



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2020

DATE ISSUED: 24 JULY 2020

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **NATIONAL DEPARTMENT OF PUBLIC WORKS:** Kindly note that the Internship programme for 2020-2022 Ref No12/36 with closing date 16 April 2020 published in Public Service Vacancy Circular 12 of 2020 dated 27 March 2020 the closing date has been extended to 07 August 2020. Applicants who have already applied need not to re-apply, as their applications will still be considered

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)	A	03 - 04
GOVERNMENT PRINTING WORKS	B	05 - 08
HIGHER EDUCATION AND TRAINING	C	09 - 10
HUMAN SETTLEMENTS	D	11 - 12
NATIONAL PROSECUTING AUTHORITY	E	13 - 34
OFFICE OF THE CHIEF JUSTICE	F	35 - 38
OFFICE OF THE PUBLIC SERVICE COMMISSION	G	39 - 40
PUBLIC ENTERPRISES	H	41 - 43

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	I	44 - 49
GAUTENG	J	50 - 72
KWAZULU-NATAL	K	73 - 85
NORTHERN CAPE	L	86 - 91
WESTERN CAPE	M	92 - 97

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers . Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
<u>CLOSING DATE</u>	:	7 August 2020 at 12pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications, and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

<u>POST 18/01</u>	:	<u>RESEARCH ANALYST JOBS FUND REF NO: G005/2020</u> (Term: 36 Months Fixed Term Contract)
<u>SALARY</u>	:	R1, 057.326 – R1, 245.495 per annum (Level 13) (All – inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree (NQF level 7 qualification) or equivalent qualification in Economics, Development Economics or related/relevant field. A postgraduate qualification in Economics, Development Economics will be an advantage. Minimum 6 years' experience working as an Economist with experience in conducting empirical research, using contemporary research methodologies. Must also have experience in high-level analyses of the labour market; economic sectors and financial modelling. Must have preferably published research work. The following further experience will give applicants an advantage: familiarity with and use of the Donor Committee for Enterprise Development Standard (the DCED Standard) in research and experience working with donor funded development programmes.
<u>DUTIES</u>	:	Planning & Conducting Research - Plan for and conduct research and provide strategic inputs on the design of the Jobs Fund funding initiatives. Analyse the portfolio through the review of available data, as well as planning for additional data collection to align with strategic research objectives of the Jobs Fund (JF). Develop metrics for assessing performance trends across job creation models/ sectors in the JF portfolio. Draft Terms of Reference for and manage, research studies to be conducted by external researchers/evaluators. Develop innovative and alternative models of assessing the Fund's value for money (including social innovation) to stakeholders. Distil research findings into concise reports and policy recommendations for dissemination to the JF team and external stakeholders. Aligning Portfolio & Business Strategy - Use research findings to inform the JF's business strategy and design by ensuring alignment between the portfolio and the Fund's investment strategy. Learning & Knowledge Management - Perform rigorous and insightful analysis on the JF portfolio. Work closely with different JF business units in identifying key lessons during and post project implementation; ensuring that relevant and up to date content is available for advocacy purposes. Develop Knowledge Management directories and repositories. Develop a knowledge culture (including promoting open communication, collaboration and knowledge sharing) between business units through methods such as knowledge forums and workshops. Networking -

Identify strategic audiences through stakeholder mapping and develop targeted knowledge material. Ensure a detailed understanding of the current socio-economic and political climate through stakeholder engagement and assessment. Form research partnerships with credible and key players in the market.

DUTIES

: Competencies Required: Project Management - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. General Management - Process of planning, directing, organising and controlling people and resources within a unit or a sub-unit in order to achieve organisational goals. Economics and/or Finance - Science that studies the allocation of resources to satisfy unlimited wants for capital. Database management - Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes. Computer Literacy - Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (SPSS, STATA, Advanced Excel and MSOffice general). Problem Solving and Analysis - Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Information Seeking & Sharing - Driven by an underlying desire to know more about things, people or issues, beyond that required in the job. This competency may include searching extensively for exact information, solving problems by asking a series of questions, or stockpiling information that may be of future use. Client Orientation - Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients

ENQUIRIES

: Kaizer MalakoaneTel No: (012) 315 5442

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.

MANAGEMENT ECHELON

<u>POST 18/02</u>	:	<u>GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: GPW20/15</u> Re-Advertisement, Candidates Who Previously Applied and Are Still Interested Are Required To Apply
<u>SALARY</u>	:	R1 521 591 per annum, (Level 15) (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>	:	Pretoria An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA, 6 to 10 years' extensive experience in the management of operations and production functions, 8 to 10 years' extensive experience at a senior management level, In-depth knowledge of printing / manufacturing / business operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for supporting the Chief Executive Officer (Accounting Officer), Provide strategic direction and ensure the strategic positioning of the Branch Operations and Production. Ensure execution of core functions: Research and Development, management of security and non-security printing, production planning management and equipment maintenance); Ensure innovation and implementation on performance optimisation within the unit, Ensure management of the manufacturing of all goods produced by the organisation. , Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JJ Rossouw Tel No: (012) 748- 6265 Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
<u>FOR ATTENTION NOTE</u>	:	Mr JJ Rossouw Tel No: (012) 748- 6265 Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. 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. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic

managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Note: Women and Persons with Disabilities are encouraged to apply. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

<u>CLOSING DATE</u>	:	7 August 2020, 12 Noon.
<u>POST 18/03</u>	:	<u>GENERAL MANAGER: FINANCIAL SERVICES REF NO: GPW 20/16</u> Re-Advertisement, Candidates Who Previously Applied and Are Still Interested Are Required To Apply)
<u>SALARY</u>	:	R1 521 591 per annum, (Level 15) (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>	:	Pretoria A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas with extensive relevant experience in financial management and supply chain management, Eight (8) - ten (10) years' experience at a senior management level of which at least (5) – five years should be in a financial environment, Proven experience of implementing internal systems, budgeting and controls for sound financial management, Excellent knowledge and understanding of the PFMA and Treasury Regulations, In-depth knowledge of Commercial/Manufacturing Financial Systems, GAAP, IFRS, Understanding of Good Corporate Governance principles (King III), Knowledge of Protection of Information Act and BBEE Act, Knowledge and understanding of Supply Chain Management, Strong financial background. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for supporting the Chief Executive Officer (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations, It will be expected of the incumbent to manage the financial- and supply chain management functions of the Government Component and to ensure sound financial management in the Government Component, Establish and maintain appropriate systems (analytical tools, information systems and costing models) and policies to ensure effective and efficient management of resources. Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective; Ensure the effective, efficient, economical and transparent use of the resources of the Government Component; Take effective and appropriate steps to collect money for services rendered, prevent unauthorised, irregular and fruitless and wasteful expenditure; Ensure proper management of movable and immovable assets and the liabilities of the Government Component, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure innovation and implementation on performance optimisation within the branch, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to financial policies, legislations and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JJ Rossouw Tel No: (012) 748- 6265 Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Mr JJ Rossouw Tel No: (012) 748- 6265

NOTE

: Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. 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. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Note: Women and Persons with Disabilities are encouraged to apply. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

CLOSING DATE

: 7 August 2020, 12 Noon.

POST 18/04

: **CLEANER SUPERVISOR REF NO: GPW20/13**

SALARY

: R145 281 per annum (Level 4)

CENTRE

: Pretoria based offices: Bosman (X 1 Post) and Visage Street (X 1 Post)

REQUIREMENTS

: Grade 10 or equivalent qualification (NQF Level 2) plus 2 years appropriate experience in cleaning environment Good interpersonal skills.

DUTIES:

: Oversee cleaning services of offices, corridors, kitchens and restrooms Managing and ensuring the maintenance of cleaning materials and equipments Make a requisition and issue cleaning materials Perform administrative and related function Provide guidance to cleaners Develop and update the cleaning roster.

ENQUIRIES

: Mr E Chibasa Tel No: (012) 748-6165

APPLICATIONS

: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001 OR cleanersrecruit@gpw.gov.za

FOR ATTENTION

: Ms M Mbokane, Human Resources, Tel No: (012) 748 6296.

NOTE

: Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. 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. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment

tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months.

<u>CLOSING DATE</u>	:	07 August 2020, 12:00 noon.
<u>POST 18/05</u>	:	<u>CLEANER REF NO: GPW20/14</u>
<u>SALARY</u>	:	R102 534 per annum (Level 2)
<u>CENTRE</u>	:	Pretoria based offices: Bosman and Visage Street (X 18 posts) Stationery Store: Zandfontein (X 2 posts)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification (NQF Level 2) plus appropriate experience in cleaning environment Good interpersonal skills Knowledge on usage of cleaning material and equipment will be an added advantage.
<u>DUTIES</u>	:	Responsible for general cleaning duties such as: Cleaning offices, kitchens, entrances, passages and restrooms Washing windows Performing any task of routine nature as maybe directed by the supervisor.roster.
<u>ENQUIRIES</u>	:	Mr E Chibasa Tel No: (012) 748-6165
<u>APPLICATIONS</u>	:	All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001 OR cleanersrecruit@gpw.gov.za
<u>FOR ATTENTION</u>	:	Ms M Mbokane, Human Resources, Tel No: (012) 748 6296.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. 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. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months.
<u>CLOSING DATE</u>	:	07 August 2020, 12:00 noon.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

*Elangeni Technical Vocation Education and Free State Community Education and Training College**Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.*

OTHER POSTS

<u>POST 18/06</u>	:	<u>FINANCE- REF NO: HRM 22/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 9) (The successful candidate will be Required to sign a performance agreement)
<u>CENTRE</u>	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. Recognized and relevant tertiary qualification (REQV13) in Financial Accounting or Financial Management or Cost & Management Accounting. 3-5 years' functional work experience in an overall financial management and reporting role, of which three years on SL 8 at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of Pastel accounting software package. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers' License. Experience in the public sector will be an advantage. Knowledge: Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management Act (PFMA), Legislative, Creative Report writing. Knowledge of BAS and PERSAL will be added advantage.
<u>DUTIES</u>	:	Responsible for assisting in management, design and maintenance of a credible financial system. Responsible for making sure that the College has a financial system that produces reports that are accurate and reliable to produce a confident audit trail. Responsible for overseeing all financial registers, reports and systems to make sure timely and efficient extraction of customised and standard financial reports. Responsible for ensuring compliance with legislation relevant to public TVET College, thereby making sure all internal audits are clear of negative findings as well as an unqualified external opinion. Responsible for assisting in the management of the college cash flow via quarterly, monthly and annual reports. Responsible for ensuring that the College is liquid 24/7. Responsible for managing the collection as well as recording of revenue, expenditure and debt management for the College. Responsible for assisting in producing the College yearly financial statements by ensuring acceptance of the trial balance and the yearly financial statement of the College financial position by the external auditors. Responsible for ensuring timely processing as well as payments of supplier invoices. Responsible for managing the College's Finance unit. To assist Deputy Principal Finance with any activity he might require. Work with the CFO in aligning the college strategic goals with the budget. Ensure accurate monthly reconciliations of Creditors Accounts Statements against the Accounts Payable Manage Age Analysis. Attend to matters relating to internal and external auditors. Manage integrated budget planning and expenditure.
<u>ENQUIRIES</u>	:	Ms. L Nkosi Tel No: (031) 492 4363
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: recruitment@elangeni.edu.za (Emails strictly Mon- Fri : 7:30 – 16:00 only)
<u>NOTE</u>	:	Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and / or unsigned application will be not considered. Applications must all in case be accompanied by a recently updated comprehensive Curriculum Vitae and Copies of Qualifications, Identify Document, and Driver's License. We do accept uncertified documents due to the COVID-19 pandemic. The specific reference number of the post applied for must be quoted. We encourage people with disabilities to apply. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
<u>CLOSING DATE</u>	:	7 August 2020

<u>POST 18/07</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FREE STATE CET COLLEGE REF NO: FS CET01/07/2020</u>
<u>SALARY</u>	:	R316 791 per annum (Level8)
<u>CENTRE</u>	:	Free State Cet College (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Administration and 3 years relevant work experience. A valid driver's license. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. A sound knowledge of computer applications, including MS Word, M S Excel, MS Access, MS PowerPoint and MS Outlook is required. Knowledge of PERSAL will be an added advantage. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position. Must be willing to travel.
<u>DUTIES</u>	:	The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Management of College Quarterly and Annual Surveys, Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.
<u>ENQUIRIES</u>	:	Ms M Sesing Tel No: (051) 250 4000
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting The Reference Number To: The Principal, Free State Community Education and Training College, Hand Deliver To: Spitskop Building, 86 Kellner Street, Westdene, Bloemfontein, 9300, Reception Area.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short- listed applicant. Interviewed candidates will be subjected to a competency assessment necessary.
<u>CLOSING DATE</u>	:	07 August 2020, applications received after the closing date or faxed applications will not be considered.

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Applications can be forwarded to Noelien.Nortman@dhs.gov.za , Jimmy.Sebola@dhs.gov.za and Lawrence.Manyama@dhs.gov.za
<u>FOR ATTENTION</u>	:	Ms N Nortman
<u>CLOSING DATE</u>	:	14 August at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1 st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

<u>POST 18/08</u>	:	<u>DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOHS/04/2020</u> Branch: Corporate Services Chief Directorate: Corporate Support Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257. per annum (Level 11) (all-inclusive salary package). Pretoria The Applicant must be in possession of a Matric/Grade 12. Must have and Undergraduate Diploma/ Degree in Environmental Health, Safety Management, any other relevant qualification in Occupational Health and Safety or an equivalent NQF level 6/7 qualification as recognized by SAQA .Possession of SAMTRAC, Occupational Health and Safety Auditors certificate, Environmental Management certificate, Occupational Health and Safety Risk Assessment and Hazard Identification and Response certificates will be an added advantage. Minimum of three (3) years Occupational Health and Safety experience, of which two of them should be at entry level managerial level (Assistant Director Level or equivalent). Must be registered with at least one of the OHS related professional associations. Skills, Knowledge and Competencies: Sound knowledge of Occupational Health, Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Disaster Management Act, National Environmental Management Act, Energy Efficiency Strategy of the Republic of South Africa, National Building Regulations and other related legislation. Working knowledge of OHSAS 18001, ISO 14001, ISO 90001 Guidelines and related SANS codes. Negotiation and Conflict Management Skills. Strong leadership with strategic capabilities. Good written and verbal communication. Presentation and facilitation skills. Co-ordination and organizational with financial management skills. Basic research skills.
<u>DUTIES</u>	:	Develop and ensure implementation of the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Administer the implementation of the ISO Assessment Series Certification processes, which include OHSAS 18001.

Administer the implementation of Energy Efficiency Strategy of South Africa. Ensure availability of Occupational Health and Safety equipment and maintenance thereof. Develop and put in place plans to deal with natural perils and disasters i.e. Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills. Identify SHE hazards and risks trends within the department and provide mitigation measures. Conduct continuous aspect and impact analysis with a view to pro-active risk management, Injury on Duty and First Aid. Draw up specifications and ensure compliance by contractors in respect of safety matters. Provide necessary training to management and to OHS personnel. Provide advice and guidance to managers in respect of safety matters. Ensure organizational awareness, capacity and create a culture of commitment to health and safety in the workplace.

ENQUIRIES
NOTE

: Mr J Sebola Tel No: (012) 444-9114
: Male candidates and people with disabilities are encouraged to apply

POST 18/09

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DOHS/05/2020**
Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Facilities Management

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (Level 9)
: Pretoria
: Candidates should be in possession of a Matric/Grade 12 and an appropriate Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Property Management or Public Administration or any other relevant qualification. The candidate must have at least with 3-5 years relevant experience at Officer/ Practitioner level in property and facilities management. Candidates must have in-depth understanding of legislative and policy prescripts governing property and facilities management. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of Public Works Property legislative framework, strategic capabilities and leadership, Programme and Project Management, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, Service Delivery Innovation and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

DUTIES

: Coordinate the acquisition of office space and accommodation. Coordinate maintenance in the Department. Coordinate the procurement of parking of the Department. Manage the provision of cleaning services. Manage, Telecommunications, Switch-Board, Reception, boardroom and Reproduction Services.

ENQUIRIES
NOTE

: Ms E Motsepe Tel No: (012) 444-9113
: Male candidates and people with disabilities are encouraged to apply

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 11 August 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver's license will be a requirement where applicable. (Attach proof of drivers license). NB! Applicants who are successful must please note that the npa is not in a position to pay resettlement costs
- ERRATUM:** Kindly note that the post of Regional Court Prosecutor with Ref No: Recruit 2020/88 and Deputy Director of Public Prosecutions with Ref No: Recruit 2020/77 with closing date 30 March 2020 advertised in Public Service Vacancy Circular 37 dated 13 March 2020 has been withdrawn.

OTHER POSTS

- POST 18/10** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY CENTRE** : R983 019 - R 1 536 567. per annum (Total Cost Package) (Level CM-1)
: CPP: Ntuzuma - Recruit 2020/112 (02 Posts)
: CPP: Modimolle (Groblersdal) - Recruit 2020/113
: CPP: Johannesburg - Recruit 2020/114 (02 Post)
: CPP: Bloemfontein (Botshabelo) - Recruit 2020/115
: (Thaba Nchu) - Recruit 2020/116
: CPP: Mthatha - Recruit 2020/117 (Re-Advert)
: CPP: Pretoria - Recruit 2020/223 (05 Posts)
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084
: CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285

	CPP: Johannesburg Nora Malahlela Tel No: (011) 220 4274
	CPP: Bloemfontein (Botshabelo); (Thaba Nchu) Lemmer Ludwick Tel No: (051) 410 6001
	CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
	CPP: Pretoria C Mutshinyalo Tel No: (012) 351 6760
<u>APPLICATIONS</u>	CPP: Ntuzuma e mail Recruit2020112@npa.gov.za
	CPP: Modimolle (Groblersdal) e mail Recruit2020113@npa.gov.za
	CPP: Johannesburg e mail Recruit2020114@npa.gov.za
	CPP: Bloemfontein (Botshabelo) e mail Recruit2020115@npa.gov.za
	(Thaba Nchu) e mail Recruit2020116@npa.gov.za
	CPP: Mthatha e mail Recruit2020117@npa.gov.za
	CPP: Pretoria Recruit2020223@npa.gov.za
<u>POST 18/11</u>	<u>SENIOR PUBLIC PROSECUTOR (TUTOR) RECRUIT 2020/118</u>
	National Prosecutions Service
<u>SALARY</u>	R983 019 - R 1 536 567 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	CPP: Port Elizabeth
<u>REQUIREMENTS</u>	A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	e mail Recruit2020118@npa.gov.za
<u>POST 18/12</u>	<u>SENIOR STATE ADVOCATE</u>
	Specialised Commercial Crime Unit
<u>SALARY</u>	R983 019.- R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	Cape Town - Recruit 2020/119
	Port Elizabeth - Recruit 2020/312
<u>REQUIREMENTS</u>	A recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	Cape Town Janice September Tel No: (021) 944 6700
	Port Elizabeth Nosiseko Mbaleka Tel No: (012) 842 1465
<u>APPLICATIONS</u>	Cape Town e mail Recruit2020119@npa.gov.za ;
	Port Elizabeth Recruit2020312@npa.gov.za

<u>POST 18/13</u>	:	<u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R983 019 - R 1 536 567. per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Port Elizabeth (East London) (Re-Advert) (Recruit 2020/120)
<u>REQUIREMENTS</u>	:	Recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Anthony Bean Tel No: (046) 602 3041
<u>APPLICATIONS</u>	:	e mail Recruit2020120@npa.gov.za
<u>POST 18/14</u>	:	<u>SENIOR STATE ADVOCATE</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R983 019 - R1 536 567. per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Cape Town (George) - Recruit 2020/121 (Bredasdorp) - Recruit 2020/122 Polokwane - Recruit 2020/123 (Re-Advert) Pretoria - Recruit 2020/124 (Re-Advert) Durban - Recruit 2020/125 Mmabatho - Recruit 2020/126) (Re-Advert) (02 Posts) Johannesburg - Recruit 2020/127 Kimberley - Recruit 2020/128 Nelspruit (Middelburg) Recruit 2020/129 East London (Mthatha) Recruit 2020/130
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.
<u>DUTIES</u>	:	Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court Training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel. No: (012) 845 6638
<u>APPLICATIONS</u>	:	Cape Town (George) e mail Recruit2020121@npa.gov.za Bredasdorp e mail Recruit2020122@npa.gov.za Polokwane e mail Recruit2020123@npa.gov.za Pretoria e mail Recruit2020124@npa.gov.za Durban e mail Recruit2020125@npa.gov.za Mmabatho e mail Recruit2020126@npa.gov.za Johannesburg e mail Recruit2020127@npa.gov.za Kimberley e mail Recruit2020128@npa.gov.za Nelspruit (Middelburg) e mail Recruit2020129@npa.gov.za East London (Mthatha) Recruit2020130@npa.gov.za

<u>POST 18/15</u>	:	<u>SENIOR STATE ADVOCATE (OCC) RECRUIT 2020/131</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567.per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Grahamstown (Organised Crime-Port Elizabeth)
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Experience or knowledge in POCA Legislation.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts 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. Guide project investigations.
<u>ENQUIRIES</u>	:	Anthony Bean Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit2020131@npa.gov.za
<u>POST 18/16</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2020/313</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts 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. Guide project investigations.
<u>ENQUIRIES</u>	:	Nomfuneko Ntpane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit2020313@npa.gov.za
<u>POST 18/17</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2020/132 (05 POST)</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DDPP: Bhisho
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts 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.
<u>ENQUIRIES</u>	:	Talita Raga Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail Recruit2020132@npa.gov.za
<u>POST 18/18</u>	:	<u>STATE ADVOCATE (ATTORNEY)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R763 21. - R1 266 156 per annum (Total cost package) (LP-7 to LP-8)
<u>CENTRE</u>	:	Polokwane - Recruit 2020/133 (Thohoyandou) - Recruit 2020/134 Bloemfontein - Recruit 2020/135 Kimberley - Recruit 2020/310
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is

recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.

