the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2018
DATE ISSUED: 26 JANUARY 2018

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 : **DEPARTMENT OF PUBLIC ENTERPRISES:** kindly note that the posts of Director: Internal-Governmental Relations Ref No: DPE/2018/012 and Supply Chain Officer Ref No: DPE/2018/021 advertised in circular 03 dated 19 January 2018 has been withdrawn.

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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.
FOR ATTENTION	:	Ms E Nobongoza (Examiners, Internal Moderator and Special Examiners,Ms A Govan (Marking Monitors, SBA and PAT Moderators), / Ms K Mantshongo (Examination Monitors)
CLOSING DATE	:	09 February 2018
NOTE	:	Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. The Department of Basic Education (DBE) is responsible, *inter alia*, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Examiner: responsible for the setting of question papers. Internal Moderator: responsible for the moderation of question papers. SBA Moderator: responsible for the quality assurance and moderation of SBA (SBA includes Orals and PATs). Marking Moderator: responsible for the moderation of the marking of the NSC and SC examinations Examination Monitor: responsible for the monitoring of the entire examination cycle. Special Examiner: Braille or Deaf: responsible for the adaptation of question papers. Editor: responsible for the editing of question papers. The duties and requirements to be satisfied to be appointed to each of these part-time posts is included in the table below. Please indicate the subject that you are applying for and the level in the case of languages.

OTHER POSTS

POST 04/01	:	**EXAMINER (REF NO: 139071/1)** Planning, Information and Assessments Directorate: Examinations and Assessment in Schools This is a re-advertisement. Candidates who applied previously need not re-apply
SALARY	:	Compensation will be in accordance with Personnel Administration Measure (PAM)
CENTRE	:	Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of all the policies relating to the National Curriculum and the NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post examiner. .

DUTIES : Setting high quality question papers for the Grade 12 NSC and SC examinations, for approval by Umalusi, in the subject area of your specialisation. Develop the accompanying marking guidelines for Grade 12 NSC and SC examination question papers. Participate in the Marking Standardisation Meeting for the question paper. Develop the diagnostic report for the question paper. Develop exemplar question papers for the subject, as and when the need arises. Review items developed by item writers. Develop a national question paper for the subject in Grade 10 and Grade 11, as and when the need arises. Conduct external moderation of the marking.

ENQUIRIES : Ms E Nobongoza (012) 357 3598

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. LIST OF SUBJECTS: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second

Additional Languages, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/02 : **INTERNAL MODERATOR (REF NO: 139071/2)**
Planning, Information and Assessments
Directorate: Examinations and Assessment in Schools
This is a re-advertisement. Candidates who applied previously need not re-apply

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE : Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an internal moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of all the policies relating to the National Curriculum and the NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post internal moderator. In addition, an internal moderator must have served for a minimum of two years, as an internal moderator in the setting of national question papers

DUTIES : Responsible for the independent evaluation of the question paper after it is set, so as to ensure that it is ready for final approval by Umalusi. Convene the Marking Standardisation Meeting where the marking guideline is finalised. Conduct the marker training for the chief markers and provincial internal moderators. Prepare a report on the standard and quality of the question paper, after it is written. Coordinate the finalisation of the Diagnostic Report for the subject.

ENQUIRIES : Ms E Nobongoza (012) 357 3598

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life

Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages I, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/03 : **SBA MODERATORS (REF NO: 139071/3)**
Planning, Information and Assessments
Directorate: Examinations and Assessment in Schools
This is a re-advertisement. Candidates who applied previously need not re-apply

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for.. Must have served as an SBA moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this**.** Have an understanding of the all policies relating to National Curriculum and the NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of moderator. Have a valid driver's licence and be willing to travel.

DUTIES : Responsible for the quality assurance of SBA (including PATS and orals), which includes: audit of SBA systems, moderation of assessment tasks and teacher files and moderation of learner evidence. Develop exemplar tasks for SBA.

ENQUIRIES : Ms A Govan (012) 357 3500

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer

literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages I, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/04 : **MARKING MODERATOR (REF NO: 139071/4)**
Planning, Information and Assessments
Directorate: Examinations and Assessment in Schools
This is a re-advertisement. Candidates who applied previously need not re-apply

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE : Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an Internal Moderator, Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this. Have an understanding of the all policies relating to the National Curriculum and NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner. Have a valid driver's licence.

