

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2018

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 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.

AMENDMENT

GAUTENG DEPARTMENT OF HEALTH: Kindly note that the requirements for the post: Human Resource Officer Ref: FERH01/HR2017, advertised in Circular No: 01 of 2018 dated 05 January 2018 have been changed to: Grade 12 with five (5) years Human Resource experience or a National Diploma in HR with three (3) years' experience in HR recruitment & selection. In-depth knowledge of basic conditions of service and public regulations as amended. Legislative frameworks/acts. An ability to manage people. Computer literacy. Report writing skills, planning, organising and ability to work under pressure. A valid driver's licence. Intro to persal certificate is compulsory. Knowledge of staff establishment.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
HOME AFFAIRS	A	03 - 07
TRANSPORT	B	08 - 22

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATIONS	ANNEXURE	PAGES
EASTERN CAPE	C	23 - 25
FREE STATE	D	26 - 28
GAUTENG	E	29 - 39
KWA-ZULU NATAL	F	40 - 50
LIMPOPO	G	51 - 52
NORTH WEST	H	53 - 54

DEPARTMENT OF HOME AFFAIRS

CLOSING DATE : 26 January 2018

NOTE : Applications must be sent on time to the correct email address as indicated at the bottom of each advert, to reach the email address on or before the closing date. Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months from the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/ confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. NB: No faxed, hand delivered, couriered or posted applications will be accepted.

OTHER POSTS

POST 02/01 : **DEPUTY DIRECTOR: IMMIGRATION SERVICES REF NO: HRMC 3/18/3**

SALARY : An all-inclusive salary package of R779 295 to R917 970 per annum (Level 12), structured in terms of the applicable remuneration rules.

CENTRE : Gauteng: Port of Entry OR Tambo International Airport

REQUIREMENTS : A 3 year tertiary qualification recognised by (SAQA) in Law, Social Science, Public Management or related field at NQF Level 6, with 3 years' experience at a management level within the Immigration/law enforcement/security environment or a Grade 12 certificate plus 6 years' experience in the Immigration/law enforcement / security environment of which 3 should be at management level. A post graduate qualification will be an added advantage. Knowledge of the South African Constitution, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Criminal Prosecution Act. Knowledge and understanding of International and Regional agreements and instruments. Knowledge of law enforcement and inter-agency security cooperation is an added advantage. Client innovation and service delivery improvement orientation, within the context of legal frameworks. Sound problem solving, data collation, analysis, trend identification and report writing skills are vital management skills requirements. Good written and verbal communication, public relations, business partnering and stakeholder engagement. Honesty, integrity, good governance and due diligence, along with a security orientation. Candidates are required to be decisive team leaders and problem-solvers able to carry out the delegations associated with this level of management. Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint. Shift work and willingness to

work irregular hours. Valid driver's licence. Willingness to travel and to represent the Immigration Services on high-level stakeholder forums.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations efficiency and service delivery within the Port of Entry. Ensure effective risk and compliance management. Manage physical, human and financial resources. Provide leadership, guidance and advice to staff and stakeholders. Ensure implementation and monitoring of progress on business and operational plan. Conduct compliance investigations in terms of the legislation administered in the Port of Entry. Effective management of resources and personnel. Effectively implement policies, processes, procedures, directives, Acts and Regulations to enhance security and service delivery at the Port of Entry. Maintain statistics, identify trends and analyse data to effect strategies to improve facilitation at Ports. Oversee and manage clearance of travellers on arrival and departure. Oversee the processing of asylum seekers in terms of Refugees Act. Manage and oversee the effective processing of inadmissible, undesirable and prohibited persons. Manage and oversee the effective processing of stowaways. Ensure that conveyors who contravene the Immigration Act are issued with prescribed administrative fines. Ensure visibility at the port of entry and conduct searches on conveyors during arrival and departure. Manage, supervise, exercise and regulate control over activities of subordinates.

ENQUIRIES : Mr N Jaynarayan, Tel: (011) 571 8702
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to E-Mail: poeortia@dha.gov.za (OR Tambo International Airport-Gauteng)

POST 02/02 : **LOCAL OFFICE MANAGER REF NO: HRMC 3/18/4**

SALARY : All-inclusive salary package of R779 295 to R917970 per annum (Level 12), structured in terms of the applicable remuneration rules.

CENTRE : Northern Cape: Large Office: Kuruman
REQUIREMENTS : A 3 year tertiary qualification at NQF level 6 as recognised by SAQA. A Degree at NQF level 7 will be an added advantage. A minimum of 3 years' relevant experience in Operations Management in a Customer Service environment and/ or a Grade 12 qualification with 6 years' relevant experience in Operations Management in a Customer Service environment of which 3 years should be at a management level. At least 2 years' relevant experience within the Public Service will be an added advantage. Must be computer literate. Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of Occupational Health and Safety Act. Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's license and willingness travel extensively. Willingness to work extended hours (including weekends, holidays and shifts) are required.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Local Office. Ensure efficient and effective utilization of resources within the Local Office, mobile and health facilities. Ensure effective risk and compliance management within the Local Office. Ensure successful business transformation within the Local Office. Establish and manage relationships with relevant stakeholders to support service delivery. Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Support, provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office

**ENQUIRIES
APPLICATIONS**

based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region. Attend to and ensure resolution of enquiries and / or complaints.
: Ms S Botha, Tel No: (053) 807 6706
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to E-Mail: NCrecruitment@dha.gov.za

POST 02/03

: **SPECIALIST APPLICATION DEVELOPER REF NO HRMC/3/18/1**

SALARY

: An all-inclusive salary package of R657 558 to R774 576 per annum (Level 11), structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office: Pretoria, Branch: Information Services, Directorate: Solution Delivery
: A 3 year National Diploma/Degree in Computer Science /Information Technology or an equivalent NQF level 7 qualification as recognised by South African Qualification Authority (SAQA) with 3 -5 years' experience in application development is required• Knowledge of system development methodology and processes• Sound experience in programming language e.g; Java, net, C++, PHP, Python, HTML, JavaScript, VB, Working knowledge of the following database: SQL, Oracle and MySQL Experience of testing types e.g; Regression, Functional, Stress and Load testing Experience and relevant knowledge in different development and database tools e.g; techniques and environments in order to develop and deliver quality applications and documentation, Solid experience in system development, Development of unit test plan and unit testing of applications• Understanding of the development challenges presented when applications or components of application are developed in isolation or in conjunction with interfacing applications• Knowledge and ability to demonstrate thorough understanding of application development within a complex project and organisation• Understanding of the departmental Legislations and prescripts, Knowledge of the Public Service Regulatory Framework, good verbal and communication skills, presentation skills, problem solving skills, Team working and independent skills, Time management, assertiveness and people management skills, Computer Literacy, dealing with pressures and setbacks, proficient in development environment basic project management • Attention to detail• A valid driver's license and willingness to travel, Working extended hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Analyse user requirements specifications and develop technical, functional and non-functional specification. Ensure the interpretation and translation of user requirements into design specifications and functions specification. Manage and support the design and development of application components/functionality, integration and configuration requests. Ensure that the application development tasks are performed, ensure that applications development documentation are written and maintained. Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalogue of new and existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved system. Measure the financial benefits of each application in comparison to the costs of the application's maintenance and operations. Make recommendations on managing cost by identifying duplication, redundancy and which system can be replaced. Gather information about existing applications, the cost to build and maintain applications, quality of the application, and expected lifespan. Provide detailed reports on the performance of the applications in relation to the cost to own and the business value delivered Provide input into applications strategy by planning future upgrades, enhancement etc; Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayments, etc; according to required format• Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Report on the performance of the unit against work plan, business requirements and targets. Develop and implement the work plan for the unit and ensure effective

prioritisation and resource planning. Agree on training and development needs of the Unit. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Unit.

ENQUIRIES : Mr L Kgopa, Tel No: 012-406 2554
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to E-Mail: ISrecruitment@dha.gov.za

POST 02/04 : **PROJECT MANAGER: MOETAPELE REF NO: HRMC 3/18/2**

SALARY : An all-inclusive salary package of R657 558 to R774 576 per annum (Level 11), structured in terms of the applicable remuneration rules.

CENTRE : Head Office: Pretoria, Office of the Director-General
REQUIREMENTS : A 3 year tertiary qualification as recognised by SAQA in Social Sciences or an equivalent qualification at NQF level 6. A relevant postgraduate qualification will be an added advantage. An accredited certification in Project or Operations Management is required. 3-5 years' experience in the Departmental Projects or Operations Management of which 2-3 years' experience should be in a supervisory position Knowledge of the Departmental Legislations and Prescripts. Knowledge of Public Service Regulatory Framework, and Public Finance Management Act, E-Government Imperatives, State Information Technology Act, Public Management processes and procedures. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective development and approval of Project Business Cases. Scope, plan and develop the business case for Moetapele projects as required, ensure effective alignment of projects/ programme initiative with National Policy, Imperatives and international benchmarks. Develop project deliverables, scope and expected benefits in consultation with various stakeholders. Submit proposals, plans and budget for approval on Moetapele initiatives that are required. Guide the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. Appoint the Project team, Project managers and establish the Project office for Moetapele Project. Ensure that effective project management processes, procedures and standards are adhered to as prescribed by the DHA EPMO. Coordinate and manage Moetapele project/ programme within the Department to ensure that project is implemented to the best practice standards, time, quality budget, targets and business requirements. Develop and organized approach in leadership for front and back offices. Create and build partnerships with various internal and external stakeholders to ensure project delivery. Ensure effective sourcing, contracting and managing of Moetapele contractors, consultants and vendors in consultation with relevant stakeholders. Ensure compliance to EPMO project management requirements. Report regularly on project progress, risks and budget to sponsors and relevant stakeholders against the agreed timelines and outputs of Project Plans. Provide inputs into the compilation of the annual programme budget. Manage external contractors and suppliers on Moetapele Project in an effective and efficient manner. Monitor and ensure compliance with EPMO requirements and DHA legislation, regulations, policies and procedures within the Directorate. Represent the Directorate at management and other government forums as stipulated and executed.

ENQUIRIES : Ms A Kabinde, Tel No: (012) 406 2507
APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to E-Mail: DGrecruitment@dha.gov.za

- POST 02/05** : **SENIOR LEGAL ADMINISTRATION OFFICER- MR-6: LITIGATION REF NO: HRMC 3/18/5**
- SALARY** : A basic salary of R420 909 to R1 023 054 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).
- CENTRE REQUIREMENTS** : Head Office, Pretoria Chief Directorate: Legal Services, Directorate: Litigation
: An LLB Degree or a 4 year recognised qualification in the related field plus at least 8 years' experience in Litigation • Admission as an Attorney or Advocate will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Promotion of Access to information Act and Regulations, Administrative Justice Act and Regulations, Public Finance Management Act (PFMA) and Regulations, and all the legislations (both Acts and Regulations) administered by the Department.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensure a legal support service in general litigation matters, which including issuing instructions to the State Attorney. Inform and advise the Department on Court orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render professional legal representation in all litigation matters affecting the Department.
- ENQUIRIES APPLICATIONS** : Mr KS Mogotsi, Tel No: (012) 406 4262
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to-E-Mail: Legalrecruitment@dha.gov.za
- POST 02/06** : **LEGAL ADMINISTRATION OFFICER- MR-5: LITIGATION (2 POSTS) REF NO: HRMC 3/18/6**
- SALARY** : A basic salary of R331 692 to R818 301 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).
- CENTRE REQUIREMENTS** : Head Office, Pretoria Chief Directorate: Legal Services, Directorate: Litigation
: An LLB Degree or a 4 year recognised qualification in the related field plus at least 3 years' post-graduate Litigation experience. Preferably, admission as an Attorney / Advocate will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Finance Management Act and Regulations. Knowledge of the Constitution of the Republic of South Africa. Promotion of Administrative Justice Act. Promotion of Access to Information Act. Public Finance Management Act. The successful candidate must have conceptual and analytical thinking, Numeracy and Legal Writing Skills, Written and Verbal communication Skills, Interpretation and Policy Interpretation Skills, Presentation Skills, Problem Solving and Strong Analytical Skills Financial and Project Management Skills. Planning and Organising Skills, Research Methodology and Diplomacy Skills, Time Management Skills, Honesty and Integrity. Computer Literacy in MS Word, Excel and PowerPoint. A Valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensure a legal support service in general litigation matters, which including issuing instructions to the State Attorney. Inform and advise the Department on Court orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render professional legal representation in all litigation matters affecting the Department.
- ENQUIRIES APPLICATIONS** : Mr KS Mogotsi, Tel No: (012) 406 4262
: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to-E-Mail: Legalrecruitment@dha.gov.za

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
- FOR ATTENTION** : Recruitment Unit. Room 4034.
- CLOSING DATE** : 29 January 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates for Senior Management level (SMS) posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 02/07** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION (REF NO: 2018/01)**
Branch: Civil Aviation
- SALARY** : All-inclusive salary package of R 1 299 501.00 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economics/ Transport Planning plus a postgraduate qualification at NQF level 8 as recognised by SAQA and 8 - 10 years' relevant experience at senior management level and thorough knowledge of the aviation industry. Note: The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).
- DUTIES** : The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa's framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the

provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch

ENQUIRIES

: Mr M Mokonyama; Tel: (012) 309 3400

NOTE

: This post is being re-advertised and candidates who applied previously may re-apply if they are still interested

POST 02/08

: **CHIEF DIRECTOR: CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT (REF NO: 2017/02)**

Office of the Director-General

Chief Directorate: Chief Director: Public Entity Oversight

SALARY

: All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.

CENTRE

: Pretoria (Head Office)

REQUIREMENTS

: An appropriate recognised NQF level 7 qualification in Governance, Transport Economics, Transport Planning, Public Administration / Management, Business / Financial Management or equivalent qualification with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. Note: The following will serve as recommendation: Excellent communication skills, High-level ability to analyse and synthesise information and to formulate policy and strategy, Analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, Governance Processes, sound knowledge of the PFMA, Treasury Regulations and MTEF processes.