DUTIES : 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.

ENQUIRIES : Lindie Swanepoel Tel.No: (012) 845 6638
APPLICATIONS : Polokwane e-mail: Recruit2020133@npa.gov.za
 Thohoyandou)e-mail: Recruit2020134@npa.gov.za
 Bloemfontein e-mail: Recruit2020135@npa.gov.za
 Kimberley Recruit2020310@npa.gov.za

POST 18/19 : **STATE ADVOCATE**
 Asset Forfeiture Unit

SALARY : R763 212 - R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
CENTRE : Nelspruit - Recruit 2020/136
 Mmabatho - Recruit 2020/137

REQUIREMENTS : A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting and advocacy. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Valid driver's license is recommended. Strong computer skills.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/ confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential. Train prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel.No: (012) 845 6638
APPLICATIONS : Nelspruit e mail Recruit2020136@npa.gov.za
 Mmabatho e mail Recruit2020137@npa.gov.za

POST 18/20 : **STATE ADVOCATE**
 Specialised Commercial Crime Unit

SALARY : R763 212. - R1 266 156. per annum (Total Cost Package) (Level LP- 7 to LP-8)
CENTRE : Cape Town - Recruit 2020/138 (05 Poats)
 Durban - Recruit 2020/139 (02 Posts)

REQUIREMENTS : A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Admission as an Attorney and/or Advocate will be an added advantage. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Valid driver's licence.

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 a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments.

	Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state.
<u>ENQUIRIES</u>	: Cape Town Janice September Tel No: (021) 944 6700; Durban Bongive Mlaba Tel No: (031) 335 6617
<u>APPLICATIONS</u>	: Cape Town e mail Recruit2020138@npa.gov.za Durban e mail Recruit2020139@npa.gov.za
<u>POST 18/21</u>	: <u>HEAD COURT CONTROL PROSECUTOR 3</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R847 047 - R1 384 479. per annum (Total Cost Package) (Level SU-3) : CPP: Empangeni (Mahlabathini) - Recruit 2020/148 : CPP: Bellville (Malmesbury) - Recruit 2020/149
<u>REQUIREMENTS</u>	: A four-year Legal qualification. At least six years' post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid driver's license is recommended.
<u>DUTIES</u>	: 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. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIERS</u>	: CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 : CPP: Bellville Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	: CPP: Empangeni e mail Recruit2020148@npa.gov.za ; : CPP: Bellville e mail Recruit2020149@npa.gov.za
<u>POST 18/22</u>	: <u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R847 047 - R1 384 479. per annum (Total Cost Package) (Level SU-3) : CPP: Welkom - Recruit 2020/150 : CPP: Butterworth - Recruit 2020/151 : CPP: Odi - Recruit 2020/152 : (Bafokeng) - Recruit 2020/153 : CPP: Mmabatho (Vryburg) - Recruit 2020/154
<u>REQUIREMENTS</u>	: A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	: Manage, train and give guidance to and train 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 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 NPA. 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 criminal justice system.
<u>ENQUIRIES</u>	: CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 : CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607 : CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041

<u>APPLICATIONS</u>	:	CPP: Welkom e mail Recruit2020150@npa.gov.za CPP: Butterworth e mail Recruit2020151@npa.gov.za CPP: Odi e mail Recruit2020152@npa.gov.za (Bafokeng) e mail Recruit2020153@npa.gov.za CPP: Mmabatho (Vryburg) e mail Recruit2020154@npa.gov.za
<u>POST 18/23</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 - R1 266 156. per annum (Total Cost Package) (Level LP- 7 to LP-8) DPP: Kimberley - Recruit 2020/140 (02 Post) DPP: Mmabatho - Recruit 2020/141 (02 Post) DPP: Johannesburg - Recruit 2020/142 (10 Post) DPP: Bloemfontein - Recruit 2020/143 DDPP: Durban - Recruit 2020/144 (02 Post) DPP: Pietermaritzburg - Recruit 2020/145(02 Post) DPP: Mthatha - Recruit 2020/146 (02 Post) DPP: Grahamstown - Recruit 2020/314
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Draft charge sheets and other court documents. Prepare cases for court, including the acquisition of additional evidence. 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 heads of arguments and argue cases in the 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	DPP: Kimberley: Nicholas Mogongwa Tel No: (053) 807 4539 DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 DPP: Johannesburg Reuben Palai Tel No: (011) 220 4124 DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DDPP: Durban Sifiso Ntombela Tel No: (031) 334 5084 DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 0602 3000
<u>APPLICATIONS</u>	:	DPP: Kimberley e-mail Recruit2020140@npa.gov.za DPP: Mmabatho e-mail Recruit2020141@npa.gov.za DPP: Johannesburg e-mail Recruit2020142@npa.gov.za DPP: Bloemfontein e mail Recruit2020143@npa.gov.za DDPP: Durban e mail Recruit2020144@npa.gov.za DPP: Pietermaritzburg e mail Recruit2020145@npa.gov.za DPP: Mthatha e-mail Recruit2020146@npa.gov.za DPP: Grahamstown Recruit2020314@npa.gov.za
<u>POST 18/24</u>	:	<u>STATE ADVOCATE (STU) RECRUIT 2020/147</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 - R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8) DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Ability to act independently without supervision and manage court and case flow. General computer literacy and knowledge of programs in MS Word; Excel, Outlook

	and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. A valid drivers' license.
<u>DUTIES</u>	: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Assist SARS in keeping proper records of all the criminal prosecutions and supply them with accurate statistics. Assist Deputy Directors with high profile matters where an increase risk element is present.
<u>ENQUIRIES</u>	: Thabsile Radebe Tel.No: (033) 392 8753
<u>APPLICATIONS</u>	: Nelspruit e-mail Recruit2020147@npa.gov.za
<u>POST 18/25</u>	: <u>DEPUTY DIRECTOR: HR PLANNING AND EQUITY RECRUIT 2020/201</u> HRM & D (HR Transformation)
<u>SALARY</u>	: R733 257 per annum (Level 11) (Total Cost Package) (MMS)
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. Working knowledge of Human Resources Planning within the Public Sector environment. Understanding of the public service generally and Human Resource Practices in particular. Knowledge of the applicable legislation and prescripts in the public service. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.
<u>DUTIES</u>	: Facilitate the process of development and implementation of the Human Resources Plan/Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes.
<u>ENQUIRIES</u>	: GB Dladla Tel No: (012) 845 6533
<u>APPLICATIONS</u>	: e mail Recruit2020201@npa.gov.za
<u>POST 18/26</u>	: <u>HEAD COURT CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	: R510 432 - R1 192 947.00 per annum (Total Cost Package) (Level SU-1 TO SU-2)
<u>CENTRE</u>	: CPP: Empangeni (Inkanyezi) - Recruit 2020/155 CPP: Thohoyandou (Tshilwavhusiku) - Recruit 2020/156 CPP: East London (Stutterheim) - Recruit 2020/311
<u>REQUIREMENTS</u>	: A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.
<u>DUTIES</u>	: Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. 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 in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior 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 system.
<u>ENQUIRIES</u>	: CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285

<u>APPLICATIONS</u>	:	CPP: East London Talita Raga Tel No: (040) 608 6800 CPP: Empangeni (Inkanyezi) e-mail Recruit2020155@npa.gov.za CPP: Thohoyandou (Tshilavhusiku) e-mail Recruit2020156@npa.gov.za CPP: East London (Stutterheim) Recruit2020311@npa.gov.za
<u>POST 18/27</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R510 432 – R1 192 947.per annum (Total Cost Package) (Level LP-5 to LP-6) CPP: Bloemfontein Recruit 2020/157 (04 Posts) (Phuthaditjhaba) - Recruit 2020/158 (Botshabelo) - Recruit 2020/159 CPP: Welkom - Recruit 2020/160 (Sasolburg) - Recruit 2020/161 CPP: Odi (Bafokeng) (Recruit 2020/162 CPP: Mmabatho (Molopo) - Recruit 2020/163 (Taung) - Recruit 2020/164 CPP: Kimberley - Recruit 2020/165 (De-Aar) - Recruit 2020/166 CPP: Witbank (Siyabuswa) (Recruit 2020/167 CPP:Johannesburg - Recruit 2020/168 (03Posts) CPP: West Rand - Recruit 2020/169 (05 Posts) CPP: East Rand - Recruit 2020/170 (08 Posts) CPP: Cape Town - Recruit 2020/171 (Goodwood) - Recruit 2020/172 (17 Posts) CPP: Bellville (Vredenburg) - Recruit 2020/173 CPP: George - Recruit 2020/174 CPP: Wynberg - Recruit 2020/175 (Ceres) - Recruit 2020/176 (Worcester) (Recruit 2020/177 (Paarl) - Recruit 2020/315 CPP: Durban - Recruit 2020/178 (04 Posts) CPP: Ntuzuma - Recruit 2020/180 (Pinetown) - Recruit 2020/179 CPP: Nelspruit (Lydenburg) - Recruit 2020/181 CPP: Vaal Triangle (Vereeniging) - Recruit 2020/182 (Sebokeng) - Recruit 2020/183 CPP: Pretoria - Recruit 2020/184 (17 Posts) CPP: Butterworth - Recruit 2020/185 CPP: Mthatha (Bityi) - Recruit 2020/186 CPP: Queenstown - Recruit 2020/187 (02 Posts)
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Mmabatho & CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Witbank Khensani Liphondo Tel No: (013) 045 0635 CPP: Johannesburg Nora Malahlela Tel No: (011) 220 4274 CPP: West Rand & CPP East Rand Sydwell Namuhuchu Tel No: (011) 220 4005 CPP: Cape Town; CPP: Wynberg; CPP: Bellville & CPP: George Angelene Jansen Tel No: (021) 487 7123 CPP: Pretoria Confidence Mutshinyalo Tel No: (012) 351 6760 CPP: Vaal Triangle Godfrey Ramakuela Tel No: (012) 351 6808 CPP: Durban & CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084 CPP: Nelspruit Gift Chiloane Tel No: (013) 045 0623

<u>APPLICATIONS</u>	CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3000 CPP: Bloemfontein e mail Recruit2020157@npa.gov.za (Phuthaditjhaba) e mail Recruit2020158@npa.gov.za (Botshabelo) e mail Recruit2020159@npa.gov.za CPP: Welkom e mail Recruit2020160@npa.gov.za (Sasolburg) e mail Recruit2020161@npa.gov.za CPP: Odi (Bafokeng) e mail Recruit2020162@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2020163@npa.gov.za (Taung) e mail Recruit2020164@npa.gov.za CPP: Kimberley e mail Recruit2020165@npa.gov.za (De-Aar) e mail Recruit2020166@npa.gov.za CPP: Witbank (Siyabuswa) e mail Recruit2020167@npa.gov.za CPP: Johannesburg e mail Recruit2020168@npa.gov.za CPP: West Rand e mail Recruit2020169@npa.gov.za CPP: East Rand e mail Recruit2020170@npa.gov.za CPP: Cape Town e mail Recruit2020171@npa.gov.za (Goodwood) e mail Recruit2020172@npa.gov.za CPP: Bellville (Vredenburg) e mail Recruit2020173@npa.gov.za CPP: George e mail Recruit2020174@npa.gov.za CPP: Wynberg e mail Recruit2020175@npa.gov.za (Ceres) e mail Recruit2020176@npa.gov.za (Worcester) Recruit2020177@npa.gov.za (Paarl) Recruit2020315@npa.gov.za CPP: Durban e mail Recruit2020178@npa.gov.za (Pinetown) e mail Recruit2020179@npa.gov.za CPP: Ntuzuma Recruit2020180@npa.gov.za CPP: Nelspruit (Lydenburg) Recruit2020181@npa.gov.za CPP: Vaal Triangle (Vereeniging) e mail Recruit2020182@npa.gov.za (Sebokeng) e mail Recruit2020183@npa.gov.za CPP: Pretoria e mail Recruit2020184@npa.gov.za CPP: Butterworth e mail Recruit2020185@npa.gov.za CPP: Mthatha (Bityi) Recruit2020186@npa.gov.za CPP: Queenstown e mail Recruit2020187@npa.gov.za
<u>POST 18/28</u>	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	R510 432 - R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2) CPP: Bloemfontein (Botshabelo) - Recruit 2020/188 CPP: Cape Town - Recruit 2020/189 (02 Posts) CPP: Modimolle (Phalala) - Recruit 2020/190 CPP: Mitchells Plain (Khayelitsha) - Recruit 2020/191 CPP: Uppington - Recruit 2020/192 CPP: Ntuzuma - Recruit 2020/193 CPP: Pretoria - Recruit 2020/194 CPP: Mthatha (Mt Frere) - Recruit 2020/195 (Bityi) - Recruit 2020/196 CPP: Butterworth (Sterkspruit) Recruit 2020/197 CPP: Johannesburg - Recruit 2020/198 (14 Post) CPP: Odi (Ga-Rankuwa) - Recruit 2020/199 CPP: Mmabatho (Molopo) - Recruit 2020/200 CPP: Kimberley (Recruit 2020/316)
<u>REQUIREMENTS</u>	A recognized four-year legal qualification. At least four years post qualification legal experience. 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 the 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.

ENQUIRIES

: CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Cape Town; CPP: Mitchells Plain Angelene Jansen Tel No: (021) 487 7123
 CPP: Upington & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
 CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084
 CPP: Pretoria Lena Tlase Tel No: (012) 351 6806
 CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
 CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607
 DPP: Johannesburg Reuben Palai Tel No: (011) 220 4124

APPLICATIONS

: CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Bloemfontein (Botshabelo) e mail Recruit2020188@npa.gov.za
 CPP: Cape Town e mail Recruit2020189@npa.gov.za
 CPP: Modimolle (Phalala) e mail Recruit2020190@npa.gov.za
 CPP: Mitchells Plain (Khayelitsha) e mail Recruit2020191@npa.gov.za
 CPP: Upington e mail Recruit2020192@npa.gov.za
 CPP: Ntuzuma Recruit2020193@npa.gov.za
 CPP: Pretoria e mail Recruit2020194@npa.gov.za
 CPP: Mthatha (Mt Frere) e mail Recruit2020195@npa.gov.za
 (Bityi) e mail Recruit2020196@npa.gov.za
 CPP: Butterworth (Sterkspruit) e mail Recruit2020197@npa.gov.za
 CPP: Johannesburg Recruit2020198@npa.gov.za
 CPP: Odi (Ga-Rankuwa) e mail Recruit2020199@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit2020200@npa.gov.za
 CPP: Kimberley Recruit2020316@npa.gov.za

POST 18/29

: **ASSISTANT DIRECTOR: LABOUR RELATIONS**
 (Re-Advert)
 HRM & D (Labour Relations)

SALARY
CENTRE

: R470 040. per annum (Level 10) (excluding benefits)
 : Cape Town - Recruit 2020/202
 : Durban - Recruit 2020/203

REQUIREMENTS

: An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.

DUTIES

: Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES

APPLICATIONS

: Ronnie Pather Tel.No: (012) 845 6186
 : Cape Town e mail Recruit2020202@npa.gov.za
 : Durban e mail Recruit2020203@npa.gov.za

POST 18/30

: **ASSISTANT DIRECTOR: DIVERSITY AND GENDER MANAGEMENT RECRUIT 2020/283**
 HRM & D (HR Transformation)

SALARY
CENTRE

: R376 596. per annum (Level 9) (Excluding Benefits)
 : Pretoria

REQUIREMENTS

: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum five years' working experience in human resources of which minimum of two years must be specific experience in the management or coordination of Diversity Management Programmes (Gender, Disability, Transformation, etc). Understanding of the public service generally and

		Human Resource Practices in particular. Knowledge of the applicable legislation and prescripts in the Public Service. Research, presentation and facilitation skills. Good report writing, basic management and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate the implementation of Gender Mainstreaming Programme. Forge relationship with relevant stakeholders for the effective integration of Gender and Disability into mainstream programmes in the organisation. Develop and maintain institutional diversity policies. Coordinate the implementation of disability programmes. Advice management on applicable legislation and monitor adherence to the employment policies and procedures. Facilitate/coordinate awareness sessions on Diversity Management Programme. Promote advocacy on Gender, Disability and all Diversity Programmes in the workplace. Manage reporting on all Diversity Management related programmes.
<u>ENQUIRIES</u>	:	GB Dladla Tel No: (012) 845 6533
<u>APPLICATIONS</u>	:	e mail Recruit2020283@npa.gov.za
<u>POST 18/31</u>	:	<u>ICT ADMINISTRATOR RECRUIT 2020/284</u> National Prosecutions Service
<u>SALARY</u>	:	R376 596 per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2020284@npa.gov.za
<u>POST 18/32</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL RECRUIT 2020/285</u> Financial Management: internal Control
<u>SALARY</u>	:	R376 596. per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Financial Management, Accounting, Auditing or equivalent. A minimum of three years relevant working experience in accounting field. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Principles (GAAP), Generally Recognised Accounting Practices (GRAP), Division of Revenue Act, Loss control functions and internal control activities. Working knowledge of BAS, LOGIS and PERSAL. Generic Competencies: Planning and organizing, reliable, tolerant, determined, people management and empowerment communication (verbal and written). Able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Valid driver's license.
<u>DUTIES</u>	:	The incumbent will perform the following duties: Monitor performance of internal control activities in compliance with the relevant legislation, policies, regulations, frameworks, standards, guidelines, departmental policies and procedures. Conduct interim

investigation into Irregular Expenditure, Fruitless and Wasteful Expenditure, Theft and Loss of NPA assets. Draft and submit reports in terms of Irregular Expenditure, Fruitless and Wasteful Expenditure, Theft and losses. Present cases to the Expenditure Control Committee (ECC) and the Loss Control Committee (LCC). Ensure the provision of secretariat function to the ECC and LCC. Prepare/review condonation requests to Head of Administration and the National Treasury. Prepare monthly reports on Irregular Expenditure, Fruitless and wasteful expenditure for reporting to the National Treasury. Ensure the maintenance and updating of registers relating to Irregular, Fruitless and Wasteful Expenditure, Theft and Losses. Manage/review compliance check on processed payment batches. Monitor the implementation of action plans and prepare the necessary reports for internal and external audit. Report on the effectiveness internal control systems and make recommendations for improvements. Manage and conduct awareness sessions for Irregular, Fruitless and Wasteful Expenditure as well as Theft and losses.

ENQUIRIES : Mashane Sebesebe Tel No: (012) 845 6595
APPLICATIONS : e mail Recruit2020285@npa.gov.za

POST 18/33 : **ASSISTANT DIRECTOR: HR**
National Prosecutions Service

SALARY : R376 596. per annum (Level 9) (Excluding Benefits)
CENTRE : DPP: Cape Town - Recruit 2020/286 (Re-Advert)
DPP: Grahamstown - Recruit 2020/287

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience as an HR generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel and Outlook.