DUTIES : Responsible for the moderation of marking at the marking centres during the marking of the SC and NSC.

ENQUIRIES : Ms A Govan (012) 357 3500

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance

of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/05 : **EXAMINATION MONITORS (REF NO: 139071/5)**
Planning, Information and Assessments
Directorate: Examinations and Assessment in Schools
This is a re-advertisement. Candidates who applied previously need not re-apply

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with specialization in education. Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes. Must be available to render their services for the entire day, on selected days of the week**.** Must have experience in the management of examinations at the school level.

DUTIES : Responsible for the monitoring of the entire examination cycle which includes an audit of the provincial examination systems, monitoring of the preparations for the NSC and SC examinations. Monitoring of the writing, marking, capturing and release of the results.

ENQUIRIES : Ms K Mantshongo (012) 357 3824

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/06 : **SPECIAL EXAMINER: BRAILLE OR DEAF (REF NO: 139071/6)**
Planning, Information and Assessments
Directorate: Examinations and Assessment in Schools
This is a re-advertisement. Candidates who applied previously need not re-apply

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE : Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree or National Diploma, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as a Special Examiner: Braille or Deaf in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in

the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of all the policies relating to the National Curriculum and the NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post Special Examiner: Braille or Deaf. In addition, must have a qualification in special needs education, which will assist in adapting papers to be accessible to blind/deaf learners without compromising the standard of the paper.

DUTIES : Adapting Grade 12 NSC and SC examinations papers to be accessible to blind/deaf learners. Adapt the accompanying marking guidelines for Grade 12 NSC and SC examinations paper. Participate in the Marking Standardisation Meeting for questions paper. Adapt the exemplar question papers for the subject, as and when the need arises. Adapt national question papers for the subject in Grade 10 and 11 if the need arises. Conduct external moderation of the marking.

ENQUIRIES : Ms E Nobongoza (012) 357 3598

NOTE : The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

POST 04/07	:	**EDITORS (REF NO: 139071/7)** Planning, Information and Assessments Directorate: Examinations and Assessment in Schools This is a re-advertisement. Candidates who applied previously need not re-apply
SALARY	:	Compensation will be in accordance with Personnel Administration Measure (PAM)
CENTRE	:	Pretoria
REQUIREMENTS	:	Must be in possession of a Bachelor's degree or National Diploma, with majors in English and/or Afrikaans/African Languages. Have at least six years' editing experience in the editing of examination, assessment and curriculum material related to education. At least two years' of this experience should be in the last three years. Recent teaching experience is a strong recommendation. Knowledge and experience of working in the examinations and assessment environment plus experience in large-scale examinations will serve as an added advantage. Must be prepared to work over weekends and public holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of editor. Must have good computer skills, including MS Office (Word and Excel). Knowledge of specialised fields of study (e.g. the Arts/Sciences/ Technologies) is recommended.
DUTIES	:	Editing: correcting language lapses and grammatical errors in draft question paper/assessment material. Correlation: ensuring that exactly the same questions are asked in both languages of assessment; and that the marking guidelines correspond with the question paper. Translation of assessment material. Layout and design of assessment material, using the in-house style. Proofreading of the typed, edited document against the original. Quality Assurance: ensuring that assessment material meets the prescribed standards.
ENQUIRIES	:	Ms E Nobongoza (012) 357 3598
NOTE	:	The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. List Of Subjects: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic

Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Home Languages: First Additional Languages, Second Additional Languages, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the Deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

CLOSING DATE : 09 February 2018

ANNEXURE B

DEPARTMENT OF DEFENCE

CLOSING DATE : 09 February 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 04/08 : **SENIOR SECRETARY, REF: DMD/61/17**