DUTIES

: The successful candidate will: Manage and coordinate the departmental Public Entities' Corporate Governance and ensure compliance to Performance and Financial requirements across the four modes of transport. Provide public entity corporate governance advisory services by facilitating the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure performance evaluations with regards to governance functioning and general business performance are conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities by ensuring the alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DoT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Ensure compliance of Public Entities with financial requirements by coordinating, analysing and reporting on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relation by managing and coordinating stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Serve as a point of contact between the Department and Public Entities. Manage stakeholder queries and Parliamentary questions. Manage and control the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Ensure the compilation of the annual report and strategic plan for the Chief Directorate.

ENQUIRIES

: Mr M Mokonyama; Tel: (012) 309 3347

POST 02/09

: **CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION (REF NO: 2017/03)**

Office of the Director-General

<u>SALARY</u>	:	All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognised NQF level 7 in Public Service Management or Strategic Planning with a minimum of 7 years relevant experience of which 5 years must be on Senior Management level. A recognised NQF level 8 will be an added advantage. The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication - English - above average, Computer literacy and Governance related to information.
<u>DUTIES</u>	:	The successful candidate will: Manage and lead the strategic planning and monitoring and evaluation process. Manage the strategic planning process in support of the budgeting and reporting frameworks of government by developing a calendar of events for the management of the strategic document, the Annual Performance Plan and the annual report. Manage the development of departmental strategic plans in line with overall government initiatives. Manage the development of the business plans in support of the annual strategic document. Coordinate and develop the Strategic Plan, Annual Performance Plans (APPs), and Quarterly Reports. Overall coordination and development of the Performance Information and the Annual Report. Develop effective systems to monitor the implementation of business plans and effective report back systems. Compile annual report. Manage and control Office the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans, evaluate infrastructure-spending plans, ensure the compilation of the annual report and strategic plan of the branch, manage the development of strategic plan, business plan and annual report.
<u>ENQUIRIES</u>	:	Mr M Mokonyama 012 309 3347
<u>POST 02/10</u>	:	<u>CHIEF AUDIT EXECUTIVE (REF NO: 2017/04)</u> Office of the Director-General
<u>SALARY</u>	:	All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 in Internal Auditing with 5 years' relevant experience on SMS level. A relevant NQF level 8 in Auditing will be an advantage. NOTE: The following will serve as recommendation: Compilation of management reports, Knowledge of Public Finance Management Act, PFMA), Good Verbal and Written communication English - above average, Computer literacy and Governance related to information.
<u>DUTIES</u>	:	The successful candidate will: Provide sound internal audit and forensic investigation services by ensuring the maintenance and provision of internal, performance and ICT audit services. Ensure the provision of internal audits in the Department. Ensure the provision of performance audits. Ensure the provision of ICT (governance) audit services. Ensure the provision of effective forensic investigations and quality assessments of internal audits. Ensure the provision of departmental forensic audit services. Ensure that Internal Audit Activity conforms to the Definition of Internal Auditing, Standards and Code of Ethics, Provide consulting services to the Department and ensure compliance to prescripts and legislation. Ensure the development, implementation, management and execution of a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may affect organisational performance by ensuring the development of the department's risk management framework, communicating, monitor and reporting on its implementation. Ensure the management of the coordination of the Risk Committee. Monitor implementation of resolutions taken by risk management committee. Establish and maintain a risk management philosophy and culture within the organisation. Ensure the maintenance and updating of risk profile for the department and report to the Accounting Officer, Management and Risk Management Committee. Manage and control the Chief Directorate by ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the chief directorate. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure the submission of the strategic plan and annual report. Prepare and submit

implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure compliance to the performance management system. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES : Mr M Mokonyama; Tel: (012) 309 3347

POST 02/11 : **CHIEF DIRECTOR: AVIATION POLICY AND REGULATION (REF NO: 2017/05)**
(Branch: Civil Aviation)
(Chief Directorate: Aviation Policy and Regulation)

SALARY : All-inclusive salary package of R 1 127 334 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate Bachelor's Degree in Transport Economics/Transport Planning or a degree in Law at NQF level 7 as recognised by SAQA plus Six (6) - Ten (10) years relevant experience of which 5 years must be at Senior Management level. Excellent Management skills. Note: The following will serve as recommendation: Compilations of management reports; Extensive knowledge of public finance management act.

DUTIES : The successful candidate will: Manage aviation related policy development in support of the branch strategies. Develop effective legislation in support of policies. Manage the enactment of international instruments which have been ratified. Audit the effectiveness of related legislation in compliance with international standards and amend as required. Ensure the administration of the Air Services Licensing Act 115 of 1990 and the International Air Services Act 60 of 1993. Manage the implementation of the Air Transport Strategy. Manage all aspects relating to licensing and permits for air services. Participate in intra and inter-governmental strategic meetings for planning purposes. Negotiate Air Services Agreement and Memoranda of Understanding on behalf of South Africa with foreign states. Ensure the effective coordination of State Letters received from ICAO. Coordinate and facilitate research on multilateral issues. Facilitate South Africa's participation at regional and continental level. Ensure fulfilment of South Africa's obligations and associations in terms of the ascendance of international legal instruments. Monitor the implementation of continental and regional Agreements and Protocols. Represent South Africa's position at international fora. Finalisation and implementation of the National Airports Development Plan. Implementation of the Aviation Policy relating to airport and airspace infrastructure. Manage the development, annual revision and facilitation of the implementation with DEA and NEMA Act on airspace matters. Represent the DoT in the regional and international airport and airspace forums. Ensure the development of required regulatory frameworks. Monitor and evaluate agency performance. Manage and control of the Chief Directorate.

ENQUIRIES : Mr S Mngqibisa, Tel (012) 309-3545

POST 02/12 : **DIRECTOR: PARLIAMENTARY AND STRATEGIC SUPPORT (REF NO: 2017/06)**
(Branch: Administration (Office of the Director-General))
(Chief Directorate: Office of the Director-General)
(Directorate: Office of the Director-General)

SALARY : All- inclusive salary package R 948 143 per annum of which 30% can be structured according to individual needs.

CENTRE : Office of the Director-General: Cape Town

REQUIREMENTS : An appropriate recognised NQF level 7 qualification in Public Administration / Political Science/ Public Management with minimum of five (5) years relevant experience on MMS level. Note: Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal) and interpersonal skills; Analytical, Problem Solving, Computer Skill. Must be willing to work beyond normal working hours and work under pressure.

DUTIES : Provide parliamentary service and strategic support in the Office of the Director General (DG) in Cape Town Manage, coordinate and facilitate the flow of information and documentation within the Office of the DG. Manage the tabling of the Annual Report and the Strategic Plan to Parliament. Provide liaison support between Office of the DG, Department, State Owned Entities and Parliament. Interact with the Directorate: Parliamentary Liaison (Ministry). Manage

parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the DG, take note of resolutions and compile reports. Attend all parliamentary meetings attended by officials from DOT and State Owned Entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Refer correspondence and enquiries to the relevant persons internally and outside of DoT. Act as information officer and respond to enquiries from the public. Manage the DG's diary in Cape Town and manage projects instructed by DG. Provide logistical support at all DG's meetings. Prepare meeting packs for the DG. Manage and control the Directorate in the Office of the DG.

ENQUIRIES : Ms N Khuzwayo; Tel: (012) 309 3176
NOTE : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested. The post is based in Cape Town

POST 02/13 : **DIRECTOR: RAIL SAFETY REGULATION (REF NO: 2017/07)**
 (Branch: Rail Transport)
 (Chief Directorate: Rail Regulation)
 (Directorate: Rail Safety Regulation)

SALARY : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An appropriate tertiary qualification in Engineering Studies or legal qualification, combined with 6-10 years' experience in the Rail Safety Regulation environment and 5 years' experience at Middle Management level. A postgraduate qualification in the above fields will be an added advantage. Note: The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (MFMA). Exposure to legislative drafting and implementation. Knowledge and understanding of policies and legislation pertaining to rail safety. An understanding of intergovernmental relations. Good interpersonal skills. Analytical and problem-solving skills. Excellent communication skills (written and verbal). Project management skills.

DUTIES : Manage the development of the Rail Safety Regulatory Environment. Evaluate the effectiveness of current policies and legislation pertaining to rail safety. Evaluate Rail Safety Standards and Guidelines developed. Analyse and advise the Minister on reports/investigations pertaining to rail safety. Coordinate rail safety initiatives between relevant stakeholders. Ensure effective implementation of the Rail Safety Regulator Act, 2002, by relevant entities. Benchmark the performance of rail entities pertaining to safety and make recommendations. Represent the Department on regional forums/structures pertaining to rail safety regulation. Manage the Directorate.

ENQUIRIES : Mr N Makaepa, Tel (012) 309-3896

POST 02/14 : **DIRECTOR: SECURITY SERVICES (REF NO: 2017/08)**
 (Branch: Administration (Office of the Chief Operations Officer))
 (Chief Directorate: Corporate Support)
 (Directorate: Security Services)

SALARY : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor degree applicable to Safety and Security Management ant NQF level 7 as recognized by SAQA coupled with relevant NIA Security Management Course with 6 – 10 years security working experience of which five years must be at Middle Management level in practical security management and strategic leadership environment. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience, Knowledge of the MISS and other relevant and applicable security legislation and regulations, Effective communication skills (written and verbal) at all levels, Report writing and presentation skills, Planning, organisational, relationship and conflict management skills, Detection, analytical thinking, decision making and motivational abilities, Willingness to successfully attend prescribed training courses, Valid South African driver's licence, Prepared to travel and work irregular and long hours, Computer literacy, Expected to work overtime, Prepared to sign an oath of secrecy and disclose a security clearance

- DUTIES** : Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and manage security policy, administrative and organizational functions as per NKP requirements. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security
- ENQUIRIES** : Ms C Coetzee, Tel: (012) 309 3493
- NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.
- POST 02/15** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (REF NO: 2017/09)**
(Branch: Administration (Office of the Chief Operations Officer))
(Chief Directorate: Human Resource Management and Development)
(Directorate: Human Resource Development and Performance Management)
- SALARY** : All-inclusive salary package of R 948 143 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree or Advanced Diploma in Human Resource Management / Public Management at NQF level 7 as recognized by SAQA plus a minimum 5 years' experience at senior management or middle management level. The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act. Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.
- DUTIES** : Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. : Ensure capacity development for the transport sector by: developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, establish and maintain governance and administrative system's continuity within the work of the branch, develop financial reports for forecasting, trending and results analysis, prepare and submit implementation plans, evaluate projected spending plans, monitor quality control of work, ensure the compilation of

the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate

ENQUIRIES : Mr M Maswanganye; Tel: (012) 309 3041
NOTE : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.

POST 02/16 : **DIRECTOR: INTERNAL COMMUNICATION (REF NO: 2017/010)**
(Branch: Administration (Office of the Chief Operations Officer)
(Chief Directorate: Communications)
(Directorate: Internal Communication)

SALARY : All-inclusive salary package of R 948 143 per annum of which 30% may be structured according to individual needs.

REQUIREMENTS : A relevant Bachelor's degree at NQF Level 7 as recognized by SAQA plus 6 - 8 years' experience of which 5 years must be at Middle Management / Senior Managerial Level in the Public Service. Note: The following will serve as a recommendation: Communications skills (verbal and written). Financial Management, strategic capability and leadership, people management and empowerment, project/programme management, client orientation and customer office and change management.

DUTIES : The successful candidate will: Manage internal communication and events services. Support the department's events and projects initiative with planning, organizational and communication strategies. Attend the department's meetings, work sessions and other official sessions as necessary or as requested. Keep staff updated with news reports and other information. Determine the methods and the most suitable media to reach internal clients. Assist with the publication of the annual report and strategic document. Establish and manage the internal communication forum. Manage online media services. Provide graphic design service, develop and manage web content. Manage document archiving that will ensure that DoT website serve as a research hub on sectors relevant to it. Manage the design of the website content site map to ensure user-friendly navigation. Co-manage the production of all multimedia elements and upload on website. i.e. corporate video, web casts etc. Manage social media pages. Manage and control the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans, monitor quality of work. Ensure that the monitoring and evaluation is carried out in all areas of the directorate.

ENQUIRIES : Mr C Msibi 012 309 3140

POST 02/17 : **DIRECTOR: OCEANS ECONOMY DEVELOPMENT (REF NO: 2017/011)**
(Branch: Maritime Transport)
(Chief Directorate: Maritime Infrastructure & Industry Development)
(Directorate: Maritime Economy Development)

SALARY : All-inclusive salary package of R 948 143 per annum of which 30% may be structured according to individual needs.

REQUIREMENTS : A relevant Bachelor's degree at NQF Level 7 in Maritime studies, Transport Economics, Freight Logistics or LLB as recognized by SAQA with five (5) years' relevant experience at Middle Management / Senior Management level in the maritime industry. Note: The following will serve as a recommendation: Above average understanding of management in the maritime transport sector. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Sound knowledge of the Public Administration regulations and procedures, knowledge of South African Maritime Transport environment, strong background in Project Management, knowledge of Operation Phakisa/Ocean Economy, strong presentation skills, knowledge of international maritime Treaties/Protocols (WTO/IMO/ILO) extensive knowledge of the Port Environment and structures, system analysis and monitoring, ability to work with people, complex problem solving, judgement and decision making, computer literacy, coordinating and facilitating skills, knowledge of National Ports Act, extensive knowledge of Public Finance Management Act (PFMA). Willingness to travel and work beyond normal working hours.