DUTIES : Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

ENQUIRIES : DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123
DPP: Grahamstown Mzikayise Toni Tel No: (046) 602 3000
APPLICATIONS : DPP: Cape Town e mail: Recruit2020286@npa.gov.za
DPP: Grahamstown e mail Recruit2020287@npa.gov.za

POST 18/34 : **ENFORCEMENT OFFICER**
Asset Forfeiture Unit

SALARY : R376 596. per annum (Level 9) (Excluding Benefits)
CENTRE : Polokwane - Recruit 2020/288
East London - Recruit 2020/289
Mmabatho (Recruit 2020/290)
Nelspruit - Recruit 2020/291

REQUIREMENTS : An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant working experience. Good interpersonal, analytical, presentation and communication skills. The ability to work independently. Strong computer skills is required such as MS Word, Excel, Outlook and PowerPoint. Willing to work extended hours. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Problem solving and decision making skills. Planning and prioritizing skills.

DUTIES : Enforcement Orders. Account reconciliation and disposal of assets. Stakeholder relations. Curator, Master's office and CARU relationships. Case strategy and curator monitoring. Asset management. Inventory of assets according to curator reports. Maintaining of

		inventory register. Determine discrepancies and queries thereof. Compile reports. Performance information and report on business improvement. Statistical support. Provisions and contingent liabilities. Continuous business improvement.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel. No: (012) 845 6638
<u>APPLICATIONS</u>	:	Polokwane e mail Recruit2020288@npa.gov.za
		East London e mail Recruit2020289@npa.gov.za
		Mmabatho e mail Recruit2020290@npa.gov.za
		Nelspruit e mail Recruit2020291@npa.gov.za
<u>POST 18/35</u>	:	<u>DISTRICT COURT PROSECUTOR</u>
		National Prosecutions Service
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<u>CENTRE</u>	:	CPP: Bloemfontein - Recruit 2020/204 (09 Posts)
		(Harrismith) - Recruit 2020/206
		(Ficksburg) - Recruit 2020/207
		CPP: Welkom - Recruit 2020/208
		(Bethlehem - Recruit 2020/209 (03 Posts)
		(Reitz) - Recruit 2020/211
		(Parys) - Recruit 2020/216
		(Bothaville) - Recruit 2020/217
		(Kroonstad) (Recruit 2020/218);
		CPP: Port Elizabeth - Recruit 2020/219 (02 Posts)
		(Uitenhage) - (Recruit 2020/220 (02 Posts)
		(Grahamstown) - Recruit2020/221
		(Port Alfred) - Recruit 2020/222
		CPP: Queenstown - Recruit 2020/224
		(Maclear) - Recruit 2020/225
		(Cradock) - Recruit 2020/226
		(Burgersdorp) - Recruit 2020/227
		CPP: Cape Town - Recruit 2020/228
		(Goodwood) - Recruit 2020/229
		CPP: George (Beaufort West) - Recruit 2020/230
		(Prince Albert) - Recruit 2020/231 (02 Posts)
		(Swellendam) - Recruit 2020/232
		CPP: Modimolle (Sekhukhune) - Recruit 2020/233
		(Groblersdal) - Recruit 2020/234
		(Nebo) - Recruit 2020/235
		(Lephalale) Recruit 2020/236 -
		CPP: Polokwane (Phalaborwa) - Recruit 2020/237
		Kgapane) - Recruit 2020/238
		CPP: Thohoyandou (Giyani) - Recruit 2020/239
		(Waterval) - Recruit 2020/240
		(Tshitale) - Recruit 2020/241
		CPP: Port Shepstone - Recruit 2020/242 (04 Posts)
		CPP: Empangeni (Mahlabathini) - Recruit 2020/243
		CPP: Durban - Recruit 2020/244
		CPP: Ntuzuma - Recruit 2020/245 (02 Posts)
		(Stanger) - Recruit 2020/246
		(Verulam) - Recruit 2020/247
		CPP: Vaal Triangle - Sebokeng) (Recruit 2020/248
		(Oberholzer) - Recruit 2020/249
		(Springs) - Recruit 2020/250
		(Nigel) - Recruit 2020/251
		(Heidelberg) - Recruit 2020/252
		(Benoni) - Recruit 2020/253
		CPP: Pretoria Recruit 2020/254 (06 Posts)
		CPP: East Rand Recruit 2020/255 (10 Posts)
		CPP: Mthatha (Mt Frere) - Recruit 2020/256 (02 Posts)
		(Mqanduli) - Recruit 2020/257
		(Bityi) - Recruit 2020/258
		(Qumbu) - Recruit 2020/259
		(Elliotdale) - Recruit 2020/260
		(Flagstaff) - Recruit 2020/261
		(Libode) - Recruit 2020/262

(Mt Ayliff) - Recruit 2020/263
 (Ngeleni) - Recruit 2020/317
 CPP: Klerksdorp - Recruit 2020/264 (02 Posts)
 (Potchefstroom) - Recruit 2020/265
 CPP: Odi (Ga-Rankuwa) - Recruit 2020/266
 CPP: Mmabatho (Molopo) - Recruit 2020/267
 CPP: Wynberg - Recruit 2020/268 (09 Posts)
 (Montagu) - Recruit 2020/269 (02 Posts)
 (Paarl) - Recruit 2020/270
 CPP: Pietermaritzburg Recruit 2020/27 (04 Posts)

REQUIREMENTS : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : CPP: Klerksdorp & CPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9041
 CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 6001
 CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3050
 CPP: Cape Town; CPP: Wynberg & CPP: George Angelene Jansen Tel No: (021) 487 7123
 CPP: Modimolle; CPP: Polokwane & CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285
 CPP: Durban; CPP: Ntuzuma; CPP: Empangeni & CPP: Port Shepstone Sifiso Ntombela Tel No: (031) 334 5084
 CPP: East Rand Sydwell Namuhuchu Tel No: (011) 220 4005
 CPP: Vaal Triangle Bongane Msimanga Tel No: (012) 351 6860
 CPP: Pretoria Tumisang Basiretsi Tel No: (012) 351 6821
 CPP: Klerksdorp; CPP: Odi & CPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9041
 CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS : CPP: Bloemfontein e mail Recruit2020204@npa.gov.za
 (Harrismith) e mail Recruit2020206@npa.gov.za
 (Ficksburg) e mail Recruit2020207@npa.gov.za
 CPP: Welkom e mail Recruit2020208@npa.gov.za
 (Bethlehem) e mail Recruit2020209@npa.gov.za
 (Reitz) e mail Recruit2020211@npa.gov.za
 (Parys) e mail Recruit2020216@npa.gov.za
 (Bothaville) e mail Recruit2020217@npa.gov.za
 (Kroonstad) e mail Recruit2020218@npa.gov.za
 CPP: Port Elizabeth e mail Recruit2020219@npa.gov.za
 (Uitenhage) e mail Recruit2020220@npa.gov.za
 (Grahamstown) e mail Recruit2020221@npa.gov.za
 (Port Alfred) e mail Recruit2020222@npa.gov.za
 CPP: Queenstown e mail Recruit2020224@npa.gov.za
 (Maclear) e mail Recruit2020225@npa.gov.za
 (Cradock) e mail Recruit2020226@npa.gov.za
 (Burgersdorp) e mail Recruit2020227@npa.gov.za
 CPP: Cape Town e mail Recruit2020228@npa.gov.za
 (Goodwood) e mail Recruit2020229@npa.gov.za
 CPP: George (Beaufort West) e mail Recruit2020230@npa.gov.za
 (Prince Albert) e mail Recruit2020231@npa.gov.za
 (Swellendam) e mail Recruit2020232@npa.gov.za
 CPP: Modimolle (Sekhukhune) e mail Recruit2020233@npa.gov.za
 (Groblersdal) e mail Recruit2020234@npa.gov.za
 (Nebo) e mail Recruit2020235@npa.gov.za
 (Lephalale) e mail Recruit2020236@npa.gov.za
 CPP: Polokwane (Phalaborwa) e mail Recruit2020237@npa.gov.za
 (Kgapane) e mail Recruit2020238@npa.gov.za
 CPP: Thohoyandou (Giyani) e mail Recruit2020239@npa.gov.za
 (Waterval) e mail Recruit2020240@npa.gov.za
 (Tshitale) e mail Recruit2020241@npa.gov.za
 CPP: Port Shepstone e mail Recruit2020242@npa.gov.za
 CPP: Empangeni (Mahlabathini) e mail Recruit2020243@npa.gov.za

CPP: Durban e mail Recruit2020244@npa.gov.za
 CPP: Ntuzuma e mail Recruit2020245@npa.gov.za
 (Stanger) e mail Recruit2020246@npa.gov.za
 (Verulam) e mail Recruit2020247@npa.gov.za
 CPP: Vaal Triangle (Sebokeng) e mail Recruit2020248@npa.gov.za
 (Oberholzer) e mail Recruit2020249@npa.gov.za
 (Springs) e mail Recruit2020250@npa.gov.za
 (Nigel) e mail Recruit2020251@npa.gov.za
 (Heidelberg) e mail Recruit2020252@npa.gov.za
 (Benoni) e mail Recruit2020253@npa.gov.za
 CPP: Pretoria e mail Recruit2020254@npa.gov.za
 CPP: East Rand e mail Recruit2020255@npa.gov.za
 CPP: Mthatha (Mt Frere) e mail Recruit2020256@npa.gov.za
 (Mqanduli) e mail Recruit2020257@npa.gov.za
 (Bityi) e mail Recruit2020258@npa.gov.za
 (Qumbu) e mail Recruit2020259@npa.gov.za
 (Elliotdale) e mail Recruit2020260@npa.gov.za
 (Flagstaff) e mail Recruit2020261@npa.gov.za
 (Libode) e mail Recruit2020262@npa.gov.za
 (Mt Ayliff) e mail Recruit2020263@npa.gov.za
 (Ngeleni) Recruit2020317@npa.gov.za
 CPP: Klerksdorp e mail Recruit2020264@npa.gov.za
 (Potchefstroom) e mail Recruit2020265@npa.gov.za
 CPP: Odi (Ga-Rankuwa) e mail Recruit2020266@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit2020267@npa.gov.za
 CPP: Wynberg e mail Recruit2020268@npa.gov.za
 (Montagu) e mail Recruit2020269@npa.gov.za
 (Paarl) e mail Recruit2020270@npa.gov.za
 CPP: Pietermaritzburg e mail Recruit2020271@npa.gov.za
 NB: Relevant Service Certificates Must Accompany The Application.

NOTE

POST 18/36

DISTRICT COURT PROSECUTOR (ONE MAN STATION)
 National Prosecutions Service

SALARY CENTRE

R301 452 - R 847 047.00 per annum (Total Cost Package) (Level LP-3 to LP-4)
 CPP: Bloemfontein (Tseki) - Recruit 2020/272
 (Koffiefontein) (Recruit 2020/273
 (Excelsior) - Recruit 2020/274
 (Edenburg) - Recruit 2020/275
 (Brandfort) - Recruit 2020/276
 (Petrusburg) - Recruit 2020/277 (Re-Advert)
 (Zastron) - Recruit 2020/278
 CPP: Odi (Swartruggens) - Recruit 2020/279 (Re- Advert)
 CPP: Upington (Poffader) - Recruit 2020/280
 CPP: Kimberley (Colesberg) - Recruit 2020/281
 CPP: Welkom (Winburg) - Recruit 2020/282
 (Marquard) - Recruit 2020/205
 (Theunissen) - Recruit 2020/210
 (Wesselsbron) - Recruit 2020/212
 (Senekal) - Recruit 2020/213
 (Viljoenskroon) - Recruit 2020/214
 (Koppies) - Recruit 2020/215

REQUIREMENTS

A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable.

DUTIES

Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES

CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Upington CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

APPLICATIONS

CPP: Bloemfontein (Tseki) e mail Recruit2020272@npa.gov.za
 Koffiefontein e mail Recruit2020273@npa.gov.za
 (Excelsior) e mail Recruit2020274@npa.gov.za
 (Edenburg) e mail Recruit2020275@npa.gov.za

(Brandfort) e mail Recruit2020276@npa.gov.za
(Petrusburg) e mail Recruit2020277@npa.gov.za
(Zastron) e mail Recruit2020278@npa.gov.za
CPP: Odi e mail Recruit2020279@npa.gov.za
CPP: Upington (Poffader) e mail Recruit2020280@npa.gov.za
CPP: Kimberley (Colesberg) e mail Recruit2020281@npa.gov.za
CPP: Welkom (Winburg) e mail Recruit2020282@npa.gov.za
(Marquard) e mail Recruit2020205@npa.gov.za
(Theunissen) e mail Recruit2020210@npa.gov.za
(Wesselsbron) e mail Recruit2020212@npa.gov.za
(Senekal) e mail Recruit2020213@npa.gov.za
(Viljoenskroon) e mail Recruit2020214@npa.gov.za
(Koppies) e mail Recruit2020215@npa.gov.za

NOTE : NB: relevant service certificates must accompany the application.

POST 18/37 : **STATE ACCOUNTANT: INTERNAL CONTROL RECRUIT 2020/292 (X 20 POSTS)**
Financial Management: Internal Control

SALARY : R257 508. per annum (Level 7) (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Financial Management, Accounting, Auditing or equivalent. Two years working experience. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Principles (GAAP), Generally Recognised Accounting Practices (GRAP), Division of Revenue Act, Loss control functions and internal control activities. Working knowledge of BAS, LOGIS and PERSAL. Generic Competencies: Planning and organizing, reliable, tolerant, determined, people management and empowerment communication (verbal and written). Able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

DUTIES : Perform compliance check on processed payment batches and identify instances of Irregular, Fruitless and Wasteful Expenditure and Losses. Conduct interim investigation into Fruitless and Wasteful Expenditure and losses cases. Maintain an updated register for Irregular, Fruitless and Wasteful Expenditure, and Losses. Prepare/draft reports on Fruitless and Wasteful Expenditure, and Losses. Provide secretariat support to the Expenditure Control Committee (ECC) and Loss Control Committee (LCC). Report on Internal Controls within the Finance Component. Prepare appointment letters for Expenditure Control Committee and Loss Control Committee Members. Attend to audit queries. Provide support with regards to awareness Workshops for Losses within the NPA.

ENQUIRIES : Mashane Sebesebe Tel No: (012) 845 6595
APPLICATIONS : e mail Recruit2020292@npa.gov.za

POST 18/38 : **FINANCE CLERK: (SUPERVISOR) RECRUIT 2020/293**
National Prosecutions Service

SALARY : R257 508. per annum (Level 7) (Excluding Benefits)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES : Receiving, recording and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalized. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS systems. Draw a weekly, monthly and quarterly report for budget and expenditure monitoring and reporting purposes. Manage use of petty cash in the region. Report all discrepancies and irregularities to the Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001

<u>APPLICATIONS</u>	:	e mail Recruit2020293@npa.gov.za
<u>POST 18/39</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR RECRUIT 2020/294</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	:	Provide HR Administration services in the region. Capture personal information on the payroll system. Facilitate the recruitment process. Advise National office on HR applications and the processing thereof. Process applications for service benefits and exits within the region. Compile and submit HR reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service benefits, staff exits and transfers.
<u>ENQUIRIES</u>	:	Sifiso Ntombela Tel No: (031) 334 5084
<u>APPLICATIONS</u>	:	e mail Recruit2020294@npa.gov.za
<u>POST 18/40</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR RECRUIT 2020/295</u>
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Thohoyandou ()
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the Legal Admin and Document Management Sections. Manage court rolls. Check and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, e.t.c). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Legal Admin and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2020295@npa.gov.za
<u>POST 18/41</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR</u>
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Bhisho (Recruit 2020/296); DDPP: Middelburg (Recruit 2020/297)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Supervise the clerical support service. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and data. Render general administrative support such as filing, photocopying, faxing, receiving and

		dispatching of documents. Keep and maintain the filing system for the component. Draft correspondence, memoranda and reports when required. Keep and maintain the incoming and outgoing registers of the section.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Talita Raga Tel No: (040) 608 6800;
		DDPP: Middelburg Khensani Luphondo Tel No: (013) 045 0635
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail Recruit2020296@npa.gov.za
		DDPP: Middelburg e mail Recruit2020297@npa.gov.za
<u>POST 18/42</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) RECRUIT 2020/298</u>
		National Prosecutions Service
<u>SALARY</u>	:	R257 508.per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Middelburg (
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6). Minimum two years' experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.
<u>DUTIES</u>	:	Ensure that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports. Assist the manager in ensuring compliance. Assist and advice the Assistant Director: Administration.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail Recruit2020298@npa.gov.za
<u>POST 18/43</u>	:	<u>LIBRARIAN RECRUIT 2020/299</u>
		National Prosecutions Service
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail Recruit2020299@npa.gov.za
<u>POST 18/44</u>	:	<u>PERSONAL ASSISTANT RECRUIT 2020/309</u>
		Asset Forfeiture Unit
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy National Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the DNDPP. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff..
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2020309@npa.gov.za
<u>POST 18/45</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum(Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Thohoyandou (Giyani) - Recruit 2020/300
	:	CPP: Modimolle - Mokerong) (Recruit 2020/301
	:	DPP: Mthatha - Recruit 2020/302
	:	PP: Witbank - Recruit 2020/303
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285; DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607;
	:	CPP: Witbank Khensani Lufhondo Tel No: (013) 045 0635
<u>APPLICATIONS</u>	:	CPP: Thohoyandou e mail Recruit2020300@npa.gov.za CPP: Modimolle_e mail Recruit2020301@npa.gov.za DPP: Mthatha e mail Recruit2020302@npa.gov.za CPP: Witbank e mail Recruit2020303@npa.gov.za
<u>POST 18/46</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2020/304 (02 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703. per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Communication support internal and external. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence iro case types assigned to the Tax unit are processed, and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and the binding of documents. Ensure the sending, receipt, recording and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing, onto ECMS software when I place. List of court cases to be updated and provided to the roll planner and work allocator.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit2020304@npa.gov.za

<u>POST 18/47</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2020/318</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R173 703.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Port Elizabeth (East London)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide administrative support. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence are processed, and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and the binding of documents. Ensure the sending, receipt, recording and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
<u>ENQUIRIES</u>	:	Nosiseko Mabaleka Tel No: (012) 842 1465
<u>APPLICATIONS</u>	:	e mail Recruit2020318@npa.gov.za ;
<u>POST 18/48</u>	:	<u>FINANCE CLERK RECRUIT 2020/305 (02 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703. per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Render financial accounting transactions. Perform salary administration support services. Capture all financial transactions. Clear suspense accounts. Record debtors and compile journals. Render a budget support service. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit2020305@npa.gov.za
<u>POST 18/49</u>	:	<u>SENIOR MESSENGER DRIVER RECRUIT 2020/306</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures will be an added advantage. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Mailing service, photocopying and binding of documents. Document administration. Distribution of daily court roll and other information as required. General office administration.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2020306@npa.gov.za
<u>POST 18/50</u>	:	<u>LIBRARY ASSISTANT RECRUIT 2020/307</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Library processes. Computer literacy in MS Office. Reliable and able to think independently. Willing to travel and able to work extended hours when need arise. Reliable. Excellent communication and administration skills. Valid driver's license.
<u>DUTIES</u>	:	excellent organizational an.