SALARY : R152 862 per annum Level 5

CENTRE : Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4). Must have three (3) years' experience in secretarial duties and a minimum of one (1) year course(s) in secretarial services. Special requirements (skills needed): Thorough knowledge of Word, Excel and Power Point. Ability to communication effectively (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Good telephone etiquette. Outcome driven, focus on service delivery. Good people skills. Sound organisational skills and high level of reliability. Ability to act with tact and discretion. Self-management and motivation. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide secretarial and clerical support, record appointments and events and manage the dairy. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/compile agendas, memos, letters and reports. Deal with classified files and documents. Arrange meetings, events and process travel and

subsistence claims. Process all invoices that emanate from the activities of work of the Chief Director/Director. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Prepare briefing and notes as required. Maintain an effective filing system and manage routine documents for the directorate. Collect, control and return files routed to members within the division. Maintain a registry/control system for incoming and outgoing documents and post. Track documents if required by means of a register. Keep the relevant address list(s) up to date. Manage and control the internet/intranet and fax facilities as well as receipt/transmission of documents via these mediums. Download data from the internet, register and distribute in the directorate. Ordering and purchase stationery. Collect and compile all relevant documentation necessary to prepare for a meeting. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the office. Keep updated with policy and procedures. Manage and reconcile telephone accounts monthly. Remain abreast with the procedures and processes that apply in the office. Provide support to the Chief Director/Director regarding meetings, scrutinise documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to relevant role players and make follow ups on progress. Prepare briefing notes for the Chief Director/Director as required.

APPLICATIONS : Department of Defence, Defence Materiel Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.

ENQUIRIES : Ms M.A. Smith Tel: (012) 355 5571.

POST 04/09 : **STORES ASSISTANT (2 POSTS), REF: ARMY/52/17/01**

SALARY : R90 234 per annum. Level 2

CENTRE : MOD (Tek Base), Pretoria.

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Previous experience will be an advantage. Special requirements (skills needed): Communication- and inter personal skills. Must be physically healthy.

DUTIES : Ensure safekeeping of attractive items. Inspect all equipment for damages, loss, theft and deterioration. Assist in handling of audit query. File documentation. Safekeeping and handling of stores keys. Handle loss administration. Manage disposals and accountability.

ENQUIRIES : Capt. C. Vego, Tel: (012) 671 0059.WO1 M.E. Phasha, Tel: (012) 671 0016.

APPLICATIONS : Department of Defence, South African Army MOD, Private Bag X1008, Lyttleton 0140.

POST 04/10 : **CLEANER II (2 POSTS), REF: ARMY/52/17/02**

SALARY : R90 234 per annum. Level 2

CENTRE : ASB Mpumalanga, Mpumalanga.

REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Capt. T.E. Nkosi, Tel: (013) 756 2188. SSgt A. Redmond, Tel: (013) 756 2273.

APPLICATIONS : Department of Defence, South African Army, ASB Mpumalanga, Private Bag X11277, Nelspruit 1200.

POST 04/11 : **CLEANER II (2 POSTS), REF: ARMY/52/17/03**

SALARY : R90 234 per annum. Level 2
CENTRE : ASB Potchefstroom, North West.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Lt. N. Buthelezi, Tel: (018) 289 3472. WO1 A.J.B. van Rensburg, Tel: (018) 289 3374.
APPLICATIONS : Department of Defence, South African Army, ASB Potchefstroom, Private bag X2012, Noordbrug 2522.

POST 04/12 : **CLEANER II (7 POSTS), REF: ARMY/52/17/04**

SALARY : R90 234 per annum. Level 2
CENTRE : 3 SAI Battalion, Northern Cape.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Maj. M.B. Moratiwa / WO1 P. Lambert, Tel: (053) 830 3528.
APPLICATIONS : Department of Defence, South African Army, 3 South African Infantry Battalion, Private Bag X5056, Kimberley, Diskobolus 8325.

POST 04/13 : **GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/05**

SALARY : R90 234 per annum. Level 2
CENTRE : ASB Mpumalanga, Mpumalanga.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES : Capt. T.E. Nkosi, Tel: (013) 756 2188. SSgt A. Redmond, Tel: (013) 756 2273.
APPLICATIONS : Department of Defence, South African Army, ASB Mpumalanga, Private Bag X11277, Nelspruit 1200.

