domestic, medical and anatomical. Provide optimal support to the supervisor and colleagues and adhering to policies and prescripts.
<u>ENQUIRIES</u>	:	Mr CS Jakobus, tel. no. (028) 424 1168
<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 may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/521</u>	:	<u>DENTAL SPECIALIST GRADE 1 TO 3 (SESSIONAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in the speciality Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the Speciality Prosthodontics. Experience: Grade 1: None after registration with the HPCSA as Dental Specialist. Grade 2: Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Prosthodontics. Grade 3: Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Prosthodontics. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Be able to competently apply skills as expected from the HPCSA for a Dental Specialist /Prosthodontist. Competently perform all administrative duties involved in patient management.
<u>DUTIES</u>	:	(key result areas/outputs): Screening of patients on arrival. Record patient details. Identify problems to provide diagnosis. Treat emergency and main complaints. Restore function and aesthetics. Liaise with the multidisciplinary team (where needed). Record keeping. Responsible for compiling stats.
<u>ENQUIRIES</u>	:	Dr CCA Cloete Tel No: (021) 937 3092.
<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 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>	:	23 December 2024
<u>POST 45/522</u>	:	<u>DENTIST GRADE 1 TO 3 (SESSIONAL) (18 POSTS) (3 YEAR CONTRACT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R444 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform

<u>REQUIREMENTS</u>	:	Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the HPCSA as Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid Driver's licence and willingness to travel to clinics within the service platform. Competencies (knowledge/skills): Special interest in special needs and elderly patients.
<u>DUTIES</u>	:	(Key result areas/outputs): Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping. Responsible for compiling stats.
<u>ENQUIRIES</u>	:	Dr CCA Cloete Tel No:(021) 937 3092
<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 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>	:	23 December 2024
<u>POST 45/523</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (8 HOUR SESSIONS PER WEEK)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatrics. 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 Paediatrics. 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 Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Assistance in and management of Neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training

of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Adhere to requirements for all people management and financial matters.

- ENQUIRIES** : Dr N Rhoda, Tel No: (021) 659 5562
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling.
- CLOSING DATE** : 23 December 2024
- POST 45/524** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRIC AND MEDICAL SERVICES)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE** : Lentegour Hospital
- REQUIREMENTS** : Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem Framework. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and post graduate level. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical staff
- DUTIES** : (key result areas/outputs): The provision of specialist clinical services to inpatients and outpatients, including outreach with-in the Hospital catchment area and Ecosystem Framework. Support of the consultant body and Head of Clinical unit for clinical services, academic meeting and training at Lentegour Hospital. Management of relevant clinical governance and administrative requirements. Leadership of a multidisciplinary clinical team. Academic teaching, training and research.
- ENQUIRIES** : Prof Lebogang Phahladira; Tel No: 021 370 1314/ 1153
- 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for other vacant Psychiatrist posts within the

		Chief Director Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/525</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (SESSIONAL)</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Paarl Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthetics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirement of the job: Valid SA driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.
<u>DUTIES</u>	:	(key result areas/outputs): Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development. Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Geographical Service area (GSA). Support to major referral centers in the Drainage area of Paarl hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr G Davies, Tel No: (021) 860-2510 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 applicants will be considered for similar vacant posts within Rural Health Services: Paarl Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 December 2024
<u>POST 45/526</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC AND RECONSTRUCTIVE SURGERY) (SESSIONAL)</u>
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic and Reconstructive Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified

- employee) as a Medical Specialist in Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Plastic and Reconstructive Surgery. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive management competencies and operative experience. Evidence of ability to initiate research; academic record in terms of teaching and research ideally supported by publications, presentations and congress outputs. Commitment to attaining advanced plastic surgical skills in cleft and craniofacial area.
- DUTIES** : (key result areas/outputs): To provide sessional cleft and craniofacial care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of these children. Active participation in research, teaching and voluntary outreach. Training of under- and post-graduate students and other healthcare personnel in the cleft and craniofacial area.
- ENQUIRIES** : Prof S Adams, e-mail: saleigh.adams@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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** : 23 December 2024
- POST 45/527** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (8 SESSIONS PER WEEK) (3 YEAR CONTRACT)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: - Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatrics. **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 Paediatrics. **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 Paediatrics. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling.
- DUTIES** : (key result areas/outputs): Assistance in and management of Neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development Adhere to requirements for all people management and financial matters.
- ENQUIRIES** : Dr N Rhoda, Tel No: (021) 659 5562