ENQUIRIES : Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : e mail Recruit2020307@npa.gov.za

POST 18/51 : **MESSENGER DRIVER RECRUIT 2020/308**
National Prosecutions Service

SALARY : R145 281 per annum (Level 4) (Excluding Benefits)
CENTRE : DPP: Pretoria
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES : Bongane Msimanga Tel No: (012) 351 6860
APPLICATIONS : e mail Recruit2020308@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**APPLICATIONS**

- : **Judicial Support: Pretoria:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver application to 22 Molopo Road, Ayob Gardens: Mafikeng.
- : **Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town, 8000.
- : **Free State:** 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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

- : 07 August 2020

NOTE

- : 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 Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS**POST 18/52**

- : **SENIOR ADMINISTRATIVE OFFICER, REF NO: 2020/74/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply

SALARY

- : R316 791 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

- : North West High Court: Mmabatho

REQUIREMENTS

- : A Three-year National Diploma/ Bachelor's Degree or equivalent qualification. 2– 3 years' relevant administrative experience and a valid driver's licence. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent Communication skills and proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management skills. Report writing skills. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

<u>DUTIES</u>	:	Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management services. Preparation of petitions.
<u>ENQUIRIES</u>	:	Mr OPS Sebatatso Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email: OSebatatso@justice.gov.za / BOntong@justice.gov.za
<u>NOTE</u>	:	Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
<u>POST 18/53</u>	:	<u>REGISTRAR, REF NO: 2020/75/OCJ</u> Re-advert Candidates who previously applied, are encouraged to re-apply
<u>SALARY</u>	:	R257 073.per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West high court: mmabatho
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years’ legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Mr OPS Sebatatso Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email: OSebatatso@justice.gov.za / BOntong@justice.gov.za
<u>NOTE</u>	:	Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
<u>POST 18/54</u>	:	<u>ADMINISTRATION CLERK, REF NO: 2020/76/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign
<u>CENTRE</u>	:	Judicial Support: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Skills and Competencies: Computer Literacy (MS office). Knowledge of Persal system. Good Communication skills (Written and verbal). Loyalty. Confidentiality. Ability to interpret and execute policy directives/ procedures. Thorough knowledge of the prescripts regulating Judge’s benefits.
<u>DUTIES</u>	:	Implementation of transactions on the Persal system in respect of permanent appointments, acting appointments and acting allowance of Judges, etc. Keep statistics of all activities and report accurate statistics to supervisors. Address administration enquiries to ensure the correct implementation of benefits for Judges. Administer remuneration and conditions of service with regard to Judges. Implementation of the Judges’ Remuneration Act and Regulations. Receipt of pay sheets which includes salary information as well as salary advices that must be sorted and posted to Judges. The pay sheets in respect of Judges’ must be verified, signed and filed for audit purposes. Type letters and/or other correspondence as and when required, and render general clerical support services.

<u>ENQUIRIES</u>	:	Ms C Schubart Tel No: (012) 315 1262
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email: applicationsNO@judiciary.org.za .
<u>NOTE</u>	:	Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
<u>POST 18/55</u>	:	<u>ADMINISTRATION CLERK, REF NO: 2020/77/OCJ</u>
<u>SALARY</u>	:	R173 703. per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Grahamstown High Court
<u>REQUIREMENTS</u>	:	Grade 12. Supply Chain Management Certificate. Skills and Competencies: Computer Literacy (MS office). Ability to work under pressure. Accuracy and attention to detail. Administrative and organisational skills. Good Communication skills (Written and verbal). Flexibility. Ability to perform routine tasks. Ability to work independently and meet deadlines and good interpersonal relations.
<u>DUTIES</u>	:	Maintenance of registers daily. Capturing and processing invoices on JYP. Payment of suppliers on BAS. Provide administrative procurement support to all stakeholders. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the system. Ensure compliance with SCM policies. Ensure proper filing and safe keeping of documents. Ensure timeous processing of payments to suppliers and perform any other task allocated by the Supervisor/Court Manager.
<u>ENQUIRIES</u>	:	Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email: applicationsEC@judiciary.org.za .
<u>NOTE</u>	:	Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
<u>POST 18/56</u>	:	<u>DATA CAPTURER, REF NO: 2020/78/OCJ</u>
<u>SALARY</u>	:	R145 281 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Western Cape Division: Cape Town
<u>REQUIREMENTS</u>	:	A Grade 12 or NQF level 4 qualification. Knowledge of clerical duties and the ability to capture date. Skills and Competencies: Good written and oral communication skills. Excellent in Microsoft Office Software. Ability to analyse statistics and ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative support services. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing; Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information as required.
<u>ENQUIRIES</u>	:	Ms M Baker or Ms L Adams Tel No: (021) 469 4000
<u>APPLICATIONS</u>	:	Applications may be submitted electronically via email: applicationsWC@judiciary.org.za .
<u>NOTE</u>	:	Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
<u>POST 18/57</u>	:	<u>SECURITY OFFICER, REF NO: 2020/79/OCJ</u>
<u>SALARY</u>	:	R122 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

- : North West High Court: Mmabatho
- : Grade 12 or equivalent qualification. The following will serve as an added advantage: Three years' experience, PSIRA. Grade A Certificate. Firefighting Certificate. First Aid Certificate. Safety certificate(SAMTRAC) and a Valid Driver's licence.

DUTIES

- : Responsible for the control of access to the public premises and vehicle act, 53 of 1985. Maintain proper record keeping (all security registers). Check functionality of all security equipment. Monitor CCTV. Control of keys. Working shifts. Conduct security risk assessment and report security breaches. Check functionality of the X-Ray Machines.

**ENQUIRIES
APPLICATIONS**

- : Mr OPS Sebapatso Tel No: (018) 397 7114
- : Applications may be submitted electronically via email:
OSebapatso@justice.gov.za/BOntong@justice.gov.za

NOTE

- : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 7 August 2020, 15h45,
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to 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.

OTHER POST

- POST 18/58** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/07/2020**
- SALARY** : R869 007 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** : Free State Provincial Office
- REQUIREMENTS** : A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. At least 5 years supervisory experience in Research. Strong technical competence and proven experience in research, research design, research methodology, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Public Administration, Human Resource Practices, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in data analysis tools such as Atlas ti, SPSS, Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver's license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.
- DUTIES** : Evaluate the performance of the Free State public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations, and update relevant databases. Draft reports emanating from the key performance areas, including the annual report on the Compliance with of the Constitutional Values and Principles within the Free State Provincial Government. Perform other duties including those relating to professional ethics assigned by the Provincial Director. Provide support to the organization through participation in office management related tasks.

ENQUIRIES

: Mr S Mlisana Tel No: (051) 448 8696

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 or 642 Cnr. Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe@basadzi.co.za; Tel No: (012) 998 8953/8049
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSEA Directive on the implementation of competency based assessments). The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 18/59** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL, REF. NO DPE/2020/002**
UNIT: Office of the Head of Department
- SALARY** : R1 057 326 per annum (Level 13) 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** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage.
- DUTIES** : Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position

papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department.

ENQUIRIES : Mr George Malatsi, Tel No: (012) 431-1117/ e-mail: George.malatsi@dpe.gov.za

POST 18/60 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF. NO DPE/2020/003**
UNIT: Office of the Chief Financial Officer

SALARY : R1 057 326 per annum (Level 13) 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 : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ Logistics/ Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: In-depth knowledge of code of conduct for Supply Chain Management Practitioners, In-depth knowledge of Public Service budget procedures, understanding of the department's strategic objectives, Knowledge of Safety and Security Framework, Knowledge of Logis, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal relations skills, conflict management, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision making skills.

DUTIES : Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e specification, evaluation and adjudication processes in line with relevant policies and standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr. Benneth Baloyi, Tel No: (012) 431-1029/ e-mail: Benneth.baloyi@dpe.gov.za

OTHER POSTS

POST 18/61 : **DEPUTY DIRECTOR: INTERNAL AUDIT, REF. NO: DPE/2020/004**
Unit: Internal Audit

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the State's contribution to the Government Employees' Pension Fund (13% of basic salary), and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a recognised bachelor's degree in Internal Auditing/ Accounting / Diploma in Internal Auditing/ Degree in Auditing with completed articles and studying towards CIA/CCSA/CGAP/CFSA. At least 3- years working experience at a supervisory level. Good knowledge of Public Service Act and Regulations; PFMA and Treasury Regulations; Any legislation relating to the Department of Public Enterprises; Companies Act, ISPPA and King IV report on corporate governance. Experience in project management and budget management. Strong leadership, people and internal audit engagement project management, mentoring and coaching strategic thinking, problem-solving, strong negotiation, analytical and well developed verbal and written communication skills with good interpersonal skills. Ability to work in a team. Highly proficient in the use of Microsoft Excel, Word and PowerPoint and the Team Mate audit software. Average knowledge of Computer Assistant Auditing Tools (CAATS), Ability to

DUTIES

work long hours and under pressure. Good audit engagement planning skills and must demonstrate sound ethical and professional acumen.

: The successful candidate will evaluate the effectiveness of governance, risk management, and control, processes in order to improve the organisations operations and related goals and objectives. Assist in developing the three year rolling internal audit plan and annual internal audit plans based on the results of the strategic and operational risk assessment. Perform internal audit including documenting systems and controls, assessing engagement risks, developing and performing audit procedures. Ensure adherence with DPE's quality assurance and improvement programme. Assist with the development and review of Charters and IA policies. Ensure efficient management of human resources through successful achievement of the internal audit unit's objectives. Identify trends in best practices by conducting research. Attendance of Audit Committee meetings. Assist with the administrative functions of the internal audit unit where required. Execute assigned audit projects. Completion of audit fieldwork through the application of the planned audit tools and techniques, the creation of comprehensive working papers and the collation of audit findings and conclusions. The performance and outcomes of the audit fieldwork to achieve the scope and objectives of the audit. Prepare internal audit reports including root cause identification and recommendations for improvement in controls.

ENQUIRIES

: Ms. Dineo Masilo, Tel No: (012) 431-1026/ e-mail: Dineo.masilo@dpe.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**



- APPLICATIONS** : The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: (083) 577 2009
- CLOSING DATE** : 7 August 2020 at 16H00
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached, driver's license identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Application that are hand delivered will be expected to complete a register as proof at security entrance at the Foyer of Old Standard Bank Building, Charlotte Maxeke Street, where they must be placed in the appropriate marked box. No Applications will be accepted by staff in the offices in the building. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. NB: All short listed candidates will be subjected to screening. Successful candidate will be expected to enter into a performance agreement and undergo security vetting.

MANAGEMENT ECHELON

- POST 18/62** : **FACILITY MANAGER REF NO: DC 17/12/20**
- SALARY** : R1 057 326 per annum (Level 13) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE REQUIREMENTS** : Botshabelo Substance Dependency Treatment Centre
: A four year qualification in Social Work. 5-10 years' experience in middle management in the Social Work environment. Management of Substance Abuse Service will serve as an added advantage. Extensive knowledge and a clear understanding of all policies, directives and legislations pertaining to Social Work and Treatment for Substance Abuse Services. Strategic capabilities and leadership skills. Financial Management and empowerment. Change management skills.
- DUTIES** : Manage the rendering of psycho-support services and care to person with substance abuse addiction to change behavior patterns. Oversee the management of the rendering of medical treatment and detoxification to person with substance addiction disorders to mitigate the harm caused by substance abuse. Manage the provision of rehabilitative vocational skills development programmes as an alternative to addiction and dependencies. Manage the provision of administrative and auxiliary support services at the institution
- ENQUIRIES** : Ms. Makgotso Motsemme – 051 409 0630

OTHER POSTS

- POST 18/63** : **SOCIAL WORK MANAGER GRADE 1 REF NO: DC 17/01/20**
- SALARY** : R794 889 – R894 666 per annum (Level 10)
- CENTRE** : Botshabelo Substance Dependency Treatment Centre

<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work
<u>DUTIES</u>	:	Provide a social work service of the highest, most advanced and specialized nature within (a) define area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/64</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: DC 17/27/20</u>
<u>SALARY</u>	:	R713 361 – R784 278 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	Master's degree in Clinical Psychology, Registration with the HPCSA as a Clinical Psychologist (Independent Practice), Proof of current registration with the HPCSA. No experience after registration with HPCSA in respect of RSA qualified employees who performed community service as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Comprehensive knowledge of psych-diagnostic and therapeutic interventions suitable for a hospital setting. Sound knowledge of policies, protocols and procedures applicable to the profession (including ethical and legal matters), Ability to function as part of a multi-disciplinary team, Good verbal and written communication skills. Good interpersonal, decision making and problem solving skills. Self- motivation, diligence and dedication to the service delivery. Computer skills.
<u>DUTIES</u>	:	Ensure effective and efficient management of all MCHU referred for psychological services. Perform psychological assessment (including psychometric testing). Manage MCHU within the multidisciplinary team framework. Ensure compliance with policies and procedures. Ensure maintenance of adequate and efficient record keeping and reporting. Liaise with the general public for the purposes of mental health promotion. Liaise with stake holders e.g. other governmental departments, NGO etc. Perform medico-legal duties.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/65</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (GENERIC SERVICES) REF NO: DC 17/02/20</u>
<u>SALARY</u>	:	R384 228 – R445 425 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on 060 984 1220

<u>POST 18/66</u>	:	<u>SOCIAL WORK GRADE 1- 4 REF NO: DC 17/03/20 (02 POSTS)</u>
<u>SALARY</u>	:	R257 592 – 581 178 per annum (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE REQUIREMENTS</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>DUTIES</u>	:	An appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Support Social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required othe job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/67</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1 REF NO: DC 17/04/20 (04 POSTS)</u>
<u>SALARY</u>	:	R157 245 – R176 982 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE REQUIREMENTS</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>DUTIES</u>	:	Grade 12/National Certificate (Vocational). A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the required qualification Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/68</u>	:	<u>CHILD AND YOUTH CARE WORKER REF NO DC 17/05/20 (24 POSTS)</u>
<u>SALARY</u>	:	R140 958 – R157 245 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE REQUIREMENTS</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>DUTIES</u>	:	An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/69</u>	:	<u>VOCATIONAL INSTRUCTOR REF NO: DC 17/06/20 (03 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum. basic salary
<u>CENTRE REQUIREMENTS</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>DUTIES</u>	:	4 year qualification in Education. Registration with the SACE. 1 – 2 years' experience as an Educator/Educationalist Implement Educational Programmes at the facility in accordance to the Curriculum requirements and Departmental legislation. Implementation of facility policies and procedures to enhance safe care/custody and development of residents. (MDT, Incident reporting, behavior management, unauthorized articles etc. Performing of administrative functions. Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/70</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: DC 17/07/20</u>
<u>SALARY</u>	:	R562 800 – R852 437 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE REQUIREMENTS</u>	:	Botshabelo Substance Dependency Treatment Centre
	:	Appropriate Bachelor's Degree/Diploma in Nursing or equivalent qualification, Registration with SANC as Professional Nurse. A minimum of 8 appropriate/recognizable experience in nursing as Professional Nurse with the SANC in General Nursing. At least 3 years of

	:	that period referred to above must be appropriate recognizable experience at management level
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery, Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility, Demonstrate a basic understanding of HR and financial policies and practices, Demonstrate a basic understanding of the legislative framework governing the public service
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/71</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: DC 17/08/20</u>
<u>SALARY</u>	:	R317 976 per annum
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	Professional qualification as an Occupational Therapist. Registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) (Professional Board for Therapists).
<u>DUTIES</u>	:	Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on 060 984 1220
<u>POST 18/72</u>	:	<u>ASSISTANT OCCUPATIONAL THERAPIST GRADE 1 REF NO: DC 17/09/20</u>
<u>SALARY</u>	:	R170 958 per annum. basic salary
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	An appropriate qualification in Occupational Therapy or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South African (HPCSA) in the relevant profession.
<u>DUTIES</u>	:	Assist the Occupational Therapist in the following; render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/73</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (SPECIALTY SPECIALITY NURSING GRADE 1 (PHC) PN – B1 REF NO: DC 17/10/20 (03 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	Basic R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic Nursing qualification with a duration of at least one year accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant a health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/74</u>	:	<u>STAFF NURSE REF NO: DC 17/11/20 (06 POSTS)</u>
<u>SALARY</u>	:	R171 381 – R192 879 per annum (The Salary will commensurate with relevant years of previous experience in nursing)
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre

<u>REQUIREMENTS</u>	:	Qualification that allows current registration with the SANC as Staff Nurse. Current registration with the South African Nursing Council as enrolled nurse
<u>DUTIES</u>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/75</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: DC 17/13/20</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	Bachelor's Degree Public Management/Human Resource Management/Financial management. 3 years work experience in Supply Chain Management, Human Resource Management and Financial Management. Certificates in BAS, PERSAL and LOGIS. Proven supervisory experience
<u>DUTIES</u>	:	Provide financial support service. Provide effective Human Resource Management and development. Ensure the implementation of SCM services. Render Auxiliary support services.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane onTel No: (060) 984 1220
<u>POST18/76</u>	:	<u>FOOD SERVICES SUPERVISOR REF NO: DC 17/23/20 (02 POSTS)</u>
<u>SALARY</u>	:	R145 281 per annum.
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	NQF level 3 (ABET level 4), 3-5 years food service experience
<u>DUTIES</u>	:	Supervise all activities in the food services, including food preparation, distribution and serving. Maintain hygiene and safety measures, Ensure that all equipment is in good working order and it is used effectively, Ensure replacement or repair of faulty/outdated equipment, Responsible for ordering, receiving, storage, stock control and stock taking, Responsible for completing monthly statistics, Perform administration functions linked to food services
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on 060 984 1220
<u>POST18/77</u>	:	<u>LAUNDRY AID REF NO: DC 17/19/20 (02 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent).
<u>DUTIES</u>	:	Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers. Iron, fold count and pack laundered items and seal, linen/clothes bags. Collect and deliver linen/clothes to clients. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on 060 984 1220
<u>POST 18/78</u>	:	<u>GROUNDSMAN REF NO: DC 17/21/20 (03 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	ABET
<u>DUTIES</u>	:	Maintain premises and surroundings. Maintain the garden. Maintain gardening equipment and tools.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/79</u>	:	<u>CLEANER REF NO: DC 17/22/20 (08 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum.(Level 2) basic salary
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	ABET
<u>DUTIES</u>	:	Provision of cleaning services by cleaning offices corridors, elevators and boardrooms. Cleaning restrooms. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (083) 060 984 1220

<u>POST 18/80</u>	:	<u>FOOD SERVICES AID REF NO: DC 17/24/20 (06 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum.
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent).
<u>DUTIES</u>	:	Clean kitchen utensils and equipment, Provide catering support services, Keep tensile and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverages (water, tea, coffee, Id drinks), Setup and convey crockery, cutlery and equipment to dining areas, Serve food and beverages, Responsible for food supplies and report waste and losses
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane on Tel No: (060) 984 1220
<u>POST 18/81</u>	:	<u>HANDYMAN REF NO: DC 17/18/20</u>
<u>SALARY</u>	:	R122 595 per annum.
<u>CENTRE</u>	:	Botshabelo Substance Dependency Treatment Centre
<u>REQUIREMENTS</u>	:	ABET level 4. 0 – 6 months experience
<u>DUTIES</u>	:	Maintenance of office buildings. Maintenance of office equipment and furniture
<u>ENQUIRIES</u>	:	Mr. Leloko Matsenyane onTel No: (060) 984 1220

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 18/82</u>	:	<u>MEDICAL OFFICER GRADE 1- GRADE 3 (POST) – RE-ADVERTISEMENT REFERENCE NUMBER EHD2020/07/07</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum (all-inclusive remunerative package) Grade 2: R938 964 – R1 026 693. per annum (all-inclusive remunerative package) Grade 3: R1 089 693 – R1 362 366. per annum (all-inclusive remunerative package)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Officer. Current proof of registration with the HPCSA as a Medical Practitioner. Basic medical degree (MBCHB) . Grade 1: Less than 5 years relevant experience, Grade 2: At least 5 years, but less than 10 years relevant experience, Grade 3: 10 years and more relevant experience. 3 years' experience in providing direct care and ARV treatment including the use of second and third line agents. Management of complex HIV and TB infections. A Diploma in HIV management is highly advantageous. A valid driver's license is essential.
<u>DUTIES</u>	:	Work with Department of health, City of Ekurhuleni and HIV Partners at Sub-District and District Level. Provide clinical support to facilities for the effective management of HIV and AIDS, STI and TB. Provide on-site and distance support of good clinical practice to Clinicians in District, Hospitals, and CHC and PHC facilities. Perform MMC in the high volume sites during the peak season. Train and monitor contracted VMMC doctors. Ensure quality VMMC services are rendered across the district. Responsible for contracting and sub-contracting of MMC doctors according to National Department of Health MMC within the District. Provide guidance for implementation of Department of Health HAST treatment protocols. Keep abreast of the developments in the TB/HIV programme areas. Perform all other duties delegated by Supervisor /Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Motlounq. Tel No: (011) 876 1820 Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. Applicant will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/83</u>	:	<u>SUPERVISOR: PHARMACEUTICAL SERVICES REF NO: TDHS/A/2020/51</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R871 590 per annum Grade 2: R897 936 - R953 040 per annum
<u>DIRECTORATE CENTRE REQUIREMENTS</u>	:	Pharmaceutical Services Tshwane District Health Services Diploma/Bachelor Degree in Pharmacy. Registration with SAPC as a pharmacist. A minimum of 4 years' appropriate experience after registration as a pharmacist with SAPC. Supervisory skills, planning and organizing skills. Ability to work as a member of a multidisciplinary team. High level of reliability. Good problem solving and interventional skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office and Rx solution software. Valid South African driver's license. Knowledge of supply chain management, financial management, HR management, dispensing requirements and of legislation relating to the provision of pharmaceutical services. Sound leadership; negotiation skills; analytical skills; communication skills (verbal and written); problem solving and project management skills. Must be able to work under pressure. Achievement driven and self-motivated. Ability to interact with all key stakeholders within and outside the department. Must be a team player. Other Skills / Requirements: Other Skills / Requirements: Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Supervision of the Dispensary in the Regional Pharmacy. Ensure availability and accessibility of medicines. Provisioning of high quality pharmaceutical care in the District. Project management, Human resource management, staff training, staff appraisals and

supervision of work team in Dispensary. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards and Good Pharmacy Practice in the pharmacy. Conduct regular audits in the Pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the pharmacy manager. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by the pharmacy manager. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES : Ms M Haines Tel No: (012) 356 9201
APPLICATIONS : Applications must be submitted to @ TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. certified SAPC registration certificate and proof of current registration/payment with SAPC.