POST 04/14 : **GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/06**

SALARY : R90 234 per annum. Level 2
CENTRE : ASB Potchefstroom, North West.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES	:	Lt. N. Buthelezi, Tel: (018) 289 3472. WO1 A.J.B. van Rensburg, Tel: (018) 289 3374.
APPLICATIONS	:	Department of Defence, South African Army, ASB Potchefstroom, Private bag X2012, Noordbrug 2522.
POST 04/15	:	**GROUNDSMAN II (4 POSTS), REF: ARMY/52/17/07**
SALARY	:	R90 234 per annum. Level 2
CENTRE	:	3 SAI Battalion, Northern Cape.
REQUIREMENTS	:	A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES	:	Maj. M.B. Moratiwa / WO1 P. Lambert, Tel: (053) 830 3528.
APPLICATIONS	:	Department of Defence, South African Army, 3 South African Infantry Battalion, Private Bag X5056, Kimberley, Diskobolus 8325.
POST 04/16	:	**GROUNDSMAN II (2 POSTS), REF: ARMY/52/17/08**
SALARY	:	R90 234 per annum. Level 2
CENTRE	:	10 AA Regiment, Pretoria.
REQUIREMENTS	:	A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES	:	Lt. J.C. Cronje, Tel: (012) 355 2424. Ms G.M. Mampane, Tel: (012) 355 2418.
APPLICATIONS	:	Department of Defence, South African Army Air Defence Artillery Formation, Private Bag X172, Pretoria 0001.
POST 04/17	:	**GROUNDSMAN II, REF: ARMY/52/17/09**
SALARY	:	R90 234 per annum. Level 2
CENTRE	:	46 SA Brigade HQ, Johannesburg.
REQUIREMENTS	:	A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES	:	Lt Col. Moletasane, Tel: (011) 417 6224. WO1 Phalatse, Tel: (011) 417 6036.
APPLICATIONS	:	Department of Defence, South African Army, 46 SA Brigade, Private Bag X2, Kengray 2100.

ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

APPLICATIONS	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION	:	Mr I Lesthedi
CLOSING DATE	:	12 February 2018
NOTE	:	Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 04/18	:	**CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT (COO09/2017)**
SALARY	:	All-inclusive annual remuneration package of R1 127 334. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at senior managerial level. Relevant and extensive work experience in the complete range of Human Resources functions. Knowledge and understanding of Human Resource legislation and regulatory frameworks. Proven strategic management and leadership skills. People management skills. Change management skills. Experience and skills in policy development and implementation. Financial management skills. Good communication skills (verbal and written). Good interpersonal, co-ordination and stakeholder liaison skills.
DUTIES	:	The successful candidate will provide overall strategic direction and leadership to the Chief Directorate: Human Capital Management and perform the following key functions. Provide an effective and comprehensive strategic Human Resources support service to the Department. Ensure the development and implementation of an HR plan/strategy for the Department. Ensure the effective implementation and co-ordination of the Department's transformation priorities (employment equity, gender, disability, youth and children's programmes). Oversee the development and implementation of

appropriate Human Resource policies and procedures. Maintain and enhance an effective employee performance management and employee relations systems and processes. Ensure the development and implementation of effective talent recruitment and retention strategies. Oversee training and development for the Department. Manage organisational development processes.

ENQUIRIES : Mr Gerald Ntshane (012) 399 8628

POST 04/19 : **DIRECTOR: ADMINISTRATION AND COORDINATION – OFFICE OF THE CHIEF OPERATING OFFICER (COO11/2017)**

SALARY : Remuneration package of R948 174. per annum. The all-inclusive remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Business Management and Administration, Public Administration/Public Relations (NQF level 7) as recognised by SAQA or equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at middle/senior managerial level. Strategic management and leadership skills. Good organisational and administrative skills. Good experience in project management. Good coordination and planning skills. Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations Good communication skills (verbal and written skills). Good interpersonal and stakeholder liaison skills.

DUTIES : The successful candidate will provide overall strategic direction and leadership to the Office of the Chief Operating Officer. Perform the following key functions: Provide high-level executive/strategic support to the Chief Operating Officer. Oversee effective management of the COO's diary and alignment with the business plan. Provide secretariat support to the COO's meeting. Develop and maintain a correspondence and records management system for the office. Manage cabinet and parliamentary matters. Assist the COO in monitoring the implementation of executive/top management decisions. Assist with strategic and business planning processes for the Branch. Assist the COO on Branch performance management and reporting matters. Manage staff in the Office of the COO.