<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 to apply 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 Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	23 December 2024
<u>POST 45/528</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS) (8 SESSIONS PER WEEK) (3 YEAR CONTRACT)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. 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 it 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 Professional 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. Inherent requirement of the job: Valid South African driver's licence. Competencies (knowledge/skills): Proven leadership abilities and good interpersonal, organizational and teamwork skills with experience in supervision of staff. Computer literacy. Ability and willingness to do outreach services within the drainage area. Proven knowledge of Public Health policies, guidelines and related prescript to manage resources effectively. Appropriate experience in neonatal services.
<u>DUTIES</u>	:	(key result areas/outputs): Clinical Supervision of doctors in training/direct staff supervision as it pertains to Neurodevelopmental care and teaching of practical skill using the Infant Neurodevelopmental assessment (INA) tool. Assist with management of referrals from the Metro-West drainage area. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Bereavement support to patients whose babies demised or have poor prognosis. High Risk Midwife and Obstetrics Unit/Mowbray Maternity Hospital follow ups. Tutorials to medical students and postgraduate students (registrars and fellows) on aspects of neurodevelopmental neonatal care.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Rhoda, Tel No: (021) 659 5562
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for the post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only

applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates will be subjected to a written/oral and practical assessment. No payment of any kind is required to apply for this post. 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.

- CLOSING DATE** : 23 December 2024
- POST 45/529** : **SESSIONAL MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
(10 HOURS PER WEEK)
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R 603 per hour
- CENTRE REQUIREMENTS** : Mitchells Plain District 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. 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 it 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 Professional 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. Inherent requirements of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.
- DUTIES** : (key result areas/outputs): Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments of patients assessed by registrars and Medical Officers. Supervise Interns and teach medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
- ENQUIRIES APPLICATIONS** : Dr T Crede, Tel No: (021) 377-4391
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 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 posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024

POST 45/530 : **MEDICAL OFFICER 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK) (SURGERY) (2 YEAR CONTRACT)**

Chief Directorate: Metro Heath Services

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : 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. 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 it 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 Professional 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. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

DUTIES : (key result areas/outputs): Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

ENQUIRIES : Dr Ferhana Gool, Tel No: (021) 377- 4382, Dr T Crede, Tel No: (021) 377-4391

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 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 posts within the Department for a period of 3 months from date of advert.

CLOSING DATE : 23 December 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 27 January 2025

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 45/531 : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO. DOI 214/2024**

SALARY : Grade A: R429 930 per annum (Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Competencies: Knowledge and experience in the following: Architectural planning, producing construction documentation and administration of JBCC and NEC contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Skills needed: Project Management; Financial management; Organisation and teamwork; Proven computer literacy in MS Word, MS Excel and AutoCAD; Verbal and written communication

DUTIES : Undertake project management including planning, documentation and supervision on written instruction from supervisor; Assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation; Assist with supply chain processes; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development.

ENQUIRIES APPLICATIONS : Mr C Morkel at Tel No: (021) 483 2209
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/532 : **CHIEF ACCOUNTING CLERK: BANKING AND CASH, REF NO. DOI 209/2024**

SALARY : R308 154 per annum (Level 7)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience in a Financial Accounting environment. Competencies: Knowledge of the following: Applicable legislative and regulatory framework; PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; SCM procedures; Human Resource Management and Development. Skills needed: Written and verbal communication; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Interpersonal; Decision making; Problem solving; Ability to work independently and as part of a team; Ability to work under pressure.

DUTIES : Monitor and manage clearance of balances in assets and liabilities accounts; Expenditure Payments; Reporting; Management of Staff.

ENQUIRIES APPLICATIONS : Ms J Davids at Tel No: (021) 483 4040
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/533 : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT (CAPACITY BUILDING), REF NO. DOI 212/2024**

SALARY : R216 417 per annum (Level 5)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); 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: 3-year B-Degree (equivalent or higher qualification); Experience in supply chain management, finance or internal audit. Competencies: Good understanding of the following: Supply chain duties and