CLOSING DATE : 07 August 2020

POST 18/84 : **OPERATIONAL MANAGER SPECIALTY LABOUR WARD REF NO: PHOLO**
2020/07/01(1 POST)
 Directorate: Nursing.

SALARY : R562 800 - R633 432 Salary scale per annum (plus - benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic as an advance midwife ry. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in an advance midwife.

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of maternal health as per guidelines and policy. Participate in the analysis, formulation and implementation of maternal guidelines

ENQUIRES : Ms K.F. Mabuza Tel No: (011) 812 5170
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 07 August 2020

<u>POST 18/85</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: CHBAH (1 POST)</u> Directorate: Radiography
<u>SALARY</u>	:	R517 326 per annum (Plus benefits).
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial /supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<u>DUTIES</u>	:	Support the Radiographer Manager in order to meet the objective of the department .Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in- and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within Radiology. Encourage a multidisciplinary approach by fostering close working relationship with other Departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at Departmental level. Adhere to Provincial Hospital and Departmental Policies, Procedures, Guidelines Regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<u>ENQUIRIES</u>	:	Ms. NG Tsoeu Tel No: (011) 933 8434
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
<u>NOTE</u>	:	Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID copy, copies of Qualification/s including Matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the

suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply

CLOSING DATE

:

14 August 2020

POST 18/86

:

CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH (X 2 POSTS)

Directorate: Radiography

SALARY

:

R466 119 per annum (Plus benefits).

CENTRE

:

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

:

National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2019/2020. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of Public Hospital operational systems. Demonstrates effective interpersonal skill, strategic planning, organizational skills, leadership qualities and supervisory skills.

DUTIES

:

Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial Hospital and Departmental Policies, Procedures, Guidelines Regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES

:

Ms. NG Tsoeu Tel No: (011) 933 8434

APPLICATIONS

:

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

:

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in

	accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 14 August 2020
<u>POST 18/87</u>	: <u>CLINICAL PROGRAM COORDINATOR. REF NO: TDHS/A/2020/33</u> (Re-Advertisement). Candidates That Were Previously Interviewed Are Encouraged To Re-Apply
<u>SALARY</u>	: R444 276 – R500.031 per annum (OSD post)
<u>DIRECTORATE</u>	: HIV/AIDS/STI & TB
<u>CENTRE</u>	: Tshwane District Health Services
<u>REQUIREMENTS</u>	: A degree/diploma in Nursing or any other related field. A minimum of 5 years working experience within the HAST environment. In-depth knowledge of global and national HAST policies and guidelines. Experience in coordinating and managing the District Implementation Plan process. Project Management experience. Advanced monitoring and quality improvement skills. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. Valid driver's license.
<u>DUTIES</u>	: Coordinate and support the implementation of the integrated HAST programme across the district. Ensure that programme service delivery is rendered in line with National Policy Guidelines. Provide technical support to health facilities. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST Programmes into PHC. Participate in the development of the Annual HAST Business, Operational Plan and Annual Performance Plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly and progress reports. Attend meetings and workshops.
<u>ENQUIRIES</u>	: Dr. Jude Omeh Tel No: (012) 451 9022 / 9154
<u>APPLICATIONS</u>	: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
<u>NOTE</u>	: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	: 07 August 2020
<u>POST 18/88</u>	: <u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING):</u> <u>DIRECTORATEHRD: PROFESSIONAL DEVELOPMENT REF NO: EHD2020/07/08</u>
<u>SALARY</u>	: R444 276 – R500 031 per annum (plus benefits)
<u>CENTRE</u>	: Ekurhuleni Health District
<u>REQUIREMENTS</u>	: Basic qualification accredited with SANC in terms of Government Notice No. RRR425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver's license is essential. Computer literacy. Proof of current registration with SANC. Evidence of Short Courses e.g. HIV, TB, STI, PMTCT, IMCI and VMMC. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.
<u>DUTIES</u>	: Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for full time and part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	: MrF. Mudau Tel No: (082) 497 7011
<u>APPLICATIONS</u>	: Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400
<u>FOR ATTENTION</u>	: Human Resource Manager
<u>CLOSING DATE</u>	: 07 August 2020

<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>POST 18/89</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: GRADE-1 TRAINING & DEVELOPMENT (1 POST) REF NO: PHOLO 2020/07/02</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276– R500 031 Salary scale per annum (plus - benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualifications that allows registration with the SANC as a Professional nurse. A minimum of 7 years appropriate / recognisable experience in nursing after registration as professional nurse with SANC in general nursing. Qualification/experience in nursing education/staff development will be added an advantage.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards and self- development. Must have strong leadership skills, good verbal and written communication skills, conflict management skills, good interpersonal relationship and ability to work under pressure. To ensure that nursing and midwifery practitioners are equipped to address the disease burden and population health needs within a revitalised healthcare system in South Africa. Conduct skills audit and keep records. Monitor training needs, draw a training schedule on theory and practice. Monitor and keep records of continuous professional development. Maintain professional growth/ ethical standards and development of self and subordinates. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
<u>ENQUIRIES</u>	:	Ms. O.A. Mokoena Tel No: (011) 812 5000
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/90</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL UNIT OUT PATIENT DEPARTMENT REF NO: PHOLO 2020/07/03 (1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 - R500 031 per annum (plus - benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	A minimum of 7 years appropriate/ recognizable experience in nursing after registration Professional Nurse with the SANC in General Nursing. Proof of registration with South African Nursing Council. Basic computer literacy (Word, excel etc.) Sound knowledge of legal framework related to health. Demonstrate an understanding of HR and Finance policies. Maintain sound labor relations within staff, patients and all other stakeholders.
<u>DUTIES</u>	:	Demonstrate an in department understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team(unit) in accordance with the scope of practice and nursing

standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, Supervision of other health professionals and junior colleagues including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing services

ENQUIRIES : Ms. O.A. Mokoena Tel No: (011) 812 5000
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 07 August 2020

POST 18/91 : **PROFESSIONAL NURSE SPECIALITY ADVANCE MIDWIFE REF NO:**
TDHS/A/2020/35 (X8 POSTS)

SALARY : Grade 1: R383 226 per annum (plus benefits)
DIRECTORATE : Nursing
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 1: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the speciality of advanced midwife. Grade II: A minimum of 14 years appropriate/recognisable Experience in Nursing 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 relevant speciality (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage. Communication and Problem-solving skills. Other Skills / Requirements: Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Minimize Obstetrical Patient Safety Incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Accurate data collection.

ENQUIRIES : Ms N Giyose Tel No: (012) 451 9048
APPLICATIONS : Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE : 07 August 2020

POST 18/92 : **ASSISTANT DIRECTOR: CORPORATE SERVICES: REF NO: CCRC/ASD**
CORPSERVE/07/01

SALARY : R376.596 per annum
CENTRE : Cullinan Care and Rehabilitation Centre (CCRC)
REQUIREMENTS : The candidate must be in possession of Administration/Public Management/General management/ Bachelor's Degree/National Diploma or equivalent qualification at NQF Level 7 or above. 5 years' experience as supervisor and understanding of administration and services. Understanding of the relevant legislation and policies such as PFMA.Public

	Service Regulations. Good report writing, interpersonal relations, communication and planning skills. Computer literacy and be able to work under pressure. A valid driver's license. Public hospital administration will be an added advantage.
<u>DUTIES</u>	: Manage the hospital support services. Management of General Administration Unit, Patient admin, Registry services, Transport section, Property Care Takers department, Laundry, Switchboard, Support Services (Housekeeping, Food services, Cleaning and hygiene). Improve internal Controls of the hospital admin. Ensure that his/her operations are in line with the hospital strategy and be part of the development of the strategic and operational plans. Promote the vision and mission of the GDoH. Monitor PMDS of subordinates. Direct and manage projects aimed at improving the administrative efficiency. Oversee employee relations and Human Resource Development of above staff. Compile comprehensive reports. Be part of the Executive Management Team of the Institution.
<u>ENQUIRIES</u>	: Mr. J K Makhoba Tel No: (012) 734 7050
<u>APPLICATIONS</u>	: The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, 1000 or mailed to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>CLOSING DATE</u>	: 7 August 2020
<u>POST 18/93</u>	: <u>MONITORING AND EVALUATION OFFICER: REF NO: PHOLO2020/0704</u> <u>DIRECTORATE INFORMATION COMMUNICATION AND TECHNOLOGY (1 POST).</u>
<u>SALARY</u>	: R376 596 – R454 920 (Level 9) per annum (plus - benefits)
<u>CENTRE</u>	: Pholosong Hospital
<u>REQUIREMENTS</u>	: An appropriate recognized three-year National Diploma / Degree with a minimum of 2-5 years' experience in Monitoring and Evaluation Department, or grade 12 with a minimum of 10 years' experience at a supervisory level in Monitoring and Evaluation Management Department. Ability to work under pressure in a changing environment. Understanding objectives of Quality Assurance. Driver's license. Knowledge in Tier.Net will be added advantage. Must be computer Literate (Ms Word, Excel, Ms PowerPoint). Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP. Maintain electronic records of all data collected.
<u>DUTIES</u>	: Ensure the gathering and collection of quality data for compilation of M & E reports. Work with departments and units to correct discrepancies emanating from errors found and audits conducted. Regular follow-up on non-submission of M & E and Information data. Communicate with the staff in the directorate assigned to you and ensure the delivery of the Hospital strategy and operational plan. Provide monthly M&E reports including ad-hoc reporting. Data analysis, Data aggregation, Data clean up, Data reporting, Co-ordinate and chairing of information committee (Data interrogation and clean up), Co-ordination of District Health Expenditure Report, District Health Plan, District Quarterly Review, Client Satisfaction Survey and compliance to the Ideal Hospital Framework. Availability of data and security of electronic information. Interpretation of data for health programmes & planning. Monthly data submission to Regional and Provincial Office. Sustaining Monthly Performance Hospital Reviews. Compliance of the Ideal Hospital Framework. Compilation and review of the facility operational plan capturing. Present hospital information as feedback to management and sectional heads. Develop, manage and implement information flow plan. Effective management of the Information Office. Supervision of Data Capturing, understand data cost contribution towards budget and its impact. Working with Ward Clerks / Operational Managers in ensuring proper reporting of data with TPH 21 and TPH 57.
<u>ENQUIRES</u>	: Mr. J. Fernandes Tel No: (011) 812 5170\5179
<u>APPLICATIONS</u>	: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal

record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/94</u>	:	<u>ASSISTANT DIRECTOR: HAST REF NO: EHD2020/07/09 (1 POST)</u> Directorate: Finance Re-Advertisement
<u>SALARY</u>	:	R376 596 – R443 601 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Accounting as a passed subject, with 5 years' experience at salary level 7, working with Conditional Grants or Financial Management. Diploma or Degree in Financial Management with a minimum of 3 years' experience at salary level 7, working with Conditional Grants or Financial Management. Knowledge of BAS, SAP, SRM and business processes management systems. Knowledge of GRAP and Financial Management processes within the public sector. Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Sound knowledge of relevant financial prescripts (PFMA, Treasury Regulations, DoRA and any finance policy). Ability to work in a team and also independently. Good planning, organising, presentation and communication skills (Verbal and Written). Budget forecasting skills, problem solving, decision making and ability to work effectively and efficiently at all times. Human resource management skills. Internal control and risk management skills.
<u>DUTIES</u>	:	Annual Conditional Grant budget preparation, MTEF forecasting, presentation and submission to key Stakeholders. Oversee the compilation and costing of HAST Business and Operational Plans. Oversee the capturing of the HAST annual Budget on the BAS system. Utilisation of correct HAST SCOA allocations. Monthly and quarterly reporting to relevant stakeholders in terms of the PFMA and DoRA. Ensure compliance of Hospitals with the financial prescripts. Ensure that personnel are correctly linked under the HAST programme. Monitor the implementation of Business Plan by the Programme and Hospitals within Ekurhuleni District. Mentor and monitor hospitals on the management of HAST budget and expenditure. Offer support and training on Finance HAST operational activities. Perform scheduled and unscheduled visits to Hospitals to ensure continuity and sustainability in the management of annual HAST allocation. Give finance related support to HAST programme managers and hospitals. Effective and efficient management of transfer payment/ subsidies to contracted NPOs. Mentor and monitor NPOs' spending as per signed MoA for HAST and Mental Health programmes. Analyse the NPOs Annual Financial Statements (AFS) for HAST and Mental Health programmes. Adjudication of NPOs' funding applications as submitted to Gauteng Departments of Health. Management of reconciliations (BAS/ SAP/ Medsas/ Persal, Parking and Accommodation). Manage Human Resource of Finance, including planning and allocation of work, maintenance of discipline and the quality of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr. T. Musi Tel No: (011) 876 – 1700
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.
<u>FOR ATTENTION</u>	:	Attention: Human Resource Manager
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. Applicant will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid *
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/95</u>	:	<u>LABOUR RELATION OFFICER REF NO: EHD2020/07/10 (2 POSTS)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 with five years' experience in Labour Relations, Diploma/degree in HRM/Labour Relations with minimum of three years' experience. Knowledge of relevant legislative prescripts and policies. Computer literacy in MS Office package. A valid driver's license is essential. Excellent consultation, verbal and written communication skills.

<u>DUTIES</u>	:	Management of database and drafting reports to relevant bodies Support and advise all facility managers and employees on progressive discipline, management of misconducts and grievance management. Promoting labour peace in the workplace between management, employees and organised labour. Initiate and promote training for management and staff. Provide support in the management of consultative structures and strike management. Provide support in Pllir, Medical Reviews, EEC and any other committee. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	:	Ms M. Ramudzuli Tel No: (011) 876 - 1728
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400. Attention: Human Resource Manager
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/96</u>	:	<u>COMMUNITY LIAISON OFFICER REFS-TDHS/A/2020/24 (1 POST)</u> Directorate: HIV/AIDS/STI&TB (HAST)
<u>SALARY</u>	:	R257.508 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualification in Health and Social Science. A qualification in Health Promotion. Experience within the HIV/AIDS/STI&TB (HAST) environment. A valid code B driver's license. Computer literacy. Ability to function under pressure.
<u>DUTIES</u>	:	Provide technical support and mentoring for facility-based community Health Workers (CHWs) and those placed at DoH funded NPO's (HTS and Hospices). Ensure that allocated targets are met. Liaise with WBoT team's leaders at Sub-District level. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Program meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with other intergovernmental departments, NPO's, private sectors and CBO's. Coordinate the implementation of NSP 2017-2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen Condom Distribution in all Primary Distribution Sites (PDSs) within Tshwane Sub-Districts. Monitor and conduct support visits to DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit reports (monthly, quarterly and annually) for the HTS, HTA, NPO Claim and Monitoring tool reports. Identify training needs for CHWs. Conduct in-service training to capacitate CHWs. Lead and form NPO forum meeting at a sub-district level.
<u>ENQUIRIES</u>	:	Mrs W Moripe Tel No. (012) 451 9022 / 9043
<u>APPLICATIONS</u>	:	Applications must be submitted to @ TshwaneHR@gauteng.gov.za.
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/97</u>	:	<u>HUMAN RESOURCE OFFICER REF NO TDHS/A/2020/29 (1 POST)</u> Directorate: Support Services
<u>SALARY</u>	:	R257 508 per annum (Level 7) (plus benefits)
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent RVQ 13 qualification with 5 years' experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the positions functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions. Good communication skills, Good interpersonal Relations, Computer literacy, valid driver's license. Ability to work under pressure
<u>DUTIES</u>	:	The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowance, leave, MMS, SMS, OSD and other administrative related matters. Provides inputs for the improvement of HR administration procedures, guideline and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resource reporting to this position effectively. Render professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g. PERSAL report and statistics). Attend to AG request and queries. Implement grade and

	pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.
<u>ENQUIRIES</u>	: Mr T.J Mokhopa, Tel No: (012) 451 9107/9035
<u>APPLICATIONS</u>	: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
<u>CLOSING DATE</u>	: 07 August 2020
<u>POST 18/98</u>	: <u>FINANCIAL CONTROLLER OFFICER REF NO TDHS/A/2020/27 (1 POST)</u> Directorate: Finance
<u>SALARY</u>	: R257 508 per annum (plus benefit)
<u>CENTRE</u>	: Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	: Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 4 years relevant working experience in finance equivalent. A relevant 3 years tertiary Qualification plus a minimum of 2 years relevant working experience in financial management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. Driver's license will be an added advantage, but not mandatory.
<u>DUTIES</u>	: Releasing of RLS01 on SRM and approving supplier's invoices on SAP (E- Invoicing). Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Issuing of Entity Maintenance Form. Clearing of Theft and Losses and Inter Responsibility Clearing Account. Correction of incorrect allocations. Approve general journals for incorrect allocations, stock items and medicine issued to institutions Monitor and report on fruitless, wasteful, unauthorized expenditure and donations. Supervise the Cashier and Sub-Cashier. Safekeeping of Basic Accounting records and face value documents. Represent Tshwane District and asses District Performance through a District Health Expenditure Review. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Compile and manage the budget of institutions in the District. Request BAS reports to institutions and managers. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and procedures. Provide assistance to management and institutions in the district in terms of budget, expenditure and reporting monthly. Prepare in Year Monitoring (IYM) report of the District. Perform and monitor all accounting and financial operations of institutions in the district. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor. Management of revenue in the hospital
<u>ENQUIRIES</u>	: Mr. Oupa Nama, Tel No: (012)451 9265
<u>APPLICATIONS</u>	: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
<u>CLOSING DATE</u>	: 07 August 2020
<u>POST 18/99</u>	: <u>SUPPLY CHAIN OFFICER REF NO TDHS/A/2020/31 (1 POST)</u> Directorate: Supply Chain
<u>SALARY</u>	: R257 508.per annum (Level 7) (plus benefits)
<u>CENTRE</u>	: Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	: Grade 12 Certificate and Degree/Diploma in Supply Chain Management/Finance/Equivalent qualification with 3-5 years relevant experience in Supply Chain Management. Knowledge and experience in SRM and SAP. Understanding of the Legislative framework governing the Public Services. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedure in terms of the working environment. Previous experience in the department would be an advantage. Computer literacy, planning and organization, good written and verbal communication Skills, job knowledge, interpersonal relations, flexibility and teamwork. Driver's license will be an added advantage.
<u>DUTIES</u>	: Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management). Compile reports in areas of supervision. Liaise with internal and external in relation to procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by Supervisor. Compile reports in areas of supervision.