DUTIES : The successful candidate will: Manage and monitor the development, planning and execution of all Operation Phakisa and promote economic growth in the Maritime sector by: Ensuring the implementation of all Operation Phakisa initiatives, ensure the alignment and research development of all Operation Phakisa with government strategic objectives, Manage intergovernmental relations of all departments and implementing agencies involved in the Operation Phakisa initiatives, conduct feasibility studies of boat building in East London, implement cabotage on coastal, regional and continental waters. Ensure that all operations are carried out using South Africa's flagged vessels, facilitate intergovernmental relations between departments and implementing agencies involved in Operation Phakisa initiatives. Provide effective oversight in Maritime implementing agencies. Develop maritime service level agreements, develop charter guidelines and ensure cost effective maritime administration. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative systems continuity within the work of the Directorate. Prepare and submit implementation plans, monitor quality control of work. Ensure the compilation of the annual and monthly reports and strategic plan of the Directorate. Monitor the planning, organizing and delegation of work. Ensure that monitoring and evaluation of carried out in all areas of the Directorate. Ensure the development and monitoring of staff members. Ensure sound record management of the Directorate. Manage and direct the research development programmes to meet the organizational needs and capitalize on new potential projects.

ENQUIRIES : Mr M Madiya; Tel: (012) 309 3329

OTHER POSTS

POST 02/18 : **DEPUTY DIRECTOR – BILATERAL COORDINATION (REF NO: 2017/012)**
(Branch: Administration: Office of the Chief Operations Officer)
(Chief Directorate: International Relations)
(Directorate: Bilateral Coordination)

SALARY REQUIREMENTS : All-inclusive salary package of R 779 295 per annum. (Level 12)
: A Bachelor's degree in International Relations, Political Science or International Law with 5 years' experience. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, understanding of the importance of SADC, AU and South cooperation. Knowledge and understanding of the PMFA, liaison and interpersonal skills.

DUTIES : Represent the Department at inter-departmental meetings, Bi-national Commissions and Joint Cooperation Commissions. Ensure consensus on transport issues in international meetings. Manage the department's involvement in State visits, incoming and outgoing delegation visits. Compile reports of all international engagements for the attention of the Director-General, Deputy Minister and the Minister. Manage the sub-directorate, monitor and ensure effective coordination of activities, evaluate and monitor performance of staff. Manage stakeholder relations. Negotiate and monitor implementation of all international agreements (bi-lateral and multilateral). Manage projects and the budget allocated.

ENQUIRIES : Ms Nomsa Maeko, Tel: 012 309 3451

POST 02/19 : **DEPUTY DIRECTOR: RURAL TRANSPORT STRATEGY (REF: DOT/2017/013)**
(Branch: Public Transport)
(Chief Directorate: Rural and Scholar Transport Implementation)
(Directorate: Rural Transport Implementation)

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R 779 295 per annum. (Level 12)
: Pretoria
: Applicant must have be in possession of an appropriate and recognized qualification such as Bachelor's degree in Social Science, Transport Management, Public Management or equivalent with at least five (5) years appropriate work experience of which at least one (1) year supervisory position. A valid driver's License. Note: The following will serve as strong recommendations : Knowledge of strategy development and implementation; Knowledge of all applicable regulatory prescripts and government policies and strategies; project management; administrative and organizational skills; report writing skills; Computer literacy; ability to compile management reports and to work under pressure.

- DUTIES** : The incumbent will undertake the following duties and functions: Facilitate the development and review of Rural Transport Strategy; Facilitate Implementation and maintenance of rural transport strategy; Establish rural transport stakeholders' forums; Coordinate the development of provincial rural transport strategy; Align Rural Transport strategy with government programmes; Conduct research and improve the implementation of rural transport strategy; Develop monitoring tools for the effective implementation of rural transport strategy; Undertake monitoring and evaluation of strategy; Conduct impact assessment on the implementation of Rural Transport Strategy; Manage the sub- directorate Rural Transport Strategy.
- ENQUIRIES** : Mr L Kekana, Tel: (012) 309 3236
- POST 02/20** : **DEPUTY DIRECTOR: GEOGRAPHY INFORMATION SYSTEM (GIS) SPECIALIST (REF NO: 2017/014)**
(Branch: Transport Information System)
(Chief Directorate: Information System)
(Directorate: Business Intelligence)
(Sub-Directorate: Geography Information System (GIS))
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R 779 295 per annum. (Level 12)
: Pretoria
: An appropriate recognised NQF level 6/7 qualification in any of the following: Information and Communication Technology (ICT) or Information or Computer Science (BSc) or GIS or Geography or Geomatics (BSc) or BSc in Engineering or Town Planning or Land Surveyor or any relevant qualification with 5 years' experience in Geographical Information System. Good communication skills (written and verbal). Project Management skills. Must be in possession of a valid driver license. Specialised training in GIS administration, GIS Database Administration, GIS Web Application Development and customization will be added advantage.
- DUTIES** : The successful candidate will be responsible for: the technical running of the Department's GIS and mapping services. Create maps and graphs, using GIS software and data collection equipment. Perform research to obtain and expand the existing data sets. Gather and report on GIS data and determine how data sets are best utilised through GIS. Compile geographic and demographic data from many source. Operate and maintain GIS system hardware, software and peripherals. Conduct, planning, research and analysis and assessments in order to best direct any GIS project. Consult with internal and external stakeholder to access censuses, fieldwork, satellite and imagery and maps. Analyse and model relationship between geographic datasets. Present information to client and stakeholder in verbal or written format. Manage the team.
- ENQUIRIES** : Ms L Kwadjo; Tel: (012) 309 3984
- POST 02/21** : **DEPUTY DIRECTOR: WEB DEVELOPMENT (REF NO: 2017/015)**
(Branch: Transport Information Systems)
(Chief Directorate: Business Information Systems)
(Directorate: Business Systems)
(Sub-Directorate: Web Development)
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R 657 558 per annum. (Level 11)
: Pretoria
: A relevant Bachelor Degree / 3 years National Diploma in Computer Science or Information Technology plus 5 years working experience in web development. Knowledge and Skill: Experience in planning and delivery software platforms used across multiple products and organisational unit. Deep expertise and hands on experience with Web applications and programming languages such as HTML, XML, Java, C++, C#, VBscript, Javascript, Visual Basic, Net, Photoshop, Flash, Dreamweaver etc. Hand on experience on design experience with Web service. Strong grasp of security principles and how they apply. Good communication and project management skills
- DUTIES** : The successful candidate will be responsible for the following: Design and develop the website; Write programming code; Create pages that appeal to the users; Create intranets, Confirm business requirements with business analysts and develop web portals; Implement the website; Test web applications units and systems; Test the website and technical problem; Organise content in consultation with the Communication section, Maintain and support the website; provide training

for users, Maintain existing web applications; Continuously update the website and constantly monitor the website performance.

ENQUIRIES : Ms N Nkosi, Tel (012) 309 3801

POST 02/22 : **DEPUTY DIRECTOR: DATABASE ADMINISTRATION (REF NO: 2017/06)**
(Branch: Transport Information System)
(Chief Directorate: ICT Architecture and Operations)
(Directorate: Business Intelligence)
(Sub-Directorate: Database Administration)

SALARY : All-inclusive salary package of R 657 558 per annum. (Level 11).
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised NQF Level 6/7 qualification in Information Communication Technology (ICT) or Information or Computer Science with 5 years' experience in Database Administration. A Certified Database Administrator or qualification will be added advantage. Note: The following will serve as a recommendation: Window Server 2008 R2 and 2012 administration, Management Studio of SQL server 2008 and 2012, SUSE Linux or Linux. Knowledge of PostgreSQL 8 & Oracle 11g. Database installation and support, Experience in virtual and cloud environment. Knowledge of business intelligence solution (SpagoBI, Pentaho, MS Business Intelligence suite, or other related Business Intelligence software). Latest trends in ICT, Communication Skills (both written and verbal). Willingness to work beyond normal hours when required.

DUTIES : The successful candidate will be responsible for the following: administration, maintenance and support of Department of Transport databases. Planning, analysing, developing and designing databases according to user requirements specifications. Determine the data to be stored in the business requirements for databases by performing a data requirement analysis check. Develop business requirements for databases by using data modelling. Implement Business Intelligence. Perform data analysis and data clean-up. Ensure that daily, weekly and monthly backups of database are working and tested frequently for restorability. Ensure high availability and optimal performance of the database. Establish and administer business intelligence capability for the department. Integrate business intelligence with spatial data. Promote and establish data governance process.

ENQUIRIES : Ms L Kwadjo; Tel: (012) 309 3984

POST 02/23 : **DEPUTY DIRECTOR: BIDDING & ACQUISITION (REF NO: 2017/017)**
(Branch: Administration: (Office of the Chief Financial Officer)
(Chief Directorate: Chief Financial Officer)
(Directorate: Supply Chain Management)
(Sub-Directorate: Supply Chain Management)

SALARY : All-inclusive salary package of R 657 558 per annum. (Level 11)
CENTRE : Pretoria

REQUIREMENTS : A three year Bachelor's Degree/ National Diploma in SCM/ Logistic and purchasing with five (5) years' experience in supply chain management and procurement, extensive experience in a supervisory capacity . The following will serve as strong recommendations: proven working knowledge of government procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Communication skill (verbal and written), interpersonal, co-coordinating and organizing skills. Telephone etiquette. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required.

DUTIES : The incumbent will be responsible for the following: Manage departmental bids and quotations, management of the bidding process, monitor secretariat service to BAC, maintain prescripts, manage & oversee the supply chain management bidding process, inform SARS OF Awarded Bids, verify and ensure that all specifications/terms of reference are correct before placing on BAC (Bidding committee) agenda, ensure that all comparative schedule are correct before submitting to client for adjudication, act as advisor to the adjudication evaluation panels, provide inputs into budget of the directorate, provide guidance to staff, manage sub directorate.

ENQUIRIES : Ms R de Villiers; Tel: (012) 309 3248

- POST 02/24** : **ASSISTANT DIRECTOR: TRANSPORT STATISTICS (REF NO: 2017/018)**
 (Branch: Integrated Transport Planning)
 (Chief Directorate: Modelling and Economic Analysis)
 (Directorate: Statistical Analysis)
 (Sub-Directorate: Transport Statistics)
- SALARY** : R 417 552 per annum. (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree in Statistics or Mathematics. At least three to four (3-4) years relevant experience in the transport sector which coupled with exposure to data collection and analysis. Note: The following will serve as strong recommendations: Statistical and research methods. Broad understanding of statistical systems. Practical knowledge of statistical analysis. Experience in analyzing survey data. Intermediate working knowledge and experience in spreadsheets, Excel in particular, and statistical software packages such as SAS and SPSS. Experience and knowledge of survey questionnaire design and statistical methodology. Database development skills. Knowledge of Government policies and processes. Programme and project management experience. Proven good organizational skills and experience. Good written and verbal communication skills. Excellent interpersonal skills. Willingness to travel and work irregular hours.
- DUTIES** : The incumbent will be responsible to: Offer a statistical service by collecting primary and secondary data on passenger, freight and related sectors for all modes of transport. Provide statistics in the form of monthly, quarterly and annual statistical bulletins. Identify, compile, analyze and publish strategic transport statistics. Develop data collection programmes. Provide assistance in the organization and coordination of meeting, workshops, conferences and seminars relating to data collection programmes and results in the transport sector. Develop a comprehensive and accessible database on transport statistics. Perform tasks that may be assigned from time to time as necessary. Participate in multi-disciplinary teams and functions
- ENQUIRIES** : Mr H Mlota, Tel: (012) 309-3190
- POST 02/25** : **ASSISTANT DIRECTOR: ADJUDICATION (REF NO: 2017/019)**
 (Branch: Administration: (Office of the Chief Financial Officer)
 (Directorate: Supply Chain Management)
 (Sub-Directorate: Supply Chain Management)
- SALARY** : R 334 545 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : A three year National Diploma in Supply Chain Management/ Logistic and Purchasing or equivalent qualification with four (4) years' relevant experience. The following will serve as strong recommendations: proven knowledge of government procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Communication skill (verbal and written), interpersonal, co-coordinating and organizing skills. Telephone etiquette. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required.
- DUTIES** : The incumbent will be responsible for the following: Manage Bid Adjudication Committee Services. Manage Bidding Committees (Specification & Evaluation). Audit reports. Prescripts/ procedure manual, appointment of staff, manage the functions and procedures of the BAC (Bid Adjudication Committee). Manage the training of end user in respect to the BAC process, perform the functions of secretariat to BAC, manage the administration of BAC responses to the end users, assist the Deputy Director in responding to audit enquiries in respect of the Bids as per BAC decisions, ensure that quarterly appraisals are done and submitted to Deputy Director: SCM, assist with compiling the budget of the directorate, provide guidance to staff, manage the sub-directorate
- ENQUIRIES** : Ms R de Villiers; Tel: (012) 309 3248
- POST 02/26** : **ASSISTANT DIRECTOR: BUDGETING (REF NO: 2017/020)**
 (Branch: Office of the Chief Financial Officer)
 (Chief Directorate: Budgeting and Compliance)
 (Directorate: Management Accounting and Budgeting)
 (Sub-directorate: Budgeting)

SALARY : R 334 545 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Matric, a three year qualification in Finance and three (3) years' experience in Budgeting and Expenditure monitoring. The following will serve as strong recommendations: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations and Treasury Guidelines, Extensive experience in BAS, PERSAL and LOGIS, Good interpersonal and communication (written and verbal) skills, Computer literacy e.g. word and excel, etc., Willingness to work beyond normal working hours.

DUTIES : The successful candidate will be responsible for: Coordinate and consolidating the capturing of Departmental budget on the transversal system, Expenditure control and monitoring, Reporting, Management of budget reprioritization and Supervision of staff.