- practices as well as the ability to capture data accurately; Operate computers and collect statistics; Legislative framework governing the public service; Work procedures in terms of the working environment; Skills needed: Typing; Numeracy; Proven computer literacy; Written and verbal communication.
- DUTIES** : Provide administrative support to ensure the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Performing activities to contribute to the building of capacity, the supply chain management unit and the departments achievement of supply chain management objectives; Render clerical support for assisting in assessing compliance with supply chain management tender processes, as well as filing documentation, drafting letters and responses to suppliers; Contribute to the implementation and support of capacity building programme; Perform administrative activities relating to supply chain management acquisition and contract management; Provide administrative support.
- ENQUIRIES** : Ms P van der Merwe at Tel No:(021) 483 6915
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/534** : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT, REF NO. DOI 210/2024**
- SALARY** : R216 417 per annum (Level 5)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification; 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: 3-year B-Degree (equivalent or higher qualification); Experience in supply chain management, finance or internal audit. Competencies: Good understanding of the following: Supply chain duties and practices Aswell as the ability to capture data accurately; Operate computers and collect statistics; Legislative framework governing the public service; Work procedures in terms of the working environment; Skills needed: Typing; Numeracy; Proven computer literacy; Written and verbal communication.
- DUTIES** : Provide secretariat and administrative support to the Acquisition and contract management directorate; Compile bid documentation timeously utilising standard bidding and advertising forms; Receive, record and report on procurement transaction for the department; Administer procurement activities via the electronic procurement systems or e-Tender portal; Collaborate with other administration; Complete/assist in the completion and/or verification of standard forms.
- ENQUIRIES** : Ms P van der Merwe at Tel No:(021) 483 6915
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/535** : **TRADE WORKER: TECHNICAL SUPPORT SERVICES, REF NO. DOI 208/2024 (X4 POSTS AVAILABLE)**
- SALARY** : R131 265 per annum (Level 2)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: Knowledge in the following: Occupational Health and Safety Act and relevant regulations; Skills needed: Ability to work under pressure, independently as well as in a team and perform routine tasks, Good verbal and written communication.
- DUTIES** : Assist Handyman in the following: Unblocking toilets and replacing toilet seats; Painting garages and offices; Replacing locks in all government building; Replacing ceiling tiles; Installing dispensers, toilet roll holders and bins; Glueing carpets and installing; Replacing light bulbs and tubes; Cleaning roofs, service shafts; drains and garages; Moving furniture and Assist with minor projects after hours/standby duties.
- ENQUIRIES** : Mr A February at Tel No:(021) 483 2489
APPLICATIONS : 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. 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). 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.

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 27 January 2025
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 45/536 : **ASSISTANT DIRECTOR: STRATEGY DEVELOPMENT, MARKETING AND COMMUNICATION NO. WCMD 60/2024**

SALARY : Grade A: R429 930 per annum (Salary will be determined based on post registration experience as per OSD prescript)

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 relevant experience in a Road Safety Management or related working environment; A valid driving licence(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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National and provincial Road Safety Management strategies, frameworks, regulations, policies; Facilitation of the development of relevant provincial Road Safety Management strategies; Conduct high level research/feasibility studies and scenario planning pertaining to Road Safety Management; Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Media management; Printing and production processes; Communication products in a departmental context; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives, and collective agreements; Skills needed: Written and verbal communication; Computer literacy; Project Management and Administration; Accounting, Finance and Audit; Report Writing; Presentation; Planning; Organising; Time Management; Analytical Thinking; Problem-solving; Grooming and Presentation; Customer; Client liaison; Inter-personal; Supervisory

DUTIES : Conceptualise, develop and produce road safety literature; Implement road safety publicity campaigns and promotions and distribute literature; Facilitate the implementation of developed road safety strategies; Develop internal road safety communication programmes; Managerial functions.

ENQUIRIES : Mr A Kafaar at Tel No:(021) 483 6000
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/537 : **CLEANER: GENERAL ADMINISTRATION REF NO. WCMD 59/2024**

SALARY : R131 265 per annum (Level 2)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Skills

- needed: Communication (written and verbal) and Ability to work independently and as part of team.
- DUTIES** : Provision of all cleaning services in the directorate; Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning materials and equipment; Set up of venues and assist with other ad hoc tasks.
- ENQUIRIES** : Ms L Phillips at Tel No: (021) 983 1500
- 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.