ENQUIRIES : Mr Gerald Ntshane (012) 399 8628

ANNEXURE D

DEPARTMENT OF GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS	:	The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
FOR ATTENTION	:	Mr S Matshageng
CLOSING DATE	:	09 February 2018
NOTE	:	GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Where a valid driver's license is a requirement, applicants must attach a certified copy of such licence. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, e-mailed or copied applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance".

MANAGEMENT ECHELON

POST 04/20	:	**DIRECTOR: INFORMATION TECHNOLOGY** Chief Directorate: Information Management and Technology This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply
SALARY	:	All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual's needs
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate three (3) year Degree in Computer Science or Information Technology (IT) or equivalent qualification (NQF level 7). Five (5) years' experience at a middle/senior managerial level in an IT environment and at least 10 years relevant experience in IT service management environment. Extensive technical experience in an IT environment that has included an IT service desk, networks, datacentre and web infrastructure. Extensive knowledge of the Microsoft, Open Source and Apple MAC technologies and systems. A good working knowledge and understanding of an IT Service Management environment. A good

understanding and knowledge of datacentres, Wide and Local Area Networks (WAN's and LAN''s) and the Internet and Web infrastructure. Experience and exposure to IT Service Management, COBIT and the ITIL frameworks, a certification will be desirable. Knowledge of IT Security and Architecture and IT management experience. People management skills, client and service delivery orientation and focus. IT financial and procurement management experience. Good interpersonal skills, ability to work well in a team and independently. Logical and analytical thinking, as well as problem solving and innovative. Communications, documentation and project management skills. A valid driver's licence.

DUTIES : Manage and direct the staff and operations of the IT directorate that includes electronic office and audio visual support, enterprise servers and network administration and support nationally, as well as the web servers and infrastructure support. Contribute towards the development and implementation of the Information Management and Technology (IM&T) Strategy and IT Operational Plans. Continuously develop, coach, mentor and lead the IT staff. Ensure timely reporting on the activities of the directorate and the service levels and utilisation of the IT services and infrastructure. Manage service levels and the delivery of the State IT Agency and IT Service Providers. Evaluate, investigate and apply new technologies to enhance Information Technology and Information Management within the GCIS. Serve on project teams and related forums.

ENQUIRIES : Mr T Vandayar Tel No: 012 473 0304

ANNEXURE E

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001 For Attention: Ms Mapule Mahlangu – Recruitment

CLOSING DATE : 12- February 2018, 12H00 No late applications will be considered.

NOTE : Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details*)* (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 04/21 : **MANAGER: FUNERAL/ DEATH BENEFIT AND PENSIONER MAINTENANCE**

SALARY : R657 558 per annum (All-Inclusive package)

CENTRE : Pretoria Office

REQUIREMENTS : A Recognized three-year Bachelor's Degree or equivalent three year qualification (360 credits). Six (6) years appropriate proven experience in the field of Retirement Fund or Employee Benefits Administration of which three (3) years was in a managerial role. Excellent knowledge of applicable legislation and familiarity with the various types of death benefits and pensioner maintenance responsibilities administered by GPAA. Computer literacy that includes a good working knowledge of Microsoft Office products and a good understanding of the CIVPEN system. Knowledge of Employee Benefits and applicable legislation within Funeral/Death/Pensioner Maintenance Benefits Section. Commercial awareness. Knowledge of GEPF services and products. Knowledge of Microsoft Office Products. Knowledge of CIVPEN. Knowledge of relevant Legal requirements, particularly BCEA and GPAA policies and procedures, including Public Service Act. Good analytical skills. Strong leadership and managerial skills. Good planning and organizing skills. Decision making and problem solving skills. Good communications skills, both verbal and written. Good interpersonal skills. Ability to establish controls to monitor tasks. Customer orientated. Persuasiveness and flexibility. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and result orientated.