ENQUIRIES : Mr N Rapholo, Tel no.: 012 309 3589

POST 02/27 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (REF NO: 2017/021)**
(Branch: Administration: Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Human Resource Management and Administration)

SALARY : R 334 545 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate three years Bachelor degree/National diploma in Law/Labour Relations. Three years' experience in Labour relations field in dealing with misconduct cases, grievances, strike management and dispute matters. An in depth understanding of Public Service bargaining Structure and dynamic of Public Service. Note the following will serve as strong recommendation: Good interpersonal and communication (written and verbal) skills. Labour Relations Act. Basic Condition of Employment Act. Public Service Act. Public Service Regulation. Public Service Coordinated Bargaining Council. General Sector Bargaining Council

DUTIES : Manage grievances in terms of the grievance rules. Investigate all grievances report. Ensure that the Departmental Bargaining Council (DBC) is functional and operate in line with the General Public Service Sector Bargaining Council (GPSSBC) Governance. Liaise with Organised Labour in Department. Manage strike. Attend to all disputes pertaining to grievances. Ensure investigation of all misconduct cases. Ensure that all relevant charges are preferred. Develop and maintain data for all misconduct cases and dispute. Train staff in disciplinary code and procedure. Conduct exit interviews and develop a data thereof. Provide guidance, assistance and support. Manage leave and work performance of staff. Conduct interview for the appointments of staff.

ENQUIRIES : ADV MA Ndiitwani, Tel:(012) 309 3200

POST 02/28 : **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY MANAGEMENT (SHERQ) (REF NO: 2017/022)**
(Branch: Administration: Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management and Development)
(Directorate: Organisational Development and Change Management)

SALARY : R 334 545 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma in Safety Management or equivalent qualification (SAMTRAC+ IT IS), NOSA with at least three (3) years relevant experience. Note: The following will serve as a recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its Regulations and Safety National Standards and Codes. Knowledge on Public Service Regulation and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpretation skills. Project Management skills. Analytical thinking, decision making and motivational abilities, Analytical, report writing, presentation, planning and co-ordination skills. Computer skills.

DUTIES : Develop, implement and monitor compliance with the Safety Health, Environment, Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of the Occupational Health and Safety Committee. Coordinate Occupational Health and Safety related training and continuous educational programmes. Identify hazards and risks at the workplace

and initiate appropriate actions. Organise Occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc. on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality Management system. Evaluate and analyse possible risk factors that may impact on the organization in terms of Environmental, Health, Safety and Risk.

- ENQUIRIES** : Ms V Mofokeng; Tel: (012) 309 3868
- POST 02/29** : **JUNIOR DATABASE ADMINISTRATOR (REF NO: 2017/023)**
(Branch: Transport Information Systems)
(Chief Directorate: ICT Architecture and Operations)
(Directorate: Business Systems)
(Sub-Directorate: Database Administration)
- SALARY** : R 281 418 per annum. (Level 8)
CENTRE : Pretoria
REQUIREMENTS : Three year National Diploma or Degree in Information Technology, Information or Computer Science or Microsoft Certified Database Administrator with relevant two years experience. Note: The following serve as a recommendation: The following will serve as a recommendation: Window Server 2008 R2 and 2012 administration, Management Studio of SQL server 2008 and 2012. Microsoft office suites support. Hardware Installation and support. Latest trends in ICT, Communication Skills (both written and verbal). Willingness to work beyond normal hours when required.
- DUTIES** : The successful candidate will be responsible for: administration, maintenance and support of Department of Transport database. Planning, analysing, developing and designing databases according to user requirement specifications. Determine the data to be stored in the database by performing a data requirement analysis check. Develop business requirements for databases by using data modelling. Implement Business Intelligence. Perform data analysis and data clean-up. Ensure that daily, weekly and monthly backups of database are working and tested frequently for restorability. Ensure high availability and optimal performance of the database.
- ENQUIRIES** : Ms L Kwadjo; Tel: (012) 309 3984
- POST 02/30** : **SENIOR IT TECHNOLOGIST (REF NO: 2017/024)**
(Branch: Transport Information Systems)
(Chief Directorate: ICT Architecture and Operations)
(Directorate: ICT Infrastructure)
(Sub-Directorate: LAN and Desktop Support)
- SALARY** : R 281 418 per annum. (Level 8)
CENTRE : Cape Town
REQUIREMENTS : Appropriate three years Bachelor Degree / National Diploma in Information Technology with two years relevant experience. The following certificates will be added advantage: ITIL foundation Certificate and Certified Novell Engineering (CNE), Microsoft Certified System Engineering (MCSE), Hardware and Software support (A+), Network support (N+) and Cisco certified network associate (CCNA). Note: The following will serve as a recommendation: knowledge Window Administration, Novell Administration, Microsoft Office Suites (Word, Excel, Access and Power-point) – Installation and Support. Knowledge of other relevant software packages such as MacOS and Office 2011 for Mac. Hardware – Installation and support. Latest trend IT.
- DUTIES** : To manage IT network and render IT support service to user in the Department. Maintain and make communication system (networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organisation. Liaise with user and work groups on their need, questions, requests and problems with regard to network services. Maintain computer network disaster recovery procedures. Ensure backups of information is made on a regular basis and sent for storage off-site. Execute disaster recovery procedures as and when required. Provide advice on new technology. Investigate current computers and software and compare with new trends. Update GroupWise software. Perform IT advisory role to procurement process. Log the call to the HEAT system and classify the call. Ensure that contractors deliver service correctly.
- ENQUIRIES** : Mr M Motaung; Tel: (012) 3735
- POST 02/31** : **OFFICE ADMINISTRATOR GRADE II (VARIOUS POSTS) (REF NO: 2017/025)**
Branch: Various

<u>SALARY</u>	:	R 226 611 per annum. (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three years National Diploma with two (2) years of experience or/ Grade 12 (Matric) with 5 years of experience. An Office Professional certificate would be added advantage. Note: The following will serve as recommendations: Proven office administration experience. Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minute talking and report writing skills. Basic project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer Literacy (Corel and Microsoft Office, internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Provide administrative assistance to Chief Director. Answer and record telephone calls/facsimile and e-mail activity on behalf of the Chief Director as well as screen telephone calls. Record and respond to queries on the Chief Director's e-mail and other correspondence. Handle the procurement administration. Create a filing system for tracking of documentation. Ensure fast and efficient handling of documentation, meeting of deadlines. Act as a relief to support the Deputy Director-General / Chief Director and other Director's in the unit as and when required. Handle enquiries on behalf of the Chief Director from stakeholders and the Public. Organise workshops and strategic planning sessions for the Chief Directorate / exhibitions at Conferences and Seminars. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical request) Stock refreshment suppliers for the Office and serve refreshment to the Chief Director and visitors. Co-ordinate and prepare documentation packs for the Chief Director's quarterly reports for presentation at Ministerial and Departmental Executive meetings. Keep and maintain a leave register. Keep Circulars and all relevant HR, Finance and Supply Chain Management policies updated. Co-ordinate media and Parliamentary queries. Maintain strict confidentiality when working with documents relating to Staff Members, Entity Boards, CEO's and other matters.
<u>ENQUIRIES</u>	:	Ms N Masilela Tel: 012 309 3104
<u>POST 02/32</u>	:	<u>OFFICE ADMINISTRATOR GRADE I (VARIOUS POSTS) (REF NO: 2017/026)</u> Branch: Various Posts
<u>SALARY</u>	:	R 183 558 per annum. (Level 6)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three years National Diploma with one (1) year experience or Grade 12 with 4 years' relevant experience. Note: The following will serve as recommendations: Basic Computer Literacy Certificate as well as an Administration Skills (Basic) Certificate. Experience and ability to work with people. Excellent communication skills (written and verbal). Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy (Corel and Microsoft Office, Internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work irregular hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Provide secretarial services to the Directors. Answer and record telephone calls / facsimile and e-mail activity on behalf of the Director as well as screen telephone calls. Record and respond to queries from the public and personnel in the Department. Receive documentation, acknowledge receipt, apply and allocate a file number, record data into computer system and file documentation appropriately. Perform document tracking for all documents. Maintain strict confidentiality when working with documentation related to staff members and other Matters. Act as a relief to support the Chief Director and other Directors in the unit as and when required. Perform general office administration, e.g. send and receive faxes, e-mails, receive and dispatch items and do photocopying. Type letters, agendas, minutes and other correspondence. Administer travel arrangements. Provide secretarial support for meetings. Keep and maintain a leave register for the Directorate. Assist in organising meetings, workshops, seminars and conferences. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical requests). Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.
<u>ENQUIRIES</u>	:	Ms N Masilela Tel: 012 309 3104

- POST 02/33** : **SECRETARY / RECEPTIONIST (REF NO: 2017/031)**
 (Administration: Office of the Director-General)
 (Chief Directorate: Office of the Director-General)
 (Directorate: Office of the Director-General)
- SALARY** : R 183 558 per annum. (Level 06)
CENTRE : Office of The Director-General: Cape Town
REQUIREMENTS : An appropriate NQF Level 6/7 qualification (National Diploma or Bachelor's Degree) in Office Management with 1 year experience or Grade 12 with 4 years of experience. Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal) and interpersonal skills; Analytical, Problem Solving, Computer Skill. Must be willing to work beyond normal working hours and work under pressure.
- DUTIES** : Render a reception and general administrative support services to the Office of the Director-General in Cape Town. Receive Director-General's guest. Liaise with the Pretoria Office. Make logistical arrangement for the Director-Generals meeting. Make travel and accommodation arrangements for staff in the Office of the Director-General in Cape Town. Attend to email correspondence and receive/send faxes, typing of documents when required. Receive telephone calls, keep a message system for staff members, Records, and acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documentation related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documentation. Prepare meetings packs.
- NOTE** : This post is being re-advertised and candidates who applied previously may re-apply if they are still interested.
- ENQUIRIES** : Ms M Lotz; Tel: (012) 309 3663/3312

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications directed to the addresses as indicated below or Hand Delivery as indicated below: The Manager – Recruitment and Selection – Ms K Livi, Ground Floor (Shop G), Dukumbana Building, BISHO, 5605 or posted to the Department of Health, Private Bag X0038, BISHO, 5605, Tel: 040-608-1236
- CLOSING DATE** : 30 January 2018
- NOTE** : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name, Contact Numbers and email addresses. A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks including security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS

POST 02/34 : **OPERATIONAL MANAGERS PRIMARY HEALTH CARE X 120**

SALARY CENTRE

R499 953 – 562 698

Various Clinics

Alfred Nzo District – Allocation: 10 Posts

Sub-District	Clinic	Ref No
Maluti Sub-District	Afsonderig Clinic	ECDOH/AN/PN-B3/AFS/01/2018
	Likhetlane Clinic	ECDOH/AN/PN-B3/LIK/01/2018
	Magadlangala Clinic	ECDOH/AN/PN-B3/MAG/01/2018
	Mparane Clinic	ECDOH/AN/PN-B3/MPA/01/2018
	Mzongwana Clinic	ECDOH/AN/PN-B3/MZOG/01/2018
	Ntloa Clinic	ECDOH/AN/PN-B3/NTL/01/2018
	Queens Mery Clinic	ECDOH/AN/PN-B3/QNS/01/2018
	Greenville Gateway Clinic	ECDOH/AN/PN-B3/GREN/01/2018
	Meje Clinic	ECDOH/AN/PN-B3/MEJ/01/2018
	Qwidlana Clinic	ECDOH/AN/PN-B3/QWID/01/2018

ENQUIRIES

Mr K Praitel Tel: 039-7976070

Amathole District – Allocation: 20 Posts

Sub-District	Clinic	Ref No.
Amahlathi	Peddie Clinic	ECDOH/PN-B3/PEDC/01/2018
	Komga Clinic	ECDOH/PN-B3/KOGC/01/2018
	Mgwali Clinic	ECDOH/PN-B3/MGCL/01/2018
	Hamburg Clinic	ECDOH/PN-B3/HMBC/01/2018
	Daliwe Clinic	ECDOH/PN-B3/DLC/01/2018
Mbashe	Kati-Kati Clinic	ECDOH/PB-B3/KTKC/01/2018
	Jongqi Clinic	ECDOH/PN-B3/JINGC/01/2018
	Fort Malan Clinic	ECDOH/PN-B3/FTMC/01/2018
Mnquma	Tafalofefe Clinic	ECDOH/PN-B3/TAFLC/01/2018
	Nozuko Clinic	ECDOH/PN-B3/NOZC/01/2018
	Gcaleka Clinic	ECDOH/PN-B3/GCLC/01/2018
	Qolora Clinic	ECDOH/PN-B3/QOLC/01/2018
	Ibika Clinic	ECDOH/PN-B3/IBKC/01/2018
	Highview Clinic	ECDOH/PN-B3/HIGVC/01/2018
	Mqabeni Clinic	ECDOH/PN-B3/MQBC/01/2018
Nkonkobe	Ntseshe Clinic	ECDOH/PN-B3/NTSC/01/2018
	Washington Clinic	ECDOH/PN-B3/WASC/01/2018
	Debe Nek Clinic	ECDOH/PN-B3/DBNC/01/2018
	Perkdale Clinic	ECDOH/PN-B3/PERDC/01/2018
	Nomakhwezi/Makhotyana	ECDOH/PN-B3/NOMKC/01/2018