ENQUIRIES : Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS : Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE : 07 August 2020

POST 18/100 : **DATA TECHNOLOGIST (INFORMATION OFFICER) REF NO: TDHS/A/2020/53**

SALARY : R257 508 per annum
DIRECTORATE : Health Information Management
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 certificate or equivalent relevant qualification plus 3 years' experience on DHIS 1.4, 2 or more years' experience on Web DHIS & Tier.net system with certificate in both DHIS & Tier.net. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an Understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work under Pressure. Ability to analyze and communicate data. Understand Health Information data flow and reporting requirements. Ability to work independently and as part of a team. Project and time management Skills to ensure timeous reporting of good quality data. Be able to supervise data capturers. Ability to train health Professionals. Code 8 Drivers License
DUTIES : Effective usage of all Information data bases (Web DHIS, and Tier.net). Ensure that Good Quality data is collected and reported. Provide feedback to facilities and programme managers. Generate reports from Information systems as required. Set up systems to improve data quality. Develop Data Collection Tools. Handling data queries. Administrative duties. Technical Support to Facilities. Provide Facilitation and mentoring to staff across the District

ENQUIRIES : Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS : Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE : 07 August 2020

POST 18/101 : **DATA CAPTURER REF NO: TDHS/A/2020/52**

SALARY : R173 703 per annum
DIRECTORATE : Health Information Management
CENTRE : Tshwane District Health Services (Sub District 5&6)
REQUIREMENTS : Grade 12 certificate or equivalent relevant qualification plus 2 or more years' experience on Web DHIS & Tier.net system. Certificate in DHIS and Tier.net Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License
DUTIES : Capture data within set time frame. Effective usage of all Information data bases (Web DHIS, and Tier.net). Follow up on incomplete information and provide feedback to facilities and programme managers. Generate reports from Information systems as required. Handling data queries. Administrative duties. Technical Support to Facilities

ENQUIRIES : Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS : Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE : 07 August 2020

POST 18/102 : **FINANCIAL CLERK REFS-TDHS/A/2020/28 (1 POST)**

Directorate: Finance
 (12 months contract)

SALARY : R173 703 per annum (Level 5) plus 37 %
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Grade 12/Senior certificate with Accounting as a subject or equivalent qualification at NQF level 4 and One (1) year experience in finance. Knowledge of PFMA, Treasury Regulations, Government Financial Procedures, BAS, Persal and SAP. Sound Accounting skills. Computer literacy, excellent written and verbal skills.
DUTIES : Processing payments of creditors and service provider accounts. Manage commitment register and accruals; reconciliation of creditors and service provider's statements. Captured allocations – E – invoicing. Safekeeping of basic accounting records/face value documents. Monitoring and clearing of incorrect allocations. Process general journals (SAP). Request Bas reports. Assist in preparations of inputs for the annual, and adjustment budget. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Provide allocations and commitments on financial schedule to be captured on SRM. Perform any other finance related functions as required by the supervisor.

<u>APPLICATIONS</u>	:	Applications must be submitted to @TshwaneHR@gauteng.gov.za
<u>ENQUIRIES</u>	:	Mr. Oupa Nama, Tel No: (012)451 9265
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/103</u>	:	<u>HUMAN RESOURCE CLERK REF NO TDHS/A/2020/30 (1 POST)</u> Directorate: Support Services (12 months contract)
<u>SALARY</u>	:	R173 703 per annum (Level 5) plus 37 %
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification. A qualification in Human Resource Management/ Public Administration/Management. At least 1-2 years' experience working in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personal administration. Knowledge and experience of the PERSAL system will be added as an advantage.
<u>DUTIES</u>	:	Perform administration duties such as appointment, promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager
<u>ENQUIRIES</u>	:	Mr T.J Mokhopa, Tel No : (012) 451 9107/9265
<u>APPLICATIONS</u>	:	Applications must be submitted to @TshwaneHR@gauteng.gov.za .
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/104</u>	:	<u>MATERIAL RECORDING CLERK REF NO TDHS/A/2020/32 (1 POST)</u> Directorate: Supply Chain (12 months contract)
<u>SALARY</u>	:	R173 703 per annum (Level 5) plus 37 %
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, plus three years credible experience in the field of procurement, computer literacy, good communication skills, knowledge in stock management, knowledge of provisioning administration, SAP, PFMA and Treasury regulations and instructions. Experience in hospital environment will be added advantage
<u>DUTIES</u>	:	Liaise with internal and external stakeholders in relation to procurement of goods Obtain quotations, complete procurement forms for purchasing of standard office control, keep and maintain assist register. Management and control of inventory, maintaining minimum and maximum stock levels. Conducting stock taking. Issuing and receiving of stock. Compilation of monthly stock balance report in line with demand plan and minimum and maximum procedure. Compile demand plan for all the commodities in the stock room
<u>ENQUIRIES</u>	:	Mr. Oupa Nama, Tel No: (012)451 9265
<u>APPLICATIONS</u>	:	Applications must be submitted to @TshwaneHR@gauteng.gov.za
<u>CLOSING DATE</u>	:	07 August 2020

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents

<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result
--------------------	---	---

in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

OTHER POSTS

POST 18/105 : **SOCIAL WORK MANAGER: PROBATION AND CANALISATION REF NO: SD/2020/07/01**

SALARY : R794 889 – R1 100 325 per annum (within the OSD Framework)
CENTRE : Johannesburg Metro Region
REQUIREMENTS : A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP. A minimum of 10 years appropriate management experience in Social Work – Probation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer literate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. A valid driver's license.

DUTIES : Facilitate and manage the statutory service delivery, focusing mainly on Probation Services. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring of programmes with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Manage staff training, development and performance. Manage implementation of the diversion programmes. Manage the provision of home based Supervision programmes. Manage the social crime awareness and prevention programmes. Perform the administrative functions required in the unit.

ENQUIRIES : Ms C Dukwana Tel No: (011) 355 9502
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 91 Commissioner Street or Private Bag x1 Johannesburg, 2000

FOR ATTENTION : Ms C Dukwana, (011) 355 9502NB
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 7 August 2020

POST 18/106 : **SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING (2 POSTS)**

SALARY : R794 889 – R1 100 325 per annum (within the OSD Framework)
CENTRE : Metro Region Ref No: SD/2020/07/02 (01 Post)
 Ekurhuleni Region Ref No: SD/2020/07/03 (01 Post)

REQUIREMENT : A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating Social Work Probation services and computer literacy. Skills and Competencies: Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Project management, report writing, problem solving, interpersonal, leadership, coordination, planning and organizing skills. A valid drivers' license.

DUTIES : Managing and supervising Social Work Supervisor and a team of Community Development Liaison Officers and Community Development Liaison workers. Ensuring that subordinates are trained and developed to be able to deliver work of the required standards efficiently and effectively through the utilisation of knowledge management. Conducting audits and DQA's to funded NGO's. Ensuring that the budget is allocated and utilised appropriately according to the Funding Agreement. Developing a transformation

plan for the regions on the NPO's based on the PFA. Assisting in developing appropriate costing norms. Monitoring transformation and insuring the rendering of quality and equitable social services. Developing training manuals. Coordinating the Welfare Summit Steering Committee. Managing staff training & development. Managing projects allocated to the sub-directorate.

ENQUIRIES : Mr D Mathabatha Tel No: (011) 355-9501 JHB Metro Region, Ms F Pete Tel No: (011) 820 0332

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development.
Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000 for Attention- Mr D Mathabatha, Tel No: (011) 355 9501,
Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag X1008, Germiston, 1400 attention Ms N Pete, Tel No: (011) 820 0332

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 7 August 2020

POST 18/107 : **COMMUNITY DEVELOPMENT MANAGER SUSTAINABLE LIVELIHOODS REF NO: SD/2020/07/04**

SALARY : R794 889 – R1 100 325 per annum (within the OSD Framework)

CENTRE : Ekurhuleni Region

REQUIREMENTS : An appropriate 3 year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of social development, poverty management and alleviation matters. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Driver's license. Computer literacy. Skills and Competencies: Problem solving; communication; analytical and advanced program / project / resource management skills.

DUTIES : To oversee, coordinate and facilitate the planning and management of an integrated and accessible quality of Social Development service within Region. Provide Strategic leadership and manage implementation of Programme 3, the Strategic Plan of the Department. Provide support service and Financial Management in conjunction with the Auxiliary Service component. Align budget and resource needs to service delivery implementation. Strategic Partnerships and Stakeholders: Foster and maintain partnerships on provincial level, MEC/MMC technical forum for interdepartmental collaboration and partnerships with NGO's for service delivery in specific areas of programme including areas identified in terms of the 20 Township program. SDI - interpret departmental legislation and policies for effective implementation of Batho - Pele service delivery improvement and good governance within the Region. Monitoring and Evaluation of service delivery inputs and outputs on monthly, quarterly and annual targets. Monitor compliance to legislation and evaluate impact on service delivery, outline achievements and challenges and redirect plans for best results in annual report within Programme 3.

ENQUIRIES : Ms N Pete Tel No: (011) 820 0332

APPLICATIONS : Please forward application, quoting the relevant reference number to - The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400

FOR ATTENTION : Ms N Pete, Tel No: (011) 820 0332

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 7 August 2020

POST 18/108 : **DEPUTY MANAGER NURSING REF NO: SD/2020/07/05**
 Directorate: Institutions

SALARY : R843 618 – R949 482 per annum (within the OSD framework)

CENTRE : Johannesburg Head Office

REQUIREMENTS : A diploma or degree in Nursing with 9 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing which 4 years must be of appropriate/recognisable experience at management level. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

<u>DUTIES</u>	:	Develop and Manage Nursing Plan. Manage standard practices, criteria and indicators for quality nursing practice and health care in accordance with regulatory framework. Manage nursing practice and health care in accordance with regulatory framework. Manage a contractive working relationship with other stakeholders. Manage nursing staff and other allied and related profession, namely: Occupational Therapist and Clinical Psychologist.
<u>ENQUIRIES APPLICATIONS</u>	:	Innocent Mantome Tel No: (011) 227 0105
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Innocent Mantome, or posted to Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/109</u>	:	<u>DEPUTY DIRECTOR STRATEGIC PLANNING REF NO: SD/2020/07/06</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Bachelor's Degree in Public Administration or (equivalent qualification) plus 3-5 years Strategic Planning experience. A valid driver's license. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in the Public Service. Knowledge of departmental policy framework. SKILLS: Analytical, integration and alignment. Strategic management and planning. (including capability to facilitate strategic and business planning process). Good communication (both written and verbal). Computer literacy with at least knowledge of MS, Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Assist with facilitation and management of strategic business and operational planning processes linked to the budgetary processes. Assist with the facilitation, compilation and consolidation of organizational performance reports and budget vote documents. Analyse organisational performance and provide strategic inputs to business units. Provide planning technical guidance to the business units. Manage staff performance, training and development, leave and conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr O Mkhabela Tel No: (011) 355 7937
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr O Mkhabela, Tel No: (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/110</u>	:	<u>DEPUTY DIRECTOR HRM AND AUXILIARY SERVICES REF NO: SD/2020/07/07</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package)
<u>CENTRE</u>	:	Sedibeng Region
<u>REQUIREMENTS</u>	:	A Tertiary qualification in HRM with 4-5 years' experience in the field of HR environment. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. A valid driver's license. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.
<u>DUTIES</u>	:	Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of regional records management system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralization plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Phetshana Tel No: (016) 930 2068
	:	The department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068 or post to Private Bag X209 Vanderbijlpark 1911.

<u>NOTE</u>	:	Due to the nation- wide lock down COVID-19, the Gauteng Department of Social Development will support the national measures, the Minister for Public Service and Administration has considered the following: the Notes: Errors & Omissions Expected:
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/111</u>	:	<u>OPERATIONAL MANAGER NURSING (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 276 – R579 696 per annum (Within OSD Framework)
	:	Zanele Mbeki Frail Care Centre Ref No: SD/2020/07/08 (01 Post)
	:	Father Smangaliso Cycc Ref No: SD/2020/07/35 (01 Post)
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.
<u>DUTIES</u>	:	Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<u>ENQUIRIES</u>	:	Ms Z Nhlapho Tel No: (011) 8177303 – Zanele Mbeki, Ms C Letoaba Tel No: (012) 797 8304 – Father Smangaliso Mkhathshwa
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development: Zanele Mbeki Frail Care Centre ,3 Vlakfontein Road, Dunnottar for attention Ms Zodwa Nhlapho (011) 8177 303, Father Smangaliso Mkhathshwa CYCC, Soutpan Road, Soshanguve
<u>FOR ATTENTION NOTE</u>	:	Ms C Letoaba Tel No: (012) 797 8304
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/112</u>	:	<u>SOCIAL WORK SUPERVISOR (56 POSTS)</u>
	:	Directorates: Probation and Canalization, Intake Field and NPO Partnership and Finance.
<u>SALARY CENTRE</u>	:	R384 228 – R714 795 per annum (within the OSD framework)
	:	Ekurhuleni Region Ref No: SD/2020/07/15 (19 Posts)
	:	Johannesburg Metro Region Ref No SD/2020/07/16 (11 Posts)
	:	Tshwane Region Ref No SD/2020/07/17 (14 Posts)
	:	Westrand Region Ref No SD/2020/07/18 (6 Posts)
	:	Sedibeng Region Ref No SD/2020/07/19. (6 Post)
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.
<u>DUTIES</u>	:	Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with

		new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ekurhuleni Region-Ms N Pete (011) 820 0332, West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700 Johannesburg Metro Region- Ms C Dukuwana Tel No: (011) 355 9502 Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314 and Sedibeng Region- Ms J Phetshana Tel No: (016) 930 2068.
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 for attention Ms N Pete (011) 820 0332 or Private Bag x1008, Germiston, 1400. West Rand Region , Human Street, Krugersdorp for attention Mr SM Makgorogo Tel: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740. Johannesburg Metro Region , Johannesburg Metro Region, 91 Commissioner Street, Johannesburg for attention Ms C Dukuwana (011) 355 9502 or Private Bag x1, Johannesburg, 2000. Tshwane Region , South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel-(012) 359 3314 or Private bag X266, Pretoria, 0001 Sedibeng Region , 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068or Private Bag X209, Vanderbijlpark 1911.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/113</u>	:	<u>ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION (3 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office Ref No: SD/2020/07/09 (01 Pots) Johannesburg Metro Region Ref No: SD/2020/07/10 (02 Posts)
<u>REQUIREMENT</u>	:	A three years' tertiary qualification in Monitoring and Evaluation with 3-5 years' experience in the NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<u>DUTIES</u>	:	Planning and scheduling staff and resources for conducting of onsite financial compliance Monitoring to funded organisations. Managing the identification of discrepancies on compliance of funded NPO's. Scheduling staff and other resources on the identification of NPO's financial and administrative capacity building requirements. Managing the provision and submission of progress reports on the implementation of NPO's financial and administrative capacity building plan. Managing the preparation of reports on programmes performed by NPO's. Planning and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO's. Managing the completion and submission of recommended appropriate interventions. Developing staff work plan. Supervising staff performance.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel No: (011) 355 7937 – Head Office Mr D Mathabatha Tel No: (011) 355-9501 – Johannesburg Metro Region
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Mr O Mkhabela, (011) 355 79367 or Private Bag x5 Johannesburg, 2000. Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Mr D Mathabatha, Tel no: (011) 355 9501
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/114</u>	:	<u>ASSISTANT DIRECTOR: NPO FUNDING (2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng Region Ref No: SD/2020/07/11 (01 Post) Ekurhuleni Region Ref No: SD/2020/07/12 (01 Post)

<u>REQUIREMENTS</u>	:	A three-year National Diploma/Bachelor's Degree in Financial Management or Cost and Management Accounting with 3-5 years' experience in the field of Finance and with supervisory experience. A valid driver's license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework SKILLS: Good Financial Management, Report writing, Planning and Organizing skills.
<u>DUTIES</u>	:	Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.
<u>ENQUIRIES</u>	:	Ms Lorna Harmse Tel No: (016) 930 2055 – Sedibeng Region, Ms N Pete Tel No: (011) 820 0332 -Ekurhuleni Region
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for Attention- Ms N Pete Tel No: (011) 820 0332 or post to Private Bag x1008, Germiston, 1400, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 for attention Ms Lorna Harmse (016) 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/115</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION REF NO: SD/2020/07/13</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office Auxiliary Services
<u>REQUIREMENTS</u>	:	A three years' tertiary qualification in Public Management/Office Management with 3 – 5 years' experience in administrative environment. Knowledge and understanding of legislative framework governing the transformation of service delivery practices, systems, processes and procedures applicable in the public service, PFMA and the Department's Constitutional mandate. Skills and Competencies: Developmental oriented, self-driven, performance driven, honesty and integrity, analytical, project management, report writing, communication, problem solving, interpersonal, planning and organising, coordination and leadership skills. A valid drivers' licence.
<u>DUTIES</u>	:	Manage, monitor, supervise the function of Food Services and Switchboard Services by ensuring that customer satisfaction is achieved. Provide Secretariat Services and logistical support in the Directorate. Comply with policies, prescripts and other processes and procedures within the Unit. Provide supervision to personnel in the Unit. Manage the budget of the Unit.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
	:	Mr Z Jaca Tel No: (011) 355 7678.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020
<u>POST 18/116</u>	:	<u>ASSISTANT DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2020/07/14</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Bachelor's Degree in Supply Chain Management, Logistics, Public Management or Finance with 3-5 years' experience in Supply Chain Management environment. A valid driver's license. Knowledge and understanding of tender and contract management legislative in the Public Service, PFMA and procedures on tenders and contracts administration. Skills and Competencies: Report writing, communication, conflict management, planning and organising, leadership, coordination, facilitation, contract management and tender management skills, business insight, team work, supervision, staff development, financial management, budgeting processes, policies, procedures and legislations.
<u>DUTIES</u>	:	Administration of outsourced adhoc accommodation leases and transversal service tenders. Management the process of commencement and termination of contracts awarded. Collates information on pending tenders for reporting, finalized tenders for

annual performance reporting, awarded tenders on Provincial Treasury's database and responses to audit queries on tender administration. Submit price adjustment request for assessment to GDF. Monitor, update and safe keeping of process files. Management of staff.

ENQUIRIES : Ms S Moloi Tel No: (011) 227 0062
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Ms S Moloi (011) 227 0062 or post to Private Bag X35, Johannesburg, 2000.
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
CLOSING DATE : 7 August 2020

POST 18/117 : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM REF NO: SD/2020/07/20**

SALARY : R363 801 – R 581 178 per annum (within the OSD Framework)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A Degree in Social Work. A minimum of 8 years' experience as a Social Worker in Social Welfare services after registration with SACSSP (3 years of experience within the Men and Boys Empowerment Programmes). Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing Victim Empowerment and services to men & boys. Computer literacy. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.

DUTIES : Develop provincial policies and guidelines for men and boys. Administer the implementation of the men and boy strategy. Implement the men and boys program in the province. Coordinate Provincial Men's forums. Coordinate the International Men's day. Implement prevention and awareness programmes. Conduct training and capacity building workshops in the field of men and boys and the perpetrator program. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.

ENQUIRIES : Mr Z Jaca Tel No: (011) 355 7678
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000 for attention Mr Z Jaca (011) 355 7678.

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 7 August 2020

POST 18/118 : **SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO:SD/2020/07/21 (2 POSTS)**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three years' tertiary qualification in Financial Management/ Management Accounting with 2-3 year's experience in Management Accounting environment in the Public Service. A valid driver's license Knowledge and understanding of Financial systems training methodologies and Departmental procedures regulating financial Systems. Knowledge and understanding of legislative framework governing the Budget planning, implementation and monitoring systems, procedures and processes in the Public Service. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver's License.

DUTIES : Roll out of Financial Systems Training in the Department and follow up on training needs assessments for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide assistance on budget preparation and allocations. Support and advice programme managers on the implementation of budget reform measures in all entities. Provide assistance on the implementation of expenditure monitoring and control systems and identify misallocations of expenditure. Enhancement of Financial Internal Control systems identify gaps in Financial Internal Control systems in the Office of the CFO.