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- CLOSING DATE** : 27 January 2025
- 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 45/538** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND COORDINATION, REF NO POCS 07/2024**
- SALARY** : R444 036 per annum (Level 9)
- 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 3 years appropriate experience in a strategic planning, reporting and coordination environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strategic management processes; Government planning processes and cycles; Sound knowledge and understanding of departmental operations; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); A high-level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Strong planning, organising and people management skills.
- DUTIES** : Coordinate and facilitate the Departmental participation in developing strategic and operation planning processes; Coordinate and facilitate the Department's performance reporting processes; Coordinate and compile of the Departmental Service Delivery Improvement Initiatives including DPSA and Public Service Commission compliance; Coordinate governance performance information and policy coordination in the Department; People Management.
- ENQUIRIES** : Ms N Gallant at Tel No: (021) 483 6954

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

DEPARTMENT OF THE PREMIER

CLOSING DATE : 27 January 2025
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 45/539 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS, REF NO. DOTP 65/2024**

SALARY : R216 417 per annum (Level 5)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Human resource management experience; PERSAL Introduction certificate
Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

ENQUIRIES : Ms F Solomons at Tel No: (021) 483 3307
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

CLOSING DATE : 27 January 2025
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 45/540 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO. PT 49/2024**

SALARY : R424 104 per annum (level 9)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience.
Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management; Skills needed: Written and verbal communication; Proven computer literacy; People management.

- DUTIES** : Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Conduct required system maintenance and monitor and perform month/year-end closure on the system in compliance with guidelines issued by National and Provincial Treasury; Collection and recording of revenue (banking and cashier functions); Management of the payment of goods and services and transfers and subsidies; Managerial functions.
- ENQUIRIES** : Mr B Damons at Tel No: (021) 483 6127
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 27 January 2025
- 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 45/541** : **COMMUNITY DEVELOPMENT MANAGER: BUSINESS DEVELOPMENT, REF NO. DSD104/2024**

- SALARY** : Grade 1: R920 082 - R1 052 016 per annum
Grade 2: R1 094 508 - R1 289 274 per annum (OSD as prescribed)

- CENTRE** : Department of Social Development, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc; Theories and systems, skills, attitudes and values in community development to guide employees on its application; individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; The ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Skills needed: Presentation; Problem solving; The ability to undertake complex research; Financial management; Project Management; Computer literacy; Written and verbal communication; Staff management and Policy formulation and implementation.

- DUTIES** : Build value adding relationships with national and international donor agencies for fundraising purposes; Actively engage the private sector Corporate Social Investment Units to leverage resources for partnership with Government in service delivery; Draw funding proposals directed to the private sector, governments and other relevant agencies in support of the services rendered by the Non-Profit Sector to communities; Fund-raising to support strategic NGO-run social development projects and manage the department's partnerships with key stakeholders for this purpose; Liaise with different spheres of government to leverage the use of properties to make NGOs financially stable; To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Dreyer at Tel No: (021) 483 3924 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 45/542</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT (VARIOUS POSTS AVAILABLE), REF. NO. DSD 105/2024</u>
<u>SALARY</u>	:	Grade 1: R263 667- R308 019 per annum Grade 2: R316 986 - R373 395 per annum Grade 3: R383 721 - R514 806 per annum, (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Coordination of post disaster humanitarian relief; Identification of the affected beneficiaries
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Majela at Tel No: (021) 483 2524 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co3
<u>POST 45/543</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES, REF NO. DSD 101/2024</u>
<u>SALARY</u>	:	Grade 1: R429 573 – R487 650 per annum Grade 2: R507 198 - R687918 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	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; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication
<u>DUTIES</u>	:	Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed Transfer

Payment Agreement(TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation Accreditation/registration and monitoring of programme specific programmes

ENQUIRIES : Mr T Kwakwini at Tel No:(021) 483 4115
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/544 : **STATE ACCOUNTANT: GOVERNANCE REF NO. DSD 103/2024 (X2 POSTS AVAILABLE),**

SALARY : R376 413 per annum (Level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years Financial environment experience. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management National Treasury Regulations, Provincial Treasury directives / instructions; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government financial Systems; Skills needed: Analytical thinking; Strategic thinking; Budgeting; Communication (written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research..

DUTIES : Execute general internal control services; Ensure proper governance; Render assurance services; Provide fraud and losses management services

ENQUIRIES : Mr DN Arendse at (021) 483 8646
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 45/545 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT), REFNO. DSD 98/2024 R1**

SALARY : R376 413 per annum (Level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising; Analytical and systems thinking; Conceptual and formulation; Computer literacy.

DUTIES : Provide effective office administration and management support services to the Component: Handle general enquiries pertaining to the functioning of the component and manage component correspondences. Maintain and control leave, and asset register for the component; Provide budget support to the component: Assist to compile the budget expenditure for the directorate and complete the IYM; Maintain and assist with implementation of the component's monitoring and evaluation system: Develop and maintain a comprehensive database of networks, service providers.

ENQUIRIES : Ms M Jonkerman at Tel No:(021) 826 6040
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>