ENQUIRIES

:	Ms N Zitumane Tel: 043-7076700	
	Chris Hani District: 31 Posts	
	Sub-District	Clinic
	Emalahleni	Ref No
		ECDOH/PN-B3/NDNG/01/2018
		ECDOH/PN-B3/NGC/01/2018
		ECDOH/PN-B3/NOM/01/2018
		ECDOH/PN-B3/PHLC/01/2018
		ECDOH/PN-B3/CLRC/01/2018
		ECDOH/PN-B3/LUCWC/01/2018
		ECDOH/PN-B3/MLPC/01/2018
		ECDOH/PN-B3/QMNC/01/2018
	Intsika Yethu	ECDOH/PN-B3/GQNC/01/2018
		ECDOH/PN-B3/ISKC/01/2018
		ECDOH/PN-B3/MTHC/01/2018
		ECDOH/PN-B3/NCC/01/2018
		ECDOH/PN-B3/NQUC/01/2018
		ECDOH/PN-B3/NGXB/01/2018
		ECDOH/PN-B3/STMC/01/2018
		ECDOH/PN-B3/MBKC/01/2018
		ECDOH/PN-B3/NTSHC/01/2018
	Lukhanji Clinic	ECDOH/PN-B3/FANSB/01/2018
		ECDOH/PN-B3/GARD/01/2018
		ECDOH/PN-B3/LIZN/01/2018
		ECDOH/PN-B3/SHLC/01/2018
		ECDOH/PN-B3/ZIGC/01/2018
		ECDOH/PN-B3/HACC/01/2018
		ECDOH/PN-B3/MOLTC/01/2018
	Inxuba Yethemba	ECDOH/PN-B3/LINGC/01/2018
		ECDOH/PN-B3/MICHC/01/2018
	Sakhisizwe	ECDOH/PN-B3/MCHC/01/2018
		ECDOH/PN-B3/NCDL/01/2018
		ECDOH/PN-B3/THC/01/2018
		ECDOH/PN-B3/QIBC/01/2018
		ECDOH/PN-B3/XONC/01/2018

ENQUIRIES

:	Ms Z Sihlali Tel: 045-8071100	
	Sarah Baartman: 30 Posts	
	Sub-District	Clinic
	Camdeboo	Ref. No.
		ECDOH/SB/PN-B3/AERC/01/2018
		ECDOH/SB/PN-B3/BAVC/01/2018
		ECDOH/SB/PN-B3/MASC/01/2018
		ECDOH/SB/PN-B3/WILLC/01/2018
	Kouga	ECDOH/SB/PN-B3/ADD/01/2018
		ECDOH/SB/PN-B3/BERS/01/2018
		ECDOH/SB/PN-B3/KAR/01/2018
		ECDOH/SB/PN-B3/KRKC/01/2018
		ECDOH/SB/PN-B3/KRUIS/01/2018
		ECDOH/SB/PN-B3/LUKC/01/2018
		ECDOH/SB/PN-B3/MASK/01/2018
		ECDOH/SB/PN-B3/MOM/01/2018
		ECDOH/SB/PN-B3/PELL/01/2018
		ECDOH/SB/PN-B3/BONC/01/2018
		ECDOH/SB/PN-B3/WESC/01/2018
	Makana	ECDOH/SB/PN-B3/JC/01/2018
		ECDOH/SB/PN-B3/KWN/01/2018
		ECDOH/SB/PN-B3/KWN/01/2018
		ECDOH/SB/PN-B3/MARS/01/2018
		ECDOH/SB/PN-B3/MTC/01/2018
		ECDOH/SB/PN-B3/NGD/01/2018
		ECDOH/SB/PN-B3/NKC/01/2018
		ECDOH/SB/PN-B3/NOLK/01/2018
		ECDOH/SB/PN-B3/PAC/01/2018
		ECDOH/SB/PN-B3/RAGC/01/2018
		ECDOH/SB/PN-B3/GRAC/01/2018
		ECDOH/SB/PN-B3/VERA/01/2018
	Graaf Reinet	ECDOH/SB/PN-B3/MASC/01/2018
		ECDOH/SB/PN-B3/STFC/01/2018

ENQUIRIES : Clarkson Clinic ECDOH/SB/PN-B3/CLARS/01/2018
 Mrs L Rautenbach Tel: 041-408 8523
Nelson Mandela Bay District: 1 Post
Sub-District Clinic Ref: No
Nelson Mandela Metro Bay N.U.8Motherwell Clinic ECDOH/NMMB/PN-B3/NU8/01/2018
Joe Gqabi District: 17 Posts
Sub-District Clinic REF: No.
Elundini Sub-District Maclear Town Clinic ECDOH/JGD/PN-B3/MAT/01/2018
 Tsitsana Clinic ECDOH/JGD/PN-B3/TSIT/01/2018
 Block H Clinic ECDOH/JGD/PN-B3/BLH/01/2018
 Hillside Clinic ECDOH/JGD/PN-B3/HILS/01/2018
 Jamestown Clinic ECDOH/JGD/PN-B3/JMS/01/2018
 Khayamnandi Clinic ECDOH/JGD/PN-B3/KHM/01/2018
 Tembisa Clinic ECDOH/JGD/PN-B3/TEM/01/2018
 Venterstad Clinic ECDOH/JGD/PN-B3/VENT/01/2018
Senqu Sub-District Hlomendini Clinic ECDOH/JGD/PN-B3/HLM/01/2018
 Robert Mjobo Clinic ECDOH/JGD/PN-B3/ROB/01/2018
 Sonswabile Zandile Clinic ECDOH/JGD/PN-B3/SON/01/2018
 Sterkspruit Clinic ECDOH/JGD/PN-B3/STE/01/2018
 St Augustine Clinic ECDOH/JGD/PN-B3/STA/01/2018
 Queen Noti Clinic ECDOH/JGD/PN-B3/QEN/01/2018
 Empilsweni Clinic ECDOH/JGD/PN-B3/EMP/01/2018
 Hlankomo Clinic ECDOH/JGD/PN-B3/HLN/01/2018

ENQUIRIES : Ms N Mdashe Tel: 051-633 9601
OR Tambo District: 11 Posts
Sub-District Clinic Ref: No.
KSD Mthatha Gateway Clinic ECDOH/ORT/PN-B3/MTG/01/2018
 Zithathele Clinic ECDOH/ORT/PN-B3/ZIT/01/2018
 Mvezo Clinic ECDOH/ORT/PN-B3/MVC/01/2018
Qaukeni KTC Clinic ECDOH/ORT/PN-B3/KTC/01/2018
 Xurana Clinic ECDOH/ORT/PN-B3/XUR/01/2018
Mhlontlo Shawbury Clinic ECDOH/ORT/PN-B3/SHB/01/2018
 Malepelepe Clinic ECDOH/ORT/PN-B3/MAL/01/2018
 Tikitiki Clinic ECDOH/ORT/PN-B3/TIKT/01/2018
Nyandeni Lujizweni Clinic ECDOH/ORT/PN-B3/LUJ/01/2018
 Nyandeni Clinic ECDOH/ORT/PN-B3/NYD/01/2018
 St Barnabas Gateway ECDOH/ORT/PN-B3/STB/01/2018

ENQUIRIES : Mr SS Situma Tel: 047-502 9017/18
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms R48 Clinical Assessment Treatment and Care). A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the Scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other Stakeholders (i.e. inter-personal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal Clinics.

**PROVINCIAL ADMINISTRATION FREE STATE
DEPARTMENT OF HEALTH**

OTHER POSTS

POST 02/35 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT: REFERENCE NO.: H/D/45**

SALARY : R657 558.00 per annum.
CENTRE : Organizational Development: Corporate Office
REQUIREMENTS : Relevant Diploma/Degree in Management Services/Production Management/Organizational Design. 3-5 Years relevant experience in Middle Management in Organizational Development. RECOMMENDATIONS: Job evaluation system, Work-study Principles and Techniques, Job Evaluation Initial Training, Job Evaluation Panel Training, Business Process Training.

DUTIES : Manage the resources allocated. Coordinate and monitor the development & Maintenance of organogram/s in line with the strategic plan/s. Coordinate investigations and develop. Implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Manage and coordinate efficiency promotion exercises. Manage and coordinate business process re-engineering investigation. Manage the job evaluation processes.

ENQUIRIES : Mr L D Kamolane, Tel: (051) 408 1515 / 1561
APPLICATIONS : The Director, HRM and Planning, (Contact person: Mr M J Mokgampanyane), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 31 January 2018

POST 02/36 : **CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/55**

SALARY : R394 665.00 per annum. OSD
CENTRE : Parys Hospital, Parys
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. 3 Years should be experience at Nursing Management level. A minimum of two years in Quality Assurance. Recommendations: Ability to promote quality patient care. Leadership, change and general management, teaching and training skills. Ability to independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS Office.

DUTIES : Ensure the monitoring and evaluation for the implementation of the National Core Standards (NCS), provide Quality improvement plan (QIP) and implementation thereof. Facilitate conducting of patient's satisfaction survey and analysis of data. Ensure regular clinical audits. Ensure the implementation and monitoring of an adverse event program. The incumbent will be responsible for overall supervision and management of staff involved in the Quality Assurance Programmes. He/she will be responsible for smooth running of the department. The assessment, planning, implementation and evaluation of quality assurance needs within the hospital will be his/her responsibility

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114
APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018

POST 02/37 : **PROFESSIONAL NURSE: PNB-1 (THEATRE TEC) REF NO: H/P/60**

SALARY : R340 431.00 per annum. OSD
CENTRE : Parys Hospital, Parys
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Valid driver's license. Recommendations: Ability to work under pressure, function as an effective member of the Nursing team, to communicate

effectively with stakeholders, implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit.

DUTIES : Provision of safe Patient Care. Maintenance of accurate Patient records. Management of stock and equipment in accordance with clinical and economic imperatives. A concern for the continuing development of own Clinical skills and those of co-workers. Ensuring client satisfaction.

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018

POST 02/38 : **SENIOR HUMAN RESOURCE OFFICER: PERSAL HELPDESK: REF NO: H/H/18**

SALARY : R226 611.00 per annum.

CENTRE : Human Resource Management: Corporate Office

REQUIREMENTS : Grade 12 Certificate/NQF equivalent. 3 Years relevant experience. Proven extensive knowledge of Excel and computer literacy. Will be required to undergo a practical exercise. Knowledge of the Provincial PERSAL Policy. Must have completed the PERSAL Provisioning, Utilization, MMS/SMS Package and Leave courses.

DUTIES : Requesting reports via PERSAL/ Vulindlela /MIS/Provincial /National Treasury utilizing FTP programmes. Providing of statistics on short notice. Investigate/handle and resolve system errors and other PERSAL related enquiries. Maintain guideline/procedure manual. Co-ordinate training presented by FS Provincial Treasury and maintain the Training Management System. Handle/distribute PERSAL Reports, Circulars, Practice Notes, Status and Exception reports. Provide in-house training/assistance with requesting of electronic reports, up-dating of personal particulars (qualifications etc.) and maintaining the integrity of data on the system. Clearing of suspense file on closing dates. Supervisory functions. Ensure correct application/implementation within the department over the functions of the departmental PERSAL Helpdesk by rendering an administrative and support function to the PERSAL Controller and acting in the absence of the PERSAL Controller by managing the Departmental PERSAL Helpdesk: control, monitor and audit PERSAL access and functionality of all users. Handling of reset system via the FS Provincial Treasury I-request system.

ENQUIRIES : Me D Pieters, Tel: (051) 408 1138

APPLICATIONS : The Director, HRM and Planning, (Contact person: Me D Pieters), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

CLOSING DATE : 31 January 2018

POST 02/39 : **SENIOR HUMAN RESOURCE OFFICER: STAFF ESTABLISHMENT: REF NO: H/H/19**

SALARY : R226 611.00 per annum.

CENTRE : Human Resource Management: Corporate Office

REQUIREMENTS : Grade 12 Certificate/NQF equivalent. 3 Years relevant experience. PERSAL training certificates must be attached.

DUTIES : Supervise the correct implement of the Staff Establishment of +- 21 000 posts on the PERSAL system. Find suitable solutions for problematic Staff Establishment issues and providing of support to institutions on all post related matters. Provide and assist with statistics. Management of subordinates (PDMS), leave, training, disciplinary etc.)

ENQUIRIES : Me D Pieters, Tel : (051) 408 1138

APPLICATIONS : The Director, HRM and Planning, (Contact person: Me D Pieters), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

CLOSING DATE : 31 January 2018

POST 02/40 : **STAFF NURSE: REF NO: H/C/97**

SALARY : R150 819.00 per annum. OSD

CENTRE : Parys Hospital, Parys

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Enrolled Nurse. Experience: None after registration Recommendations: Ability to work under

pressure. Good communication skills. Good inter personal relations. Confidentiality. Good written and verbal communication skills.

DUTIES : Provide quality elementary Nursing Care services under the supervision of a professional Nurse, Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M V Ramoliki, Telephone number: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 PARYS, 9585

CLOSING DATE : 31 January 2018

POST 02/41 : **NURSING ASSISTANT: (3 POSTS) REF NO: H/N/5**

SALARY : R116 625.00 per annum. OSD

CENTRE : Parys Hospital, Parys

REQUIREMENTS : None after Registration. Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). None after registration

DUTIES : Provide quality elementary Nursing Care services under the supervision of a professional Nurse, Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 02/42** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES (1 POST) REF NO: CHBAH 71**
Directorate: Pharmacy
- SALARY** : R 920 703 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Pharmacy Degree accredited by the South African Pharmacy Council (SAPC) that allows registration as a pharmacist. At least 5 years' appropriate experience after registration as a pharmacist. Project management skills will be an advantage. A valid driver's license (code 08 / EB) 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. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good organizational skills. Good problem solving and interventional skills. Ability to work well under pressure. Previous experience as a manager in the pharmacy environment will be an advantage.
- DUTIES** : Assisting with the overall management of the pharmacy including the satellite pharmacies. Monitor and evaluate policy development and implementation. Assist with the development of the annual pharmacy budget. Assist with sound management of the allocated budget. Overseeing the down referral programme and participating in all down referral meetings within the region. Ensuring the availability and accessibility of medicines, including ARV's to all patients served by the hospital. Implementation of Standard Operating Procedures (SOPs) and training pharmacy staff in the SOPs. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee. Co-ordinate training and development of pharmacy personnel. Participate in the development, implementation and maintenance of the Pharmacy Quality Improvement Plan. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacies. Provide regular and updated statistics on pharmacy activities. Contribute to the pharmacy's planning, budgeting and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof.
- ENQUIRIES** : Mr. S. Dikgang (011) 933 8797
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. S. Dikgang
CLOSING DATE : 26 January 2018
NOTE : 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the

Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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.