DUTIES : The successful candidate will be responsible for the management of the Funeral/Death Benefits and Pensioner Maintenance section, which inter alia include, but not limited to the following: Manage the claims process: Oversee the manner in which Funeral/Death Benefits and Pensioner Maintenance are processed, ensuring that they are in compliance with the rules of the relevant funds/schemes. Prepare monthly reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the application of the Rules of applicable Funds. Build a mutually beneficial relationship with all internal and external structures in order to better manage and eliminate unnecessary delays in payment of Funeral/Death benefits and Pensioner Maintenance benefits and ensure positive and sound internal and external client relationships. Support the EB Operations Component and other divisions by providing information / reports and resolving all queries from members and other stakeholders pertaining to Funeral/Death and Pensioner Maintenance Benefits in a timely, complete, professional and accurate manner. Compile various communications to be distributed to internal and external stakeholders from the Funeral/Death Benefits and Pensioner Maintenance area, ensuring accuracy and professionalism of communication. Monitor that exceptions related to the Funeral/Death Benefits and Pensioner Maintenance process are appropriately dealt with; in accordance with the relevant policies and procedures. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Unit Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit

		purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders.
ENQUIRIES	:	Ms Mapule Mahlangu 012 399 2639
NOTE	:	One position of Manager: Funeral/ Death Benefits and Pensioner Maintenance is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

ANNEXURE F

DEPARTMENT OF HEALTH

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

APPLICATIONS	:	The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
FOR ATTENTION	:	Ms M Shitiba
CLOSING DATE	:	12 February 2018 Closing Time: 12:00 Midday
NOTE	:	All short-listed 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. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 04/22	:	**CHIEF DIRECTOR: LEGAL SERVICES (REF NDOH 4/2018)** Chief Directorate: Legal Services and Parliamentary Affairs.
SALARY	:	An all-inclusive remuneration package of R1 127 334 per annum [basic salary consist of 70% of total package, the State's contribution to the Government Employees' Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
CENTRE	:	Pretoria.
REQUIREMENTS	:	A four-year Legal Qualification. An admission as an Advocate or Attorney would be an advantage. At least five (5) years' experience at a senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting, editing legal documents and/or contracts. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act,

Promotion of Administrative Justice Act, Intergovernmental relations Framework as well as procurement prescripts. Excellent communication (verbal and written), interpersonal and computer skills (MS Office packages). A creative and an innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. A valid driver's licence.

DUTIES : Draft and supervise the drafting of all legislation administered by the department. Provision of legal support (including the management and coordination of litigation as well as ensuring compliance with the requirements of chapter 9 institutions) to the department and ministry. Continued review of the legislation administered by the department. Effective and efficient management of financial, physical and human resources. Management of risk and audit queries.

ENQUIRIES : Ms V M Rennie at tel. (012) 395 8504

OTHER POSTS

POST 04/23 : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: NDOH 3/2018)**
Chief Directorate: TB Control and Management.

SALARY : R417 552 per annum (plus competitive benefits).
CENTRE : Pretoria.
REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Administration or any relevant Administration qualification. A qualification in Financial Management will be an advantage. At least three (3) years' experience in administration as an Senior Administrative Officer or equivalent level. Knowledge of modern principles, methods and practices to public administration, governmental budgeting and financial principles and practices, application of the Public Finance Management Act and Treasury Regulations. Knowledge of the departmental policies and regulations will be an advantage. Good communication (verbal and written), interpersonal, administrative/secretarial and computer skills (MS Office package). Ability to work in a team.

DUTIES : Control of documentation within the unit. Manage the mail register, receiving documents, registering and disseminating documents to relevant stakeholders. Administer human resource functions. Supervise, train and evaluate performance of subordinates. Ensures effective and efficient financial management. Assist with the compilation of budget and MTEF inputs in line with the strategic and business plan. Generate monthly and quarterly budget and expenditure reports. Manage and administer cash flow and monthly projections. Maintain a filing system in the unit. Ensure safekeeping of information and documentations. Arrange meetings, workshops, functions, accommodation and travel for officials.