ENQUIRIES : Ms E Choshi Tel No: (011) 355 7700
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building,

	Johannesburg or posted to Private Bag X35, Johannesburg, 2000 for attention- Ms E Choshi Tel No: (011) 355 7700.
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	: 7 August 2020
<u>POST 18/119</u>	: <u>SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN MANAGEMENT</u> <u>REF NO: SD/2020/07/22</u>
<u>SALARY</u>	: R316 791 per annum (plus benefits)
<u>CENTRE</u>	: Dr Fabian and Florence Ribeiro Treatment Center
<u>REQUIREMENTS</u>	: A three years' tertiary qualification in Finance or Supply Chain Management, with 2-3 years' experience in Finance and Supply Chain Management. A valid driver's license. Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills.
<u>DUTIES</u>	: Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training to staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervision and management of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.
<u>ENQUIRIES</u>	: Ms S Hutchinson (012) 734 8325
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number for Attention Ms S Hutchinson, Dr Fabian and Florence Ribeiro Treatment Centre, Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000 for Attention- Ms S Hutchinson Tel No: (012) 734 8325
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	: 7 August 2020
<u>POST 18/120</u>	: <u>SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION (25 POSTS):</u> Directorate: NPO Monitoring and Evaluation
<u>SALARY</u>	: R316 791 per annum (plus benefits)
<u>CENTRE</u>	: Head Office Ref No: SD/2020/07/23 (01 Post) Sedibeng Region Ref No: SD/2020/07/24 (03 Posts) Ekurhuleni Region Ref No: SD/2020/07/25 (05 Posts) Westrand Region Ref No: SD/2020/07/26 (05 Posts) Tshwane Region Ref No: SD/2020/07/27 (06 Posts) Johannesburg Metro Region Ref No: SD/2020/07/28 (05 Posts)
<u>REQUIREMENTS</u>	: A three year National Diploma/ Bachelor's Degree in Accounting, Financial Management or equivalent qualification with 2-3 years' experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
<u>DUTIES</u>	: Onsite monitoring of NPO's. Conduct onsite financial compliance monitoring to funded Organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO's. Provide progress on the implementation of NPO's financial and administrative capacity building plan. Report on funded NPO's, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO's. Assess current financial and administrative capacity of all existing funded NPO's. Supervise staff training and development, performance and leave plan.
<u>ENQUIRIES</u>	: Ekurhuleni Region-Ms N Pete Tel No: (011) 820 0332, West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700

	Johannesburg Metro Region- Ms C Dukwana Tel No: (011) 355 950 Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314 Sedibeng Region- Ms J Phetshana Tel No: (016) 930 2068.
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 for attention Ms N Pete (011) 820 0332 or Private Bag x1008, Germiston, 1400. West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740. Johannesburg Metro Region , Johannesburg M Tel No: (011) 355 9502 or Private Bag x1, Johannesburg, 2000. Tshwane Region , South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314- or Private bag X266 Pretoria 0001. Sedibeng Region , 3 Moshoeshe Street, Sebokeng for attention Ms J Phetshana Tel No: (016) 930 2068 or Private Bag X209, Vanderbijlpark, 1911.
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	: 7 August 2020
<u>POST 18/121</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING (10 POSTS):</u>
<u>SALARY CENTRE</u>	: R316 791 per annum (plus benefits) Sedibeng Region Ref No: SD/2020/07/29 (02 Posts) Ekurhuleni Region Ref No: SD/2020/07/30 (02 Posts) West Rand Region Ref No: SD/2020/07/31 (03 Posts) Tshwane Region Ref No: SD/2020/07/32 (03 Posts)
<u>REQUIREMENTS</u>	: A three years qualification in Accounting, Financial Management with 2-3 years' experience in the NPO environment. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.
<u>DUTIES</u>	: Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.
<u>ENQUIRIES</u>	: Ms J Phetshana Tel No: (016) 930 2068 – Sedibeng Region Ms N Pete Tel No: (011) 820 0332 – Ekurhuleni Region Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700 – West Rand Region Mr A Kotsedi Tel No: (012) 359 3314 – Tshwane Region
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 for attention Ms N Pete Tel No: (011) 820 0332 or Private Bag x1008, Germiston, 1400. West Rand Region , Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp, 1740. Tshwane Region , South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314 or Private bag X266, Pretoria, 0001. Sedibeng Region , 3 Moshoeshe Street, Sebokeng for attention Ms J Phetshana Tel No: (016) 930 2068 or Private Bag X209, Vanderbijlpark, 1911.
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	: 7 August 2020
<u>POST 18/122</u>	: <u>PERSONAL ASSISTANT (2 POSTS)</u>
<u>SALARY CENTRE</u>	: R257 508 per annum (plus benefits) Johannesburg Head Office Corporate Services Ref No: SD/2020/07/33 (01 Post) Social Crime Prevention and VEP Ref No: SD/2020/07/34 (01 Post)

<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification with 3-5 years experience in rendering a support service to Senior Management. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
<u>DUTIES</u>	:	Provide Secretarial/administrative support service to the Manager. Receive 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. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms T Mbhense Tel No: (011) 355 7703
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or Private Bag X35, Johannesburg, 2000 for attention- Ms T Mbhense Tel No: (011) 355 7703
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	7 August 2020

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

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

OTHER POSTS

<u>POST 18/123</u>	:	<u>HEAD CLINICAL UNIT REF NO: HCUPUL/2/2020</u> Department: Pulmonology
<u>SALARY</u>	:	R1 728 807 pa All-inclusive salary package (excluding commuted overtime)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification in Internal Medicine and Pulmonology. Current Registration as a Specialist –Physician and sub-Specialist: Pulmonology. At least three (3) years post registration experience as a –Specialist Physician and more than one-year post registration as a Pulmonologist. If not already holding a PhD degree, registration as and study towards a PhD would be an advantage. Knowledge, Skills, Training And Competencies Required: Ability to teach undergraduate, postgraduate students and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Participate in teaching and training of undergraduate and post graduate medical students and nursing in Internal Medicine and Allied Health Personnel in the field of Pulmonology. Participation in administration as required by the department of Pulmonology and Internal Medicine. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. Provide after-hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Provide leadership in development of protocols for the management of Adult Pulmonology and Critical Care. Provide leadership in the development of clinical audit programmes in the hospitals in the province. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Participate actively in outreach and CME activities in the Province of KwaZulu-Natal. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in the training of Registrar's, Medical Officer's and Nurses. Work as part of a multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr LP Mtshali Tel No: (031) 2401105
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	:	14 August 2020

<u>POST 18/124</u>	:	<u>SENIOR MANAGER (MEDICAL SERVICES) (X1 POST)</u>
<u>SALARY</u>	:	R1 512 009 – R1 834 890 per annum. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital MBChB degree or equivalent qualification PLUS. A minimum of 3 Years' experience after registration with HPCSA as Medical practitioner. Registration Certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2020 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies required- Sound basic knowledge of Medicine and surgery. Self-motivated with the ability to work conscientiously and independently. The ability to know one's limitations and to refer a patient for a second opinion. A Strong interest in continuing medical education with ongoing updating of medical knowledge and skills.
<u>DUTIES</u>	:	Organise and run the medical and medical support departments. Undertake planning for the medical and medical support departments with a view to achieving the Vision and Mission of the Institution. Clarify responsibilities and delegate authority. Agree on job targets and how to achieve and measure these. Supervise medical/nursing/clinical staff. Arrange for in-service education/training to medical and other professional staff in the various facilities to improve their skills using a patient-centred approach. Assist with PHC Nurse Practitioner Training and the training of Community Service Doctors. Assist in developing the District as a "best practices" learning site for other Districts. Have objectives and projects documented and communicated to staff. Put mechanisms and structures in place to support implementation of objectives. Have performance standards defined for health service providers based on accreditation. Have job descriptions available for all categories. Have policies, protocols, procedure manuals and code of conduct to guide performance of all categories. Have clinical workshops and meetings to assist all categories. Encourage regular team building and quality activities. Exercise tactical planning and organizing to ensure resources are controlled to achieve defined project objectives. Have the patients' rights charter, health and safety at work, care and consideration of disabled, elderly, women and children documents continually up-dated and circulated. Assess quality of clinical care provided and improve on it (if necessary) using quality assurance approaches. Consult with Nursing Managers to help with patients they have found difficult to manage. Ensure that standards of equipment, safety and facilities comply with District standards, and effect necessary changes with the clinic team. Ensure that there is an adequate supply of EDL drugs for medical practitioner prescriptions, and alert the clinic team leader should there be any shortages. Participate in regular clinic management meetings with the clinic team. Support the clinic staff in their interaction and work with the community, attending community meetings and doing home visits where appropriate. Assist the Community Rehabilitation Assistants, Traditional Attendants, TB Team, Community Health Workers, etc by attending to their referrals and giving feedback. Manage contemporary projects in health care system e.g. GP contracting, NHI, Ideal hospital and clinics, norms and standards as stipulated in amended health legislation. Ensure provision of efficient forensic examinations such as for intoxication, rape and mental derangement. Provide medical judicial evidence as required. Ensure provision for Medical Examinations on job applicants and prospective students requiring medical certificates of fitness.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs.HSL Khanyi. Tel No: (034) 328 8257
<u>FOR ATTENTION CLOSING DATE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940 The Recruitment Officer 14 August 2020
<u>POST 18/125</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1 REF NO. MS/12/2020</u> Re-Advertisement
<u>SALARY</u>	:	R1 173 900 per annum (All –inclusive salary Package: (this inclusive package consists of 70% and 30%flexible portion that may be structured in terms of the applicable rules) Other benefits plus Fixed Overtime and 22% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Mseleni Hospital Matric certificate/Grade 12. MBChB Degree or equivalent qualification. A valid registration with Health Professionals Council of South Africa. Full registration as a Medical Practitioner (Registration certificate). A Minimum of 3-5 years' experience after registration with HPCSA as a Medical Practitioner. Applicant in possession of a foreign qualification

must attach evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Broad clinical knowledge, competency and skills in general clinical domains such as medicine, pediatrics, obstetrics and gynecology and surgery. Knowledge of relevant health and public service related legislation, Policies and Regulations. Knowledge of strategic documents e.g. SDG, APP, and DHER etc. Knowledge and experience in District Health System Knowledge of ethics Knowledge of Health information system Decision making skills Conflict management skills Good interpersonal relationship Good communication skills Good supervisory skills Project and change management skills Computer literacy Sound planning and organizing skills.

DUTIES : Key Performance Areas Supervision of Medical and Allied Health Professionals at Mseleni Hospital. Participate as a member of the Executive management. Promote optimum staffing levels in the medical and paramedical sections through recruitment and retention strategy Evaluate clinical services provided on monthly basis Maintain clinical, professional and ethical standard related to these services. Maintain necessary discipline over staff under his / her control. Performance management appraisals of all staff under the incumbent's Control. Lead participant in committees such as ethics committee, Quality assurance, clinical audits, Healthy and Safety, Therapeutics and infection control. Ensure the provision of outreach. Formulate strategic plans in keeping with the requirements of the hospital. Ensure control and monitoring the hospital budget. Maintain continuous monitoring of morbidity and mortality through clinical audits. Supporting the hospital CEO with transformation process.

ENQUIRIES : MRS. T.R Sibisi Tel No: (035) 574 1004
APPLICATIONS : The assistant Director HRM for attention of MRS JSS Khuzwayo Mseleni Hospital PO Sibhayi 3967

NOTE : The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions will disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applicants, in due course If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department
CLOSING DATE : 14 August 2020

POST 18/126 : **MEDICAL SPECIALIST: REFERENCE NO. EPH 01/2020**
Cluster: KZN Department of Health

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive Package commuted Overtime & 12% Inhospitable Allowance)
Grade 2: R1 264 623 – R1 342 230 per annum ((all-inclusive package + Commuted Overtime & 12% Inhospitable Allowance)
Grade 3: R1 467 651 - R1 834 890.per annum ((all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)

CENTRE : Ekuhlengeni Psychiatric Hospital
REQUIREMENTS : **Grade 1:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB Degree plus current and initial registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (1) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB plus 5years experience current registration with the HPCSA as Medical Specialist in the Psychiatric Specialty Foreign candidates require (6) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources

(Certificate of service) **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB plus 10 years' experience current registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (11) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service). Community Service experience is excluded. Registration with HPCSA as a Medical Specialist (attach proof). Certificate of service must be attached. Current registration with council must be attached. Matric certificate must be attached. Excludes a Public Service commuted overtime which may be payable subject to relevant approval. Non-South African Applicants –Valid Work Permit in Conformance with HR Circulars 49/2008 obtainable from Government Department. Knowledge, Skill, Training & Competencies Required: Grade 1, 2 OR 3: Knowledge of current health and services registration, regulation and policy including Medical ethics, epidemiology and statistics. Good communication and leadership skills. Decision making and clinical competency skills and knowledge essential. Sound knowledge of procedures and protocols in psychiatric set up. Sound knowledge of psychological, emotional and behavioral disorder. Participate in on call roster. Possess sound knowledge of Human resource Management. Information management and quality assurance programs. Have the ability to evaluate technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration.

DUTIES

: Key Performance Areas: Render Psychiatric services in the hospital. Ensure adherence to Professional Medical Standards. Supervise and provide training to other Medical Officers, Interns and Nurses. Coordinate Multi-disciplinary team. Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these. Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care. Coordinate and support the mental outreach programme. Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

ENQUIRIES APPLICATIONS

: Ms. N.S. Padayachee Tel No: (031) 9054 777/6/5
: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

FOR ATTENTION NOTE

: Ms. GP. Cele
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. First preference will be given African female

CLOSING DATE

: 07 August 2020

POST 18/127

: **MANAGER: ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO. MS/13/2020**
Re-Advertisement

SALARY

: R614 991 per annum Other benefits 13th cheque, Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) Plus 12% Rural Allowance.

<u>CENTRE REQUIREMENTS</u>	:	Mseleni Hospital (All PHC Facilities)
	:	Matric certificate/Grade 12 Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Registration with SANC as a Professional Nurse and Midwife A minimum of ten (10) years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC Six (06) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care. At least three (03) years of the period referred to above must be appropriate/recognizable experience at management level. NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies In depth knowledge of nursing legislation and related legal and ethical practices. In depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills. Good communication skills both verbal and written. Conflict management skills. Good interpersonal and team building skills.
<u>DUTIES</u>	:	Key Performance Areas: Improve maternal and child health according to the millennium development goals. Initiate EPI and Immunization programs to reduce child mortality. Enhance the saving mothers programme. Manage the provision of high quality nursing services in the department. Ensure the development and implementation of clinical policies, procedures and guidelines for PHC and other related programs/projects. Maintain clinical/good governance, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performance by implementing EPMDS and other related Human Resource policies. Ensure effective utilization of all resources in the department. Ensure implementation of appropriate Infection Control measures within the department. Assist in the implementation of National core standards. Ensure implementation, monitoring and evaluation of all programs.
<u>ENQUIRIES APPLICATIONS</u>	:	MRS TR Sibisi Tel No: (035) 574 1004
	:	The Assistant Director HRM for attention of Ms JSS Khuzwayo Mseleni Hospital P.O Sibhayi 3967
<u>NOTE</u>	:	The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge , however , they will be advised of the outcome of their applicants , in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose, aim is to promote representatively in all levels of all occupational categories in the Department
<u>CLOSING DATE</u>	:	14 August 2020
<u>POST 18/128</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY): OPERATING THEATRE REF NO: SAP 15/2020</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner`s allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital
	:	Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing) with duration of at least 1year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification)Proof of current registration with the SANC (2020). EXPERIENCE: A minimum of nine (9) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least five (5) years of the period referred to above must be appropriate/recognizable experience in Operating Theatre after registration in Medical and Surgical Nursing Science (Operating Theatre Nursing). SKILLS: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act,

<u>DUTIES</u>	:	Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team. Key Performance Areas: Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective and training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms NN Somhlahlo Tel No: (039) 8338013/8000
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263
<u>FOR ATTENTION</u>	:	Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.
<u>CLOSING DATE</u>		07 August 2020
<u>POST 18/129</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT): KWADABEKA COMMUNITY HEALTH CENTRE (NURSING COMPONENT): REF NO: KDC 01/2020 (01 POST)</u> Cluster: Nursing Management Services
<u>SALARY</u>	:	R 562 800 per annum (Level 9)an all Inclusive Salary plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Kwadabeka Community Health Centre Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing and Basic Midwifery); Post-basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC with a duration of one year; A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing; Relevant Annual Practice Certificate (SANC registration) for 2020; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person. Recommendations: Diploma /Degree in Nursing administration and proof of Computer literacy Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Bathe Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc). Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Be prepared to work

	shifts, weekends, night duty and Public holidays if a need arise. Computer skills in basic programs.
<u>DUTIES</u>	: Key Performance Areas: Provide effective management and professional leadership in the specialized unit. Ensure implementation of quality maternal child and women's health care programmes. Ensure cost effective and appropriate management of resources. Display concern for patients, advocating and facilitating proper treatment and care. Ensure staff development and monitor performance through EPMDS. Provide guidance and leadership in the implementation of the National Core standards and Ideal clinic initiative and realization. Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team, Participate in the analysis and formulation of nursing policies and procedures. Monitor implementation and performance of emergencies on daily, weekly and monthly basis. Participate in Mortality and Morbidity committee and ensure improvement in patient care Ensure that staff is orientated, mentored and developed to provide quality patient care. Ensure that patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and maintained.
<u>ENQUIRIES</u>	: Mrs EN Mbatha Tel No: (031) 714 3746
<u>APPLICATIONS</u>	: All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
<u>FOR ATTENTION</u>	: Assistant Director: Human Resource Management Services
<u>CLOSING DATE</u>	: 07 August 2020
<u>POST 18/130</u>	: <u>OPERATIONAL MANAGER NURSING (PHC) REF NO: NDH 12/2020</u> Cluster: Nursing Department
<u>SALARY</u>	: R562 800 – R 633 432. per annum Benefits: 13th cheque, rural allowance, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
<u>CENTRE</u>	: Baniyena Clinic, Northdale Hospital: Pietermaritzburg
<u>REQUIREMENTS</u>	: Matric (Senior certificate), Diploma/degree in General nursing and midwifery, 1 Year Diploma in PHC, Minimum of 9 years nursing experience after registration as professional nurse with SANC in General Nursing and midwifery. At least 5 years must be recognizable work experience in PHC setting after obtaining one year post basic qualification in Primary Health Care, Current registration with SANC (2020) as a General nurse and Primary Health Care Nurse, Computer literacy with a proficiency in MS Office software applications, Driver's license EB – unendorsed, Proof of previous and current work experience (Service record) endorsed and stamped by HR. Knowledge, Skills, Training And Competencies Required:- Financial Management, Leadership, organizational, decision making and problem solving ability and leadership skill, Knowledge of public service policies and other Health Related prescripts, Sound knowledge of code of conduct act, Good interpersonal skills, Human resources management and Labour Relations.
<u>DUTIES</u>	: Key Performance Areas: Provide quality comprehensive Primary Health Care package including Preventive, Promotive and Rehabilitation. Facilitate Implementation of Quality Improvement Programmes to comply with NHI, Ensure adequate and control and allocation of Human and material resources including vehicles. Supervise and monitor staff performance according to EPMDS. Facilitate and ensure proper clinical governance. Provides control measures to ensure that the clinic functions within the allocated budget. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistics including PHC and Programme indicators. Work outside normal working hours and weekends according to service delivery needs. Offer outreach activities as required.
<u>ENQUIRIES</u>	: Ms. SJ Moody Tel No: (033) 3879006
<u>APPLICATIONS</u>	: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala road, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: MS. SJ MOODY
<u>CLOSING DATE</u>	: 07 August 2020

<u>POST 18/131</u>	:	<u>OPERATIONAL MANAGER NURSING GENERAL GRADE 1 REF NO: ITSH 14/2020)</u> <u>(POST)</u>
<u>SALARY</u>	:	Grade 1 444 276 per annum: Other benefits: 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital (Medical & Surgical Ward)
	:	Grade 12 (senior certificate) Standard 10 or vocational certificate plus, Degree/Diploma in Nursing plus midwifery. Current registration with SANC as a General Nurse and midwifery. A minimum of seven (7) years appropriate/recognisable nursing experience after registration as a professional Nurse with SANC in General Nursing. relevant speciality. Proof of experience certified by HR must be attached. NB: Certificate of service must be attached as proof of experience.
<u>DUTIES</u>	:	Key Performance Areas: To supervise and ensure the provision of 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' e.g. inter-professional, inter-sectoral and multi-disciplinary team. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Comply with EPMDS. Deal with grievance and staff discipline in terms of laid down policies and procedures. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve quality care. Implement quality data management and monitor data in the unit. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patient safety incidents according to departmental policy.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mrs TG Msibi Tel No: (034) 4134000
	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to Elliot.simelane@kznhealth.gov.za (due to COVID 19)
<u>NOTE</u>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer ,confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018.Please note that failure to comply with the above instructions will disqualify applicats. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/132</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO ED/TR/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226. per annum Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance Grade 2: R471 333. per annum Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Edumbe Community Health Centre
	:	Grade 1Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care.3-5 years' experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Matric Senior

Certificate, Diploma /Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year post-basic qualification required for the relevant Speciality. Valid driver's license. NB: Proof of work experience signed by Human Resource section must be attached. RECOMMENDATIONS: NIMART training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Computer literacy – Proof must be provided. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills .Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Knowledge of Batho Pele Principle.

DUTIES : Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub- district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care mass being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programmes .Ensure maintenance of quality PHC training in the district.

ENQUIRIES : All enquiries should be directed to Mrs. LT Msibi Tel No: (034) 995 8528
APPLICATIONS : All applications must be addressed to Edumbe CHC Private Bag x 322 Paulpietersburg 3180 Hand delivered to the Human resources Office at Edumbe Community Health Centre.

NOTE : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za certified copies of ID documents, STD 10, educational qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected will to pre-employment screening and verification process. Due to large number of candidate be subjected to application we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints there will be no payments of S&T claims.