- POST 02/43** : **MEDICAL SPECIALIST (PSYCHIATRIST) GRADE 1-3 REF: CCRC MED 08/01**
 Directorate: Clinical Services
- SALARY** : Grade 1 R736 425-R793341 R924 378 per annum (all-inclusive package)
 Grade 2 R842 028 –R920 703 per annum (all-inclusive package)
 Grade 3 R977 1991221 723 (all-inclusive package)
- CENTRE REQUIREMENTS** : Cullinan Care and Rehabilitation Centre (CCRC)
 : Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a General Medical Practitioner and must be post community service. Proof of current registration. Working experience in the field of HIV/AIDS, TB and STI management.
- DUTIES** : Provision of HIV/AIDs Programm including ART and treatment of opportunites infections. Implementation of MMC programme. Provide medical health and support to patients in wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard-(norms and standards) Rendering of after –hour services during weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime. Patients’ referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.
- ENQUIRIES APPLICATIONS** : Mr. JJ Ngcobo, Tel: 012 734 7050
 : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- CLOSING DATE** : 26 January 2018
- NOTE** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached.
- POST 02/44** : **SOCIAL WORK MANAGER GRADE 1 (1 POST) REF NO: CHBAH 70**
 Directorate: Social Work
- SALARY** : R 712 827 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. A minimum of 10 years’ appropriate experience required after registration with the SACSSP as Social Worker of which 3 years must be as a supervisor/manager in a hospital setting. Must be computer literate. Knowledge of public service legislation, policies and procedures pertaining to social work, Sound knowledge of national health programme strategies, priorities, objectives, data elements and indicators. Must have a valid driver licence. Extensive knowledge of social work process in the

difference diagnostic fields. Must be able to exercise independence and function independently and able to seek guidance when necessary. Ability to manage multiple tasks in an efficient manner. Excellent communication skills (written, verbal, presentation and liaison). Coordination and negotiation skills. The ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Managerial, planning, organizing and problem solving skills. Interpersonal relations skill. Must be able to manage and lead a team. Must be able to plot trends and make recommendations. An appropriate postgraduate qualification will be an added advantage

DUTIES

: Management of the social work department (Planning, organization, coordination, controlling, monitoring, evaluating, implementation). Ensure psychosocial and crisis intervention services are provided. Participate with intra and inter disciplinary team members in developing and implementing programmes and procedures. Manage and monitor human resources, material, financial and clinical resources. Development of operational and demand management plans and give inputs to provincial strategic plans. Represent the organization in the public and support the vision, objectives and goals of the organization. Serve as an advocate for patients' rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality recordkeeping. Liaise with relevant internal and external stakeholders. Be an active team member of the allied medical business unit and report to the business unit manager. Ensure timeous resolution of relevant complains and serious adverse events. Conduct quarterly audits and participate hospital National Core Standards activities. Participate and coordinate CPD activities within the department. Ensure compliance of the prescripts of the public sector and social work. Attend all scheduled meetings and provide relevant report. Mentoring and coaching of co-workers, supervisors and staff. Follow the reporting structure within the organization. Timeous respond to legislative queries. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)

ENQUIRIES

: Ms P. Naik (011) 933 8154

APPLICATIONS

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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.

FOR ATTENTION

: Ms P. Naik

CLOSING DATE

: 26 January 2018

NOTE

: 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also

reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

- POST 02/45** : **PHARMACIST GRADE 1(1 POST) REF NO: CHBAH 69**
Directorate: Pharmacy
- SALARY** : R 615 945 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa). The following will be an added advantage; Driver's licence, Basic computer literacy, Good interpersonal relations and communication skills, Customer focus and responsiveness. Good technical work skills. Time management skills, Good analytical skills and embedded knowledge regarding GPP/GMP.
- DUTIES** : Provision of pharmaceutical care Compounding, manufacturing and manipulation of medicine. Purchase and supply/distribution of medicine. Provision of information. Register as a tutor and assist with training of staff and PMDS assessments. Recording and reporting and the maintenance of documents. Promote public health. Project management to promote research and development. Understand, implement, apply and adhere to relevant policies including Lean Management and legislation relating to pharmacy and NDOH to ensure a quality, cost effective service. Carry out any lawful instruction / delegation issued by the supervisor.
- ENQUIRIES** : Mr. S. Dikgang (011) 933 8797
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. S. Dikgang
CLOSING DATE : 26 January 2018
NOTE : 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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>POST 02/46</u>	:	<u>ASSISTANT MANAGER: OBSTETRICS AND GYNAECOLOGY: NURSING-PNB4 REF NO: REFS/002262</u> Directorate: Nursing
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>SALARY</u>	:	R 499 953 per annum
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Advance Midwifery Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality –Advanced Midwifery Nursing. At least 3 years' experience in management level. A labour/maternity ward experience will be an added advantage.
<u>DUTIES</u>	:	To ensure safe and effective clinical nursing practice general and Advanced Midwifery Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out O&G Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of O&G services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DoH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. .
<u>ENQUIRIES</u>	:	Mr. W.N. Mothwane Tel No: (011) 923-2053
<u>APPLICATIONS</u>	:	Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered/ submitted at corner Flint Mazibuko and Rev R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	30 January 2018
<u>NOTE</u>	:	The successful candidate will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior to employment Criteria questions: Do you have an appropriate Diploma /Degree in Nursing? Do you have a minimum of 10 years appropriate/recognizable experience? In nursing after registration as professional nurse with the SANC in general nursing? Do you have valid Driving Licence? Are you computer Literate.
<u>POST 02/47</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 (PAEDS WARD) X1 REF NO: REFS/002261</u> Directorate: Nursing
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>SALARY</u>	:	R499 953 per annum
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing)or equivalent that allows registration with SANC as a Professional Nurse, Plus a Post – Basic Nursing Qualification (Child Nursing Science Speciality) with duration of at least 1 year, Accredited with SANC in one of the specialities referred to in the glossary terms, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 5 years of the period referred to above must be appropriate / recognizable experience and the 1 year post basic (Child Nursing Science) qualification in Paeds.
<u>DUTIES</u>	:	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 the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined

by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.

ENQUIRIES : Mr. W.N. Mothwane Tel No: (011) 923-2053
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered/ submitted at corner Flint Mazibuko and Rev R.J.T Namane Drive Olifantsfontein 1665 or apply online at:www.gautengonline.gov.za.

CLOSING DATE : 30 January 2018
NOTE : The successful candidate will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior to employment. Criteria questions: Do you have appropriate qualification that allows registration with the SANC as Professional? Are you registered with the SANC as Professional Nurse? Do you have at least 5 years of the period referred to above must be appropriate / recognizable? Do you have experience after obtaining the 1 year post – basic qualification in the relevant Speciality appropriate / recognizable experience at Management Level?

POST 02/48 : **CHIEF PHYSIOTHERAPIST GRADE 1 (1 POST) REF NO: CHBAH 67**
Directorate: Physiotherapy

SALARY : R 414 069 per annum (plus - benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Bachelor of Science in Physiotherapy degree or equivalent qualification Registration with the HPCSA as a Physiotherapist. Completion for at least 3-5 years' experience working as a physiotherapist excluding Community Service. Post-graduate training in physiotherapy or specialization in physiotherapy will be an advantage.

DUTIES : Manage (planning, coordinate and implement) the Physiotherapy service in the allocated section. Manage own patient load. In the absence of the head of department, the chief physiotherapist is expected to attend relevant meetings and assume relevant functions of the HOD. Monitor and motivate for equipment and other resources. Promoting and implementing ongoing research/projects in the section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Communicate effectively with all subordinates, supervisors and various members of the medical team. Assist with junior staff, assistant and student supervision, evaluation and training. Implement and manage the Performance Management and Development System within the allocated section. Contribute effectively in staff meetings, team meetings, committee meetings and multidisciplinary meetings, taking on a leadership role. Supervise and implement all relevant Health and Safety and infection Ocontrol measures within the section.

ENQUIRIES : Ms D.F. Ngidi (011) 933 8927
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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.

FOR ATTENTION : Ms E. Haarhoff
CLOSING DATE : 26 January 2018
NOTE : 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many

hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

POST 02/49 : **PROFESSIONAL NURSE SPECIALITY: OCCUPATIONAL HEALTH AND SAFETY REF NO: HRM 01/2018**
Directorate: Nursing

SALARY : PN-B1 R340 431 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in Occupational Health and Safety and a valid driver's license Code B. A minimum of 4 (Four) years appropriate \recognizable experience after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates

ENQUIRIES : Ms. TJ Maffi Tel: (012) 354 4024
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 26 January 2018

POST 02/50 : **MIDDLE MANAGER: LABOUR RELATION (1 POST) REF NO: CHBAH 68**
Directorate: Human Resource

SALARY : R 334 545 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in Labour Relations or a recognised three (3) years Degree /National Diploma in Labour Relations with five (5) years' experience in Labour Relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). A valid driver's licence will be an added advantage. The prospective incumbent should have knowledge of relevant prescripts and legislation. Written and verbal communication skills. Good interpersonal skills. Presentation skills. Problem solving skills. Coordination and planning skills. Analytical thinking and research. Conflict management. Policy or guidelines formulation. Investigation and Report writing skills. Must be able to work under pressure, to reason clearly and logically and cope with high workload volumes. Labour relations courses related courses will be an advantage.

DUTIES : Administer and investigate grievances. Investigate, Initiate and/or preside over misconduct cases. Supervise functions of Labour Relations Officers. Represent the department at conciliation and arbitrations and facilitate the implementation of

settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievance, disciplinary and dispute handled within the Department of Hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound collective bargaining processes within the Hospital. Conduct training on Labour related matters. Ensure compliance to National Core Standards and audit queries. Review performance of team players and attend to audit queries. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Manage and supervise personnel under his/her supervision.

- ENQUIRIES** : Mr. V. Adoons (011) 933 8885
- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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.
- FOR ATTENTION** : Mr. V. Adoons
- CLOSING DATE** : 26 January 2018
- NOTE** : 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.
- POST 02/51** : **PHYSIOTHERAPIST**
Directorate: Allied
- SALARY** : R 281,148.00 - R 321,462.00 (Grade 1)
R 331,179.00 - R351, 516.00 (Grade 2)
R 356,790.00 – R 378,687.00 (Grade 3)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Bsc Physiotherapy degree/equivalent with experience of one year post community service. Current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good communication listening and interpersonal skills. Able to work under pressure with a team.
- DUTIES** : To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward

rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards

ENQUIRIES : Ms.P Selepe: (011) 411 3750

APPLICATIONS : Applications must be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2018

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes and will undergo a medical screening test.

POST 02/52 : **HUMAN RESOURCE OFFICER (1 POST) REF NO: CHBAH 66**
Directorate: Human Resource

SALARY : R 226 611 per annum (plus - benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 certificate or equivalent with 3 - 5 years' experience in Human Resource environment. Persal Certificates (Introduction to Persal /Personnel administration/Salaries and Leave administration). Must have knowledge and experience of the Persal System. Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource administration processes. Sound planning, organizational and interpersonal relations skills. Knowledge and ability to interpret Regulation, Acts, PILIR, the DPSA on Leave of Absence and related legislative framework. Ability to handle information in a confidential manner. Ability to act with tact and discretion when dealing with leave matters. Ability to work under pressure and must be prepared to rotate and operate to other sections within administration services. Supervisory experience in HR will be an added advantage.

DUTIES : Manage and render effectively the Human Resource unit. Supervise, provide guidance and support to HR staff. Approve and quality assure all the transactions related to leave capturing, manage and resolve difficult leave enquiries, assist employees with leave enquiries, interpret PILIR requirement and related leave policies to employees and managers. Manage co-ordinate and prepare PILIR applications for PILIR meetings, assist practitioners with PILIR submissions for final approval, manage the implementation and capturing of various leave application on persal and do weekly/monthly reports, collate responses on auditor General enquiries. Check and ensure that mandates sent to Gauteng Department of Finance are correct. Attend meetings and conducting trainings. Comply with the Performance Management and Development System Contracting, quarterly reviews and final assessment) for the staff. Management of personnel performance and review thereof (Contracting, review and final evaluation). Accept greater responsibility and perform any other reasonable task allocated.

ENQUIRIES : Ms N. Serobatse (011) 933 8736 / Mr. M. Masetlha 011 933 9404

APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

FOR ATTENTION : Ms N. Serobatse / Mr. M. Masetlha

CLOSING DATE : 26 January 2018

NOTE : 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). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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.

- POST 02/53** : **LOGISTICS SUPPORT OFFICER REF NO: TRH 14/2017**
Directorate: Supply Chain Management
- SALARY** : R 226 611.00 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three year National Diploma or Degree in Supply Chain Management or equivalent and 5 years or more experience in the Supply Chain Management section. Knowledge and proficiency in SAP R3 and SRM. Knowledge of Supply Chain policies; Treasury regulations; PAS manual and ability in compiling reports. Valid driver's license.
- DUTIES** : Responsible for ensuring that all stock transactions are promptly updated and accounted for and ensuring key control register is monitored. Ensuring that monthly stock balances are done and ensure monthly stock taking is conducted. Ensuring annual and bi-annual stock taking is conducted. Ensure that all risks identified are effectively managed. Ensure that all staff are appropriately developed and utilized (PMDS). Ensure adherence to minimum and maximum stock levels. Systematic and retrievable filling system (0-9 filling). Out of stock report. Capturing requisitions on SAP R3 and SRM. Ensure quality Supply Chain Management process in the institution which is efficient, economic, transparent and prompt. Proper supervision of all sections.
- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- ENQUIRIES** : Mr. W Mathe, Tel. No: (012) 354 – 6219
CLOSING DATE : 26 January 2018
NOTE : 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. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.
- POST 02/54** : **SENIOR PORTER REF NO: TRH 02/2018**
Directorate: Administration
- SALARY** : R 107 886.00 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 certificate with 3 years experience as a Porter or Grade 10 with more than 6 years as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work efficiently in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Regular walk about to assess the state of pottering services. Compile statistics for pottering services. Placing orders for uniforms and also ensure that all Porters wear it. Deal with all porters issues that need attention. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e leave management, PMDS, signing of attendance register. Ensure that support service complies with the national core standard. Transporting of patients between various departments within the hospital.