CLOSING DATE : 07 August 2020

POST 18/133 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 14/2019**

SALARY : Grade 1: R383 226 - R444 276 per annum
 Grade 2: R471 333 - R579 696 per annum
 Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Child Nursing Science with duration of at least 1year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019). Experience: Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Child Nursing Science.
 Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of

which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Paediatric Ward after obtaining 1 year post basic qualification in Child Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

<u>DUTIES</u>	:	Key Performance Areas: Monitoring result of environmental surveys. Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and coordinating of training and promote leaning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shifts.
<u>ENQUIRIES</u>	:	Mrs NG Myeza Tel No: (039) 8338113/8000
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263
<u>FOR ATTENTION</u>	:	Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	07 August 2020
<u>POST 18/134</u>	:	<u>PROFESSIONAL NURSE: CRITICAL CARE (SPECIALITY NURSING STREAM) REF NO: PN CRIT CARE (SPEC NURS STREAM) /2/2020(X 6 POSTS)</u> Department: Nursing Department
<u>SALARY</u>	:	Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional Grade 2: R471 333 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in General Nursing and 1 year post basic qualification in Critical Care Nursing Science. Current registration with SANC as General Nurse and Critical Care Speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Grade 2: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. 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 in the Critical Care speciality. Recommendation: Basic Midwifery diploma will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related

	legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care
<u>DUTIES</u>	: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant speciality will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES</u>	: Ms. NO Mkhize Tel No: (031) 240 1063
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	: 14 August 2020
<u>POST 18/135</u>	: <u>CLINICAL NURSE PRACTITIONER-PHC</u>
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R548 436 per annum Benefits: 13th cheque, home owner's allowance, and medical aid optional (employee must meet prescribed policy requirements)
<u>CENTRE</u>	: Gowane Clinic Ref No: UMG 01/40/2020 (03 Posts) Caluza Clinic Ref No: UMG 01/41/2020 (02 Posts) Ndalen Clinic Ref No. UMG 01/42/2020 (01 Post) Richmond Clinic Ref No. UMG 01/43/2020 (01 Post)
<u>REQUIREMENTS</u>	: Grade 1: Matric (National Senior Certificate), Degree/ Diploma in General Nursing, Midwifery and 1year post basic qualification in Clinical Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4years appropriate/recognizable experience as a General Nurse. GRADE2: Matric (National Senior Certificate). Degree/ Diploma in General Nursing, Midwifery and 1year post basic qualification on Clinical science, Health Assessment, treatment and Care (PHC). Current registration with SANC as General Nurse with Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, A minimum of 14 years appropriate/ recognizable nursing experience after registration as a General Nurse with SANC if which 10 years must be appropriate/ recognizable PHC experience after obtaining an one year basic qualification in Primary health Care. Knowledge, Skills, Training and Competencies Required. Demonstrate understanding of nursing legislation and relation and legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills, Good interpersonal skills, Team building and supervisory skills
<u>DUTIES</u>	: Key Performance Areas: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative service for the clients and community. Administrative services such as providing accurate statistics for evaluation and future

planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with person of diverse intellectual, cultural, racial or religious difference. Display a concern for patient's, promotion and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Facilitate implementation of ideal Clinic concept, Implement NCS within the facility. Conduct facility status determination. Update ideal website to maintain status achieved. Capture complaint, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

ENQUIRIES
APPLICATIONS

: Mrs Mbana Tel No: (033) 897 1000
: All applications to be forwarded to: The District Director - Attention: HR Practices, Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffeejee Street, Pietermaritzburg, ground Floor Reception Desk.

NOTE

: The following documents must be submitted: Application must be submitted on form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMG 01/19/08. Certified copies of highest educational qualifications—not copies of certified copies. Curriculum Vitae. ID copy. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to the positive outcome obtained from NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. People with disability should feel free to apply. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

CLOSING DATE

: 7 August 2020

POST 18/136

: **PROFESSIONAL NURSE SPECIALTY – (ADVANCED MIDWIFERY)**

SALARY

: Grade 1: R383 226 –R444 276.per annum
Grade 2: R471 333 –R548 436. Benefits 13th cheque, home owner's allowance, and medical aid optional (employee must meet prescribed policy requirements)

REQUIREMENTS

: **Grade 1** Matric (National Senior Certificate), Degree/ Diploma in General Nursing, plus 1year post basic qualification in Advanced Midwifery. Registration with SANC as General Nurse, as an Advanced Midwife. A minimum of 4years appropriate/recognizable experience as a General Nurse **Grade2:** Matric (National Senior Certificate) Degree/ Diploma in General Nursing, Midwifery and 1year post basic qualification on Clinical science, Health Assessment, treatment and Care (PHC). Current registration with SANC as General Nurse with Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, A minimum of 14 years appropriate/ recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/ recognizable experience in specialty after obtaining one year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of nursing legislation and relation and legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills, Good interpersonal skills, Team building and supervisory skills

DUTIES

: Key Performance Areas: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operative and amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectation according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH ect. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing

Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours

ENQUIRIES : Mrs Mbana Tel No: (033) 897 1000

APPLICATIONS : All applications to be forwarded to: The District Director - Attention: HR Practices, Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffjee Street, Pietermaritzburg, ground Floor Reception Desk.

APPLICATIONS : The following documents must be submitted: Application must be submitted on form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMG 01/19/08.. Certified copies of highest educational qualifications—not copies of certified copies. Curriculum Vitae. ID copy. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to the positive outcome obtained from NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. People with disability should feel free to apply.

CLOSING DATE : 7 August 2020

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF EDUCATION**

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks or email to vfredericks@ncpg.gov.za
<u>CLOSING DATE</u>	:	07 August 2020
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level through these appointments. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. Where possible applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies or uncertified copies provided that the original copies must be provided prior the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 accordingly 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 the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level. No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 18/137</u>	:	<u>HEAD OF DEPARTMENT FOR EDUCATION REF NO: HOD/DOE/07/2020)</u> (Five-year employment contract)
<u>SALARY</u>	:	R1 521 591 per annum (All-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Inherent Responsibilities as Head Of

DUTIES

Department Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate;

: Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Education, the successful candidate will function as the Head of Department with the following main functions: Provision of curriculum for ECD & GET in Grades 4 to 9, 10 to 12; Oversee professional teacher development and leadership programmes; Drive curriculum support and special programmes; Ensure the development of assessment policies, rules and regulations; Effective implementation of marking and monitoring processes; Provide cross organizational support in the conduct of the examinations and the management of irregularity; Management and development of question papers and the maintenance of an Item Bank; Ensure the timeous printing, packing and distribution of the examination material; Provision of leadership in the provisioning of teaching and learning support services; Co-ordination, management and implementation of learner social support programmes; Provision of institutional management, governance and support services; Development and management strategies, policies, systems, norms and standards and plans related to immovable assets, equipment & property management; Management of the delivery of the total Infrastructure Programme related to Capex, Minor capital and maintenance projects; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services; Facilitate the establishment of risk management capacity in the departments; Provision of research & development & monitoring and evaluation of departmental programmes and projects; Provision of Litigation and advisory services; Provision of legislative drafting and ensure compliance; Management of contracts and facilitation of property management; Manage and facilitate Collective Bargaining and dispute resolution processes; Management, development and implementation of labour relations policies, guidelines and processes; Management and provision of Financial Administration and Accounting services; Rendering of Management Accounting and Institutional funding services; Management and provision of Supply Chain and Asset Management services; Support the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments; Management and the implementation of financial information management systems and other relevant transversal systems; Monitoring and provision of the implementation of Risk Management; Monitoring and support on compliance in all the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts; Participation in oversight structure engagements and co-ordination of audit committee meetings; Improvement of audit outcomes and development of audit strategies and financial management policies; Oversight of the coordination and preparation of consolidated annual financial statements for departments and public entities; Foster financial management capacity building programmes for the department; Implement and monitor compliance to national and provincial financial norms and standards by the department; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation; Set the strategic focus of the Northern Cape Department of Education (organisational visioning and direction setting); Provide requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Education (Leading the organisation); Ensure that sound people and financial management practices are adhered to within the Northern Cape Department of Education; Champion the change within the Northern Cape Department of Education; Evaluate the performance of Northern Cape Department of Education on a continuous basis, against pre-determined key measurable objectives and standards; Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Ensure compliance with all applicable legislation; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Develop and implement an effective and efficient diversity management system within the Northern Cape Department of Education; Ensure integrated governance in terms of the services

and functions of the Northern Cape Department of Education; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Education; Ensuring adherence to the MISS by the Northern Cape Department of Education; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy.

ENQUIRIES

: Mr. J. Bekebeke Tel No: (053) 838 2950

DEPARTMENT OF HEALTH

APPLICATIONS

: Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks or email to vfedericks@ncpg.gov.za

CLOSING DATE

: 07 August 2020

NOTE

: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level through these appointments. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. Where possible applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies or uncertified copies provided that the original copies must be provided prior the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 accordingly 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 the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level. No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

OTHER POST

POST 18/138

: **HEAD OF DEPARTMENT FOR HEALTH REF NO: HOD/DOH/07/2020)**
(Five-year employment contract)

SALARY

: R1 521 591 per annum (All-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE

: Kimberley

REQUIREMENTS

: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful

candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Inherent Responsibilities

DUTIES

: As Head Of Department Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Health, the successful candidate will function as the Head of Department with the following main functions: Ensuring access to quality and specialized hospital services and the rendering of optimally responsive Emergency Medical Services within the Northern Cape Province; rendering of District Health Services (DHS) and strategic health programmes (includes HIV/AIDS, STI, TB and Maternal and Child health care) within the Northern Cape Province; Ensure the provisioning of clinical tools to selected PHC facilities to enhance ideal status; Accelerate the implementation of the HIV and Aids plan through the management of HIV preventative incidents; Ensure improvement in the management of HIV, TB co-infection, as well as accelerate the implementation of the TB crisis plan; provide strategic leadership in terms of the management of health sciences and training within the Northern Cape Province; Improve human resources for health on the basis of the strategy for human resources for Health; Setting the strategic focus of the Northern Cape Department of Health (organisational visioning and direction setting); Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Health (Leading the organisation); Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Health; Championing change within the Northern Cape Department of Health; Evaluating the performance of Northern Cape Department of Health on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Health; Developing and implementing an effective and efficient diversity management system within the Northern Cape Department of Health; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Health; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Health; Ensuring adherence to the MISS by the Northern Cape Department of Health; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services; Facilitate the establishment of risk management capacity in the department; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy.

ENQUIRIES

: Mr. J. Bekebeke Tel No: (053) 838 2950

DEPARTMENT OF ROADS AND PUBLIC WORKS

APPLICATIONS

: Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks or email to vfedericks@ncpg.gov.za

CLOSING DATE

: 07 August 2020

NOTE

: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level through these appointments. Therefore, we specifically call for suitably qualified women and persons with

disability to apply. Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. Where possible applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies or uncertified copies provided that the original copies must be provided prior the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 accordingly 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 the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level. No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 18/139</u>	:	<u>HEAD OF DEPARTMENT FOR ROADS AND PUBLIC WORKS REF NO: HOD/DRPW/07/2020</u> (Five-year employment contract)
<u>SALARY</u>	:	R1 521 591 (All-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
<u>CENTRE REQUIREMENTS</u>	:	Kimberley A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites. Inherent Responsibilities as Head Of Department
<u>DUTIES</u>	:	Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Roads and Public Works, the successful candidate will function as the Head of Department with the following main functions: To co-ordinate,

monitor and evaluate the implementation of the Expanded Public Works Programme and to develop communities and contractors; To provide administrative, strategic, financial and corporate support services in order to ensure that it delivers on its mandate in an integrated, efficient, effective and sustainable manner; Provision of state vehicles to provincial departments to conduct efficient and effective service delivery; Plan, design, construct, implement, rehabilitate, upgrade, regulate and facilitate the provision of accommodation and other specific needs for client departments and related entities; Manage the provincial property portfolio; Render professional, technical and implementing agent services in respect of buildings and other related infrastructure; facilitate infrastructure planning in the Province; Promote accessible, safe and affordable movement of people, goods and services through the delivery and maintenance of road infrastructure that is sustainable, integrated and environmentally sensitive, which supports social 7 economic growth through socially just, developmental and empowering processes; Setting the strategic focus of the Northern Cape Department of Roads and Public Works (organisational visioning and direction setting); Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Roads and Public Works (Leading the organisation); Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Roads and Public Works; Championing change within the Northern Cape Department of Roads and Public Works; Evaluating the performance of Northern Cape Department of Roads and Public Works on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Roads and Public Works; Developing and implementing an effective and efficient diversity management system within the Northern Cape Department of Roads and Public Works; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Roads and Public Works; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Roads and Public Works; Ensuring adherence to the MISS by the Northern Cape Department of Roads and Public Works; and ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships.

ENQUIRIES

:

Mr. J. Bekebeke Tel No: (053) 838 2950

**PROVINCIAL GOVERNMENT: WESTERN CAPE
DEPARTMENT OF HEALTH**

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

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

OTHER POSTS

POST 18/140 : **PRIMARY HEALTH CARE MANAGER**
Cape Winelands Health District

SALARY : R869 007 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Breede Valley Primary Health Care

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows Registration with the Health Professional Council (HPCSA) and/or Nursing Council of South Africa and/or Pharmacy Council. Experience: Appropriate/recognizable experience in District Health Systems. Appropriate experience in District Health Services / Management. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal)

DUTIES : (key result areas/outputs): Overall management of the PHC component of the Sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with Community Based Services in the Sub-district. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

ENQUIRIES : Dr D Theron, Tel No. (023) 348-1301

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 7 August 2020

NOTE : No payment of any kind is required when applying for this post. A practical test and Competency assessment will form part of the selection process

POST 18/141 : **ASSISTANT MANAGER NURSING (HONS)**
West Coast District

SALARY : R562 800 per annum (PN-A7)

CENTRE : Citrusdal 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 a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation

<u>DUTIES</u>	:	thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
	:	(key result areas/outputs): Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilisation and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.
<u>ENQUIRIES</u>	:	Ms NW Smit, Tel. No: (022) 921-2153
<u>APPLICATION</u>	:	The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
<u>FOR ATTENTION</u>	:	Mr S Cupido
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/142</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R562 800 per annum (PN-B3)
<u>CENTRE</u>	:	Citrusdal Community Clinic
<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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<u>DUTIES</u>	:	(key result areas/outputs): Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services. Information management w.r.t data collection, verification, report writing and submission of data Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.
<u>ENQUIRIES</u>	:	Ms A Koch, Tel. No: (027) 482-1484
<u>APPLICATION</u>	:	The Administrative Manager: Citrusdal Hospital, Private Bag X 14, Citrusdal, 7340.
<u>FOR THE ATTENTION</u>	:	Ms NW Smit
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/143</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: NURSING TRAINING</u> West Coast District
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	West Coast District Office
<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. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with 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 requirements of the job: Valid (Code B/EB) drivers' licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Ability to interpret and apply policies as well as analyses of Health System Information. Knowledge of development and analysis of

protocols and guidelines, Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint).

DUTIES : (key result areas/outputs): Manage the People development and training functions within the sub district by overall integrated planning, coordination and facilitation of nurse training programs. Coordinate and facilitate the development of learning opportunities for all nursing. Manage and lead the implementation of the informal nurse training programs. Facilitate and coordinate the clinical accompaniment/mentorship programmes. Effective management and utilisation of allocated resources.

ENQUIRIES : Ms AR Louw, tel. no. (022) 709-5066

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 7 August 2020

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

POST 18/144 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)**
Directorate: People Practices and Administration

SALARY : R376 596 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate people administration experience. Appropriate supervisory experience. Appropriate Persal experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration practices. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in MS Office Package). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Sound knowledge of labour practices and policies.

DUTIES : (key result areas/outputs): Responsible for the rendering of an efficient people administration service to Head Office components relating to appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Administering and coordination of RWOEE and financial disclosures for Head Office, which include Engineering and Technical Support Services and Western Cape College of Nursing. Responsible for HR audit compliance for Head Office. Coordination of grievances, disputes and Arbitrations. Coordination of the Auditor General audit process for Head Office. Administering and coordination of transversal people administration services which include Long Service Award function, SMS employment contracts and general transversal matters. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Rendering advice with regard to people administration practices to Head Office management. Facilitation and coordination of salaries and allowances on PERSAL. Ensuring maintenance of registers for conditions of service and salary administration as required by Internal Audit and the Auditor General. Management of staff. Willingness to act in higher posts, when required.

ENQUIRIES : Mr H Herbert, Tel No: (021) 483-4029

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 7 August 2020

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

POST 18/145 : **ARTISAN FOREMAN GRADE A (REFRIGERATION AND AIR CONDITIONING)**
Directorate: Engineering and Technical Support (Based at Bellville Mobile Workshop)

SALARY : Grade A: R304 263 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience in a relevant field. Inherent requirement of the job: Valid (Code B) driver's licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Registration with the SAQCC Gas would be desirable.

DUTIES : (key result areas/outputs): Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on

		all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.
<u>ENQUIRIES</u>	:	Mr S Reichert, Tel. No: (021) 830-3768/ L Semono (021)830-3770
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/146</u>	:	<u>ARTISAN FOREMAN: GRADE A (MECHANICAL)</u> Directorate: Engineering and Technical Support (Based at Bellville Mobile Workshop)
<u>SALARY</u>	:	Grade A: R 304 263 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate (Mechanical). Experience: 5 years' appropriate post-qualification experience in the relevant field of Mechanical. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the General machinery regulation and the Occupational Health and Safety Act. Knowledge and experience of Autoclaves.
<u>DUTIES</u>	:	(key result areas/outputs): Repairs of mechanical equipment and plant including Autoclaves. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.
<u>ENQUIRIES</u>	:	Mr G Williams, Tel. No: (021) 830-3772
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/147</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER/FITTER AND TURNER)</u> Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: 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 requirements of the job: A valid (Code B/EB) drivers' licence and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of Autoclaves/Laundry Machinery.
<u>DUTIES</u>	:	(key result areas/outputs): Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr G Williams Tel. No: (021) 830-3772
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 18/148</u>	:	<u>HANDYMAN (CARPENTRY)</u> Directorate: Engineering and Technical Services (Bellville Mobile Workshop)
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in carpentry and joinery, repairs and installations. Inherent requirements of the job: Ability to use industrial woodwork machinery and electrical power tools. A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475.
<u>DUTIES</u>	:	(key result areas/outputs): Carry out minor repairs and maintenance to hospital building and equipment. Assist with repairs and emergency breakdowns (including after-hours repairs). Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trim work or rough carpentry skills, baseboards, crown moulding. Install/hang and trim interior and exterior doors and fixtures. Assist with the control and requisitioning of material and parts.
<u>ENQUIRIES</u>	:	Mr F Ebrahim, Tel. No: (021) 830-3771
<u>APPLICATION</u>	:	The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR THE ATTENTION</u>	:	Ms C Dawood
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/149</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Heidelberg Community Clinic
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Physically able to lift/move heavy objects and supplies. Relief in other facilities/mobiles when necessary. Competencies (knowledge/skills): Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Able to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.
<u>DUTIES</u>	:	(key result areas/outputs): Provide clean, safe and hygienic environment (sweeping, dusting, scrubbing, mop, polish, refuse removal, cleaning of windows, light shades, walls, toilets, sluice, drains and clinic grounds). Effective and efficient utilisation and storage of cleaning material and equipment. Handling of waste. Attend in-service training appropriate to service delivery. Effective support to supervisor.
<u>ENQUIRIES</u>	:	Ms E Braaf Tel. No: (028) 713-8644
<u>APPLICATION</u>	:	The District Manager; Garden Route District Office, Private Bag x6592, George, 6530
<u>FOR THE ATTENTION</u>	:	Ms S Pienaar
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 18/150</u>	:	<u>GENERAL WORKER STORES</u> West Coast District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Citrusdal Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic Numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) drivers licence to deliver stock to facilities under Citrusdal Hospitals control. Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accurate in work.
<u>DUTIES</u>	:	(key result areas/outputs): Keep Bin Cards Up to date. Cleaning of shelves and general Stores Area. Distribution and delivery of stock to all facilities in the Cederberg Area. Maintain stock levels on shelves. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Provide effective support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms NW Smit, Tel. No: (022) 921-2153
<u>APPLICATION</u>	:	The Medical Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

<u>FOR THE ATTENTION</u>	:	Mr S Cupido
<u>CLOSING DATE</u>	:	7 August 2020
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.