APPLICATIONS

: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

ENQUIRIES

: Mr. GI Nkosi, Tel. No: (012) 354 – 6735

CLOSING DATE

: 26 January 2018

NOTE

: 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. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ARTS AND CULTURE**

APPLICATIONS : Applications quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

CLOSING DATE : 02 February 2018

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

POST 02/55 : **CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: DAC 14/18**

SALARY : All-inclusive package of R1 127 334.00 per annum (salary level 14) Salary Range: R1 127 334.00 – R 1 347 879.00 per annum

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An undergraduate relevant qualification [NQF7] in Financial Management/Auditing/Commerce, or equivalent qualification, coupled with a minimum of five [5] years relevant experience at SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of Treasury Regulations, Risk management, Internal Auditing and Supply Chain Management policies. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES : Manage the development, implementation and maintenance of effective, efficient and sound financial management systems in the department. Manage the implementation and maintenance of effective internal control and compliance systems. Manage the provision of effective supply chain and asset management services. Ensure the development, reviewal, and implementation of financial management policies to ensure effective/optimal use of finances and accountability thereof. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr NP Chonco: Tel. [033] 264 3400

POST 02/56 : **CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DAC 15/18**

SALARY : All-inclusive package of R1 127 334.00 per annum (salary level 14) Salary Range: R1 127 334.00 – R 1 347 879.00 per annum

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An undergraduate relevant qualification [NQF7] in Fine Arts, Drama and Creative Arts, or equivalent qualification, coupled with a minimum of five [5] years in Arts and Culture/Language services environment at SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES : Ensure the protection, development and promotion of arts within KZN province. Ensure that multi-cultural diversity and social cohesion is upheld and promoted within KZN province. Manage and ensure the development and promotion of multi-languages within the KZN Province. Ensure the development, reviewal, and implementation of Arts, Culture and Language services policies. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr NP Chonco: Tel. [033] 264 3400

POST 02/57 : **DIRECTOR – INFRASTRUCTURE MANAGEMENT REF NO: DAC 16/18**

SALARY : All-inclusive package of R 947 174.00 per annum (Salary level 13)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An undergraduate relevant qualification [NQF7] in built environment/related field, coupled with a minimum of five [5] years relevant experience at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge in built environment. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES : Ensure effective and efficient infrastructure planning and coordination. Manage the delivery of the departmental infrastructure projects. Monitor & ensure adherence of all infrastructure projects to industrial regulations e.g. construction board regulations. Manage the development and implementation of policies. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms LBP Gwala: Tel. [033] 264 3400

OTHER POSTS

POST 02/58 : **SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 17/18**

SALARY : All-inclusive package of R684 423.00 per annum [MR6]

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate four [4] year legal qualification, LLB or equivalent qualification plus a legislative drafting certificate, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB drivers license.

<u>DUTIES</u>	:	Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Adv. N Khamba –Ngunuza: Tel. [033] 264 3400
<u>POST 02/59</u>	:	<u>DEPUTY DIRECTOR (2 POSTS) – AMAJUBA DISTRICT REF NO: DAC 18/18.</u> <u>DEPUTY DIRECTOR – ZULULAND DISTRICT REF NO: DAC 19/18</u>
<u>SALARY CENTRE</u>	:	All-inclusive package of R779 295.00 per annum (Salary level 12) Western Regional Office, Ladysmith Northern Regional Office, Ulundi
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or three [3] year tertiary qualification coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Understanding of cultural affairs functions and programmes, library, archives and museum services. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage the implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	[Amajuba Districts] Dr NF Biyela: Tel. [036] 637 7978 [Northern Regional Office] Ms JPR Nxumalo: Tel. [035] 870 8447
<u>POST 02/60</u>	:	<u>DEPUTY DIRECTOR – RESEARCH & DEVELOPMENT: CULTURE DEVELOPMENT REF NO: DAC 20/18</u>
<u>SALARY CENTRE</u>	:	All-inclusive package of R657 558.00 per annum (Salary level 11) Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate honors degree [NQF8], coupled with a minimum of three – five [3-5] years relevant managerial experience in the public service. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Manage research on the development of culture promotion and preservation programmes. Manage the development and dissemination of research findings/documentation. Facilitate the development and analysis of Culture Development policies. Coordinate workshops for Culture education programmes. Manage all resources allocated within the Component. Manage, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr MM Nhlapo: Tel. [033] 341 3605
<u>POST 02/61</u>	:	<u>ASSISTANT DIRECTOR – RECORDS MANAGEMENT: ARCHIVES SERVICES REF NO: DAC 21/18</u>

<u>SALARY CENTRE</u>	:	R334 545.00 per annum (Salary level 09)
	:	Western Regional Office, Ladysmith
	:	REQUIREMENT: An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of all relevant Archival prescripts. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Monitor the development and implementation of records classification system and records management appraisal for approval. Monitor compliance to proper records management practices in governmental bodies and manage training. Provide professional support/advice to stakeholders and ensure promotion of archival services. Facilitate the development of records management procedure manuals and provide inputs to policies. Ensure preservation of non- public and public records. Manage all resources allocated within the Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Dr NF Biyela: Tel. [036] 637 7978.
<u>POST 02/62</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER – OCCUPATIONAL HEALTH AND SAFETY DIVISION- HRM&D REF NO. DAC 22/18</u>
<u>SALARY CENTRE REQUIREMENT</u>	:	R334 545.00 (Salary level 09)
	:	Head Office, Pietermaritzburg
	:	An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three- five (3-5) years relevant experience. National Occupational Safety Association [NOSA] safety management certificate. Extensive knowledge of the Occupational Health and Safety Act and applicable Regulations, Knowledge of Environmental Protection Acts. Knowledge of Labour Relations Act, COID Act, Mechanical Procedures and Construction Regulations. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide management with advice on OHS and legal compliance matters, Inspect facilities and ensure adherence to the Occupational Health and Safety Act and relevant regulations/policies. Conduct health and safety compliance surveys. Coordinate relevant Health and Safety training. Conduct investigations involving accidents and OHS matters. Advocate and manage occupational hygiene. Coordinate implementation of OHS programme within the Department.
<u>ENQUIRES</u>	:	Mr NZ Hlongwa: Tel. [033] 341 3600
<u>POST 02/63</u>	:	<u>ASSISTANT DIRECTOR – CONDITIONS OF SERVICE AND REMUNERATION- HRM&D REF NO. DAC 23/18</u>
<u>SALARY CENTRE REQUIREMENT</u>	:	R334 545.00 per annum (Salary level 09)
	:	Head Office, Pietermaritzburg
	:	An appropriate three (3) year relevant tertiary qualification in Human Resources Management or related field, coupled with a minimum of three- five (3-5) years relevant experience, three [3] of which should be at a supervisory level. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of Basic Conditions of Employment Act. Knowledge of project management, planning and organizational. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB drivers license.
<u>DUTIES</u>	:	Facilitate and control the administration and processing of conditions of service and employee benefits. Manage the efficient administration of all matters of employee remuneration related to conditions of service. Manage the employee exits [retirements and resignations] processes. Provide advice and guidance and input to policy. Manage resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRES : Mr BS Mbatha: Tel. [033] 341 3600

POST 02/64 : **ASSISTANT DIRECTOR – EXPENDITURE CONTROL REF NO. DAC 24/18**

SALARY : R334 545.00 per annum (salary level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENT : An appropriate three [3] year relevant tertiary qualification in Commerce/Finance, coupled with a minimum of three – five [3 -5] years relevant experience, three [3] of which should be at a supervisory level. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and PERSAL. Knowledge of practice notes. Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Manage the Basic Accounting System [BAS] of the department. Ensure the administration of departmental payroll system. Monitor and control suspense accounts and exceptions. Ensure adherence to financial policies and prescripts. Ensure the administration of departmental payments. Manage all resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

ENQUIRIES : Ms A Yeeranna: Tel. [033] 264 3400

POST 02/65 : **ASSISTANT DIRECTOR – CENTRAL REFERENCE SERVICES REF NO DAC 25/18**

SALARY : R334 545.00 per annum (salary level 09)
CENTRE : Head office, Pietermaritzburg
REQUIREMENT : An appropriate three [3] year relevant tertiary qualification in Library and Information services, coupled with a minimum of three – five [3-5] years relevant experience in library environment. Knowledge of Brocade circulation system. Knowledge of library services policies and procedures. Knowledge of awareness of current publications and release. Advanced literacy skills. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Coordinate the provision of centralized reference service. Manage the provision of a centralized special and subject information request services. Manage collection development and maintenance of Central Reference Section. Manage the provision of an on-going information service professional support to libraries, directorate and depots. Manage all resources allocated within the Sub- Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr M Zuma [033] 341 3000

POST 02/66 : **ASSISTANT DIRECTOR – CULTURE DIVERSITY, CULTURE DEVELOPMENT REF NO DAC 26/18**

SALARY : R334 545.00 per annum (salary level 09)
CENTRE : Head office, Pietermaritzburg
REQUIREMENT : An appropriate three [3] year relevant tertiary qualification in Social science/Arts/ Administration/ Policy Development, coupled with a minimum of three – five [3-5] years relevant experience in cultural diversity/management environment. Knowledge of wide range of procedures and processes i.e community development, community outreach, national skills development strategy, National youth development agency act. Knowledge of social cohesion and SA population policies. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Monitor and report on the implementation of policies /programmers of cultural diversity. Coordinate and support the promotion of cultural diversity, research. Provide support in the co- ordination and hosting of cultural / heritage events. Participate in the review and development of policies/ strategies and content development. Manage all resources allocated within the section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr MM Nhlapo [033] 341 3605.

<u>POST 02/67</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR– CULTURAL AFFAIRS, HEAD OFFICE PIETERMARITZBURG REF NO: DAC27/18</u>
<u>SALARY</u>	:	R226 611.00 per annum (salary level 07) Salary Range: 226 611.00 - R266 943.00 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg Standard 10 /Grade 12 Certificate plus secretariat diploma/ certificate, coupled with a minimum of three five [3 -5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Chief Director. Provide support services to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget, including the compilation of commitment registers. Organize the Chief Director's diary. Render general office management. Render registry services in office of the Chief Director. Acknowledge correspondence and type documents for the Chief Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms NIS Mbhele: Tel. [033] 341 3634

DEPARTMENT OF HEALTH

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.

OTHER POSTS

<u>POST 02/68</u>	:	<u>MEDICAL OFFICER GRADE 1&2: REF NO: HRM01/2018-03 POSTS</u> Directorate: Department of Paediatrics
<u>SALARY</u>	:	Grade 1: R 736 425.00 – R 793 341.00 per annum Experience (Grade 1): None to less than 5 years actual experience as Medical Officer after registration with the HPCSA as an Independent practitioner. Grade 2: R 842 028.00 – R 920 703.00 per annum. Experience (Grade 2): Minimum of 05 to less than 10 years actual experience as Medical Officer after registration with the HPCSA as an independent practitioner. Other Benefits: committed overtime on application.
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Degree (MBCHB). Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner. Completion of internship and community service. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies required: Sound working knowledge of the Paediatrics to allow for accurate diagnosis and appropriate management of clinical problems with specific emphasis in the relevant functional field. Good communication and interpersonal skills. Knowledge of current Health Legislation and Policies at Public institutions. Ability to deal with all Paediatric cases.
<u>DUTIES</u>	:	Key Performance Areas: appropriate diagnosis of patients, including the appropriate investigation tools. Appropriate selection of treatment modalities. Appropriate management and follow-up of patient. Provide afterhours care for paediatrics and neonates. Any other duties as assigned by Head of Department. Participate in the quality improvement programme in the department. The successful applicant will be required to perform after hour duties. To assist in compiling, collection and presentation of patient statistics. Render a cost effective medical care, incorporating clinical management and follow up. Maintain efficient records. To ensure that Batho Pele Principles are upheld. Give medical input into team management. Assist with supervision and support of interns and students in the department. Participate in the department academic programme. Involvement in outreach programs.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. KL Naidoo (031) 260 4350 Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013
<u>CLOSING DATE</u>	:	26 January 2018

<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 Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 01/2018. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please note that due to financial constrains no s&t claims will be considered for payments to candidates that are invited for the interview.
<u>POST 02/69</u>	:	<u>MEDICAL OFFICER MENTAL HEALTH DEPARTMENT GRADE 1/2/3: REF: NDH 02/2018</u> Cluster: Mental Health Unit
<u>SALARY</u>	:	R736 425.00 - R977 199.00 All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital: Pietermaritzburg
	:	Matric certificate / grade 12. MBCHB Degree or Equivalent qualification. Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner plus, Completion of Community Service. Recommendations: Prior experience in Mental Health (will be an added advantage). Grade 1: MBCHB degree or equivalent qualification plus, Current registration with Health Professions Council of SA as a Medical Practitioner Grade 2: MBCHB degree or equivalent qualification plus current registration with Health Professions Council of SA as a Medical Practitioner. 5 years experience after registration with HPCSA as a Medical Practitioner. 6 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service. Grade 3: MBCHB degree or equivalent qualification plus, Current registration with Health Professions Council of SA as a Medical Practitioner. 10 years experience after registration with HPCSA as a Medical Practitioner. 11 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service. Knowledge, skills, training and competencies required- Basic Medical including added Mental Health and Psychiatry knowledge. Current health and public service legislation, regulations and policy including the Mental Health care Act. Medical ethics, epidemiology and statistics
<u>DUTIES</u>	:	Key Performance Areas: - Participate in the provision of 24-hour in and outpatient clinical care of Mental Health care users at Northdale Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in Mental Health. Admit, investigate and appropriately refer Mental Health care Users. Work in close collaboration with the department of Psychiatry at Townhill hospital. Support and work in close liaison with allied departments example Social workers and clinical psychologists at Northdale Hospital. Assist and participate in research activities. Ensure implementation of Mental Health and substance abuse prescripts. Limiting the course and effects of mental illness and disabilities. Monitoring and evaluation of quality of mental health services and development of quality improvement plan. Ensure that seventy-two (72) hours assessment and management processes are in place.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MAG Molla (033) 879 9009
	:	All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Dr Mag Molla

<u>CLOSING DATE</u>	:	26 January 2018
<u>NOTE</u>	:	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, 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. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.
<u>POST 02/70</u>	:	<u>MEDICAL OFFICER PAEDIATRIC DEPARTMENT GRADE 1/2/3: REF: NDH 01/2018</u> Cluster: Paediatrics Unit
<u>SALARY</u>	:	R736 425.00 - R977 199.00 All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital: Pietermaritzburg Matric certificate / grade 12, MBCHB Degree or Equivalent qualification Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner either in independent practice. This advert is to recruit medical officers for Paediatrics and Child Health starting between 1 January 2018 and 1 May 2018. The interview process will be used to identify all suitable applicants, who will then be appointed as posts arise to any of the hospitals that comprise the PMB Metropolitan Hospitals group. Clinical duties will include rotation in the PMB Metropolitan Hospitals. Recommendations: Diploma in Child Health (will be an added advantage). Prior experience in Paediatrics (will be an added advantage) Grade 1: Experience: 1 Year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees whom it is not required to perform community service as required in South Africa. Knowledge, skills, training and competencies required: Basic medical knowledge, with paediatrics and child health focus. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology and statistics
<u>DUTIES</u>	:	Key Performance Areas: - (Will cover clinical skills, performance, training and supervision & support) Participate in the provision of 24-hour in- and outpatient clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the Department. (For those with requisite experience – Grade 2 & 3). Participate in the departmental academic programme.

Assist with the administration of a component of the paediatric department in Pietermaritzburg. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

ENQUIRIES : Dr M Morgan 033 897 3264

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Dr MAG Molla

CLOSING DATE : 26 January 2018

NOTE : 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, 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. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer(s) prior to the date of the interview.

POST 02/71 : **MEDICAL OFFICER REF NO: NE 11/2017**
Section: Paediatrics

CENTRE : Newcastle Regional Hospital

SALARY : **Medical Officer Grade 1:** Salary: R736 425.00 per annum (All-inclusive package). Appropriate qualification plus registration with HPCSA as a Medical Practitioner
Medical Officer Grade 2: Salary: R842 028.00 per annum (All-inclusive package). Appropriate qualification plus five (5) years' experience after registration with HPCSA as a Medical Practitioner
Medical Officer Grade 3: Salary: R977 199.00 per annum (All-inclusive package). Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Practitioner Other benefits 18% In-hospital allowance (from basic salary). Commuted Overtime. Nature of package: The all-inclusive package consists of a 70% basic salary and 30% flexible portion that maybe structured in-terms of the applicable rules

REQUIREMENTS : Matric or equivalent PLUS. MBCHB degree PLUS. Registration certificate as a Medical Practitioner with HPCSA. Current registration with the HPCSA as a Medical Officer (2017/2018). Completion of Community Service Knowledge, Skills, Training and Competencies Required: Sound knowledge and skills associated with the practice of Paediatrics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Knowledge of current Health Legislation and policies at. Public institutions. Ability to work as a team. Good communication skills. Stress tolerance. Concerns of excellence, courtesy and interpersonal skills

DUTIES : Key Performance Areas: Provide holistic patient centered paediatric care. Perform clinical duties as per departmental requirements including after hours and weekend calls services. To attend all departmental training sessions and meetings. Assist with supervision and support interns in the department. Participate in the Department academic programme. Rotate through NICU, KMC, General Paediatrics ambulatory and inpatient care. Participate in morbidity and mortality audit reviews. Maintain accurate clinical record and appropriate health records.

ENQUIRIES : Dr. B.N Mahlaba – Specialist PAEDS Contact no: 034 328 0000

APPLICATIONS : CEO Newcastle Hospital Private Bag X 6653 Newcastle 2940

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 26 January 2018.

NOTE : Directions to candidates: Application for employment – Z83, Certified copy of Identity document. Certified copy of Senior/Matric Certificate and Tertiary Qualification. Professional Registration certificate with the HPCSA. Updated Curriculum Vitae with traceable reference. Copy of certificate of current registration with HPCSA (2017/2018). Proof of Current and Previous experience of employment endorsed and stamped by Human Resource Department. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security agency (SSA) to the following checks (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). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.

POST 02/72 : **OPERATIONAL MANAGER – SPECIALITY REF NO: NE 10/2017**
Section: Paediatrics (Re-Advertisement)

SALARY : R499 953.00 per annum (all-inclusive package) other benefits: 13th cheque Homeowners' allowance: Employee must meet prescribed requirements. Medical Aid (Optional) 8% In-hospitable allowance (from basic salary)

CENTRE REQUIREMENT : Newcastle Regional Hospital
: Matric or equivalent, Diploma / Degree in General Nursing PLUS Midwifery, Proof of current SANC receipt (2018), Registration with the South African Nursing Council as a General Nurse and Midwifery. Child Nursing Care Science Diploma, A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Child Nursing Science, certificate of service endorsed by human resource department. Knowledge, Skills, Training and Competencies Required: Good verbal and written communication and report writing skills, Leadership, organizational, decision making and problems solving skills, Knowledge of legal framework and prescripts within the Department of Health, Conflict management and negotiation skills, Knowledge of code of conduct and Labour Relations procedures / processes, Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Provide therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. Ensure continuity of patient care on all levels i.e. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinate. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Complete patient related data. Provision of effective support to nursing services and assist with relief duties of the supervisors. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. M.D. Ndumo - Dep. Nursing Manager 034 3280000

APPLICATIONS FOR ATTENTION : C.E.O Newcastle Hospital, Private Bag 6653, Newcastle 2940

CLOSING DATE : Human Resource

NOTE : 22 January 2018

: The following to be submitted: application for employment – Z83, certified copy of Identity document, certified copy of school certificate and tertiary qualification, registration certificates with the SANC as Professional Nurse. Midwife and Child Nursing Science, Verification of current and previous experience of employment endorsed and stamped by Human Resource Department, certified copy of current registration with the SANC 2018, updated curriculum vitae. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject

to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Please note that application will not be acknowledge. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two 2 months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote respresentativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.
- CLOSING DATE** : 26 January 2018 at 16h30.
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, security vetting and financial checks. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Failure to submit the requested documents will result in your application not being considered. NB: you are kindly requested to complete A, B and C of the Z83 in full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful. The Department reserves the right to fill or not to fill advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

- POST 02/73** : **ACADEMIC MANAGER (2 POSTS)**
(One year fixed term contract)
- SALARY CENTRE** : All-inclusive remuneration package: R 779 295 per annum. (Level 12)
Tomp Seleka College (1) REF: LDARD 01/17
Madzivhandila College (1) REF: LDARD 02/17
- REQUIREMENTS** : Matric certificate plus an NQF Level 8 and Professional Qualification in Education as recognised by SAQA. Qualification in Agriculture and Master's degree in Agriculture will serve as an added advantage. Compulsory registration as facilitator, assessor and moderator coupled with minimum of 3-5 years appropriate management experience. A valid drivers' license (Please attach a certified copy). Knowledge, Skills and Competencies: Problem solving and conflict resolutions, Leadership and Management skills. Formal Training, Communication and presentation skills. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Computer proficiency skills will be tested.
- DUTIES** : To manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relation to Higher Education (HE) requirements. Coordinate and manage the implementation of Education and Training Programs. Manage the creation of linkages and strategic partnerships with South African and international agricultural education and training institutions to engage in joint training projects.

- Manage the provision of a student affairs service. Manage and perform administrative and related functions.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000
- POST 02/74** : **QUALITY ASSURANCE MANAGER (2 POSTS)**
(One year fixed term contract)
- SALARY CENTRE** : All-inclusive remuneration package: R 657 558 per annum (Level 11)
: Tompi Seleka College (1) REF: LDARD 03/17
: Madzivhandila College (1) REF: LDARD 04/17
- REQUIREMENTS** : Matric certificate plus an NQF Level 8 and Professional Qualification in Education as recognised by SAQA and qualification in Agriculture will be an added advantage. A minimum of 3-5 years appropriate management experience. A valid drivers' license (Please attach a certified copy). Knowledge, Skills and Competencies: Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested.
- DUTIES** : To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000
- POST 02/75** : **REGISTRAR (2 POSTS)**
(One year fixed term contract)
- SALARY CENTRE** : All-inclusive remuneration package: R 657 558 per annum (Level 11)
: Tompi Seleka College (1) REF: LDARD 05/17
: Madzivhandila College (1) REF: LDARD 06/17
- REQUIREMENTS** : Matric certificate plus an NQF Level 8 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum 3-5 years' appropriate management experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Good Communication Skills. Good knowledge of the Agricultural training. Planning & organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested.
- DUTIES** : Proper management of student information. Manages efficient use of college properties and infrastructure by students. Supervises all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.
- ENQUIRIES** : Mr. Mabula NJ, Ms. Mtswene P & Mr. Sepale M.F ☎015 294 3000
- POST 02/76** : **EXAMINATION OFFICER (2 POSTS)**
(One year fixed term contract)
- SALARY CENTRE** : R 281 418 per annum (Level 8)
: Tompi Seleka College (1) REF: LDA 07/17
: Madzivhandila College (1) REF: LDA 08/17
- REQUIREMENTS** : Matric certificate plus an appropriate NQF Level 7 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum of 3 years' appropriate experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Planning & organizing skills. Formal training and presentation skills. Communication skills. Computer proficiency skills will be tested.
- DUTIES** : To oversee all aspects of examinations management within the college. Coordinate preparation of examination. Ensure current assessment regulations and conventions are adhered to. Supplying all the necessary stationery and materials related to exam. Prepare other necessary logistics for smooth running of examination. Maintain confidential records in respect of all aspects of the examination process.
- ENQUIRIES** : Mr. Mabula NJ, Ms. Mtswene P & Mr. Sepale M.F ☎015 294 3000

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF LOCAL GOVERNMENT AND HUMAN SETTLEMENTS**

The North West Department of Local Government and Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management : Department of Human Settlements and Local Government, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mrs Manini Mashigo.
- CLOSING DATE** : 27 January 2018
- NOTE** : Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications and identity document, a comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. The appointment will be subjected to OSD requirements. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 02/77** : **PROFESSIONAL ENGINEER GRADE A (RE-ADVERTISEMENT) REF NO: LG&HS 24/17-18**
Directorate: Integrated Municipal Infrastructure
- SALARY** : R 637 875-R 977 883 p.a. all-inclusive remuneration package (OSD)
The remuneration package of the successful candidate will be in accordance to the relevant OSD determination
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12 or equivalent. Engineering Degree (B Engineering /BSC Engineering) or any other relevant qualification. Compulsory registration with ECSA as Professional Engineer. 3 years post qualification Engineering experience required. A certified valid driver's Licence. Competencies/Knowledge: In-depth knowledge and understanding of Engineering Design and Analysis. Engineering and professional judgement. Project management and contract management knowledge. Engineering, legal and operational compliance. Working experience in Municipal Infrastructure Grant (MIG) and other similar programmes. Skills: People management and empowerment. Service delivery innovation. Problem solving and analysis. Technical report writing. Communication skills. Strategic capacity and leadership. Programme and Project Management.
- DUTIES** : Provide strategic direction for civil engineering services in accordance with SA policies, Act, regulations and Industry guidelines following Municipal norms and practices. Overseeing the implementation of National and Provincial funded infrastructure programmes in the province. Facilitate the establishment of project management units (PMUs) in the municipalities and monitoring the effective functioning of those units. Provide technical support on project facilitation on national and provincial infrastructure grant funding. Liaise with other sector departments in getting projects approved for funding under various grants. Timeous reporting to relevant stakeholders on these infrastructure programmes.
- ENQUIRIES** : Mr M Monageng Tel: 018 388 3614
- NOTE** : Applicants who previously applied will not need to re-apply

- POST 02/78** : **CONTROL ENGINEERING TECHNICIAN GRADE A (RE-ADVERTISEMENT)**
REF NO: LG&HS 25/17-18
 Directorate: Intergrated Municipal Infrastructure
- SALARY** : R 396 375-R 453 216 p.a. (SL- OSD)
 The remuneration package of the successful candidate will be in accordance to the relevant OSD determination
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** :
 Matric/Grade: 12 or equivalent. National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as Engineering Technician. 6 years post qualification technical (Engineering) experience. A certified valid driver's Licence. Competencies/Knowledge: Knowledge of Infrastructure Management Systems, MIG and PIG programme. Technical design and analysis knowledge. Knowledge of legal compliance Skills: Project Management. Research and Development. Computer-aided engineering applications. Technical report writing. Technical consulting. Problem solving and analysis. Financial Management. Computer skills. Team work. Creativity.
- DUTIES** : Facilitation of proper procedures during the utilization of infrastructure projects funded through National and Provincial Infrastructure Grant. Provide on-going project management and report per project. Provide technical support on project facilitation for National and Provincial Infrastructure Grant. Facilitation of proper implementation and monitoring of various infrastructure programmes in the province. Monitoring of proper completion and closure of all infrastructure projects by applying procedural measures. Report on the expenditure and progress of the MIG programme to National COGTA every month. Liaison with the other sector departments in getting the projects registered. Facilitation of monthly district PMU meetings and other relevant meetings with the municipalities
- ENQUIRIES** : Mr M Monageng Tel: 018 388 3614
- NOTE** : Applicants who previously applied will not need to re-apply