ENQUIRIES : Mr L D Mametja (012) 395 8819/8913
NOTE : Preference will be given to African Male, Coloured, Indian and White applicants

ANNEXURE G

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE : 09 February 2018

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment to undertake a pre-entry practical exercise as part of the interview process. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 04/24 : **DIRECTOR: STRATEGY AND PERFORMANCE MONITORING REF NO: Q9/2018/01**

This is a re-advertisement of ref: (Q9/2017/11) and those who previously applied are encouraged to re-apply.

SALARY : R948 174 per annum (Salary level 13). All-inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and employment contract. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessments.

CENTRE : National Office Pretoria.

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA, Business Administration or related field with 5 years' relevant experience at middle management level. Knowledge and understanding of the Public Finance Management Act, Government Wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans, IPID Act and applicable legislation to the Public Service. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Problem Solving and decision making skills, Innovative and creative, People management and empowerment, Project management at strategic level, Financial management, Communication(verbal and written) skills , Presentation and facilitation skills , People development and empowerment, Client Orientation and customer focus, Result- driven, Honesty and Integrity and Computer literacy. A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours and under pressure. An added advantage will be extensive experience in the governance and performance monitoring environment in an entity within the criminal justice system.

DUTIES : Facilitate and coordinate the development of department's strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plan, programme's operational plans, Facilitate approval and tabling of strategic plans and annual performance plans to

Parliament within set timeframes, Advice on the alignment of managers performance agreements with the strategic plans and annual performance plans, Coordination of quarterly programme performance information reports and ensure submission to the Executive Management Committee (EXCO), Accounting Officer and Executive Authority. Facilitate the submission of department's performance reports to relevant oversight entities for compliance. Ensure and facilitate compilation and tabling of the department's annual report, Monitor and evaluate attainment of strategic objectives. Quality assurance of all reports and written instruments. Facilitate and coordinate the development of the department's SDIP and monitor implementation thereof. Manage and supervise staff.

ENQUIRIES Ms A Mphago: Tel: (012) 399 0025.

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

FOR ATTENTION : Ms P Hlalele @ (012) 399 0189

OTHER POSTS

POST 04/25 : **SENIOR INVESTIGATOR REF NO: Q9/2018/02**

SALARY : R281 418. per annum (Salary level 08) .The successful candidate will be required to sign a performance agreement.

CENTRE : (East London) Eastern Cape

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent NQF level 4 or a relevant diploma/degree (NQF level 5/6), in law/policing, and should at least have three (3) years proven experience in criminal investigations. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 drive r's licence and be able to drive a motor vehicle. He /she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

DUTIES: : His/her duties will entail amongst others, supervision of investigators and learner investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES Mr Mshumpela Tel No :(043) 706 6500

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 9085, Eastern Cape, 5200 or, hand deliver to Waverly Office Park, No 3. 33 Philip Frame Road, Chislehurst, Eastern Cape, 5200.

FOR ATTENTION : Ms U Quvile at (043) 706 6500

POST 04/26 : **SENIOR INVESTIGATOR X2 REF NO: Q9/2018/03**

SALARY : R281 418. per annum (Salary level 08) .The successful candidate will be required to sign a performance agreement.

CENTRE : Kwa-Zulu Natal (Durban)

REQUIREMENTS	:	To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent NQF level 4 or a relevant diploma/degree (NQF level 5/6), in law/policing, and should at least have three (3) years proven experience in criminal investigations. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 drive r's licence and be able to drive a motor vehicle. He /she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.
DUTIES:	:	His/her duties will entail amongst others, supervision of investigators and learner investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
ENQUIRIES		Ms C Lupke Tel No: 031 310 1300
APPLICATIONS	:	Post to Independent Police Investigative Directorate, Private Bag X 54303, Durban, 4000 or, hand deliver to 3rd floor, Marine Building, 22 Dorothy Nyembe Street, Durban
FOR ATTENTION	:	MS N Buthelezi
POST 04/27	:	**INVESTIGATOR REF NO: Q9/2018/04**
SALARY	:	R226 611 per annum the successful candidate will be required to sign a performance agreement.
CENTRE	:	Kwa-Zulu Natal (Durban)
REQUIREMENTS	:	A minimum of Grade 12 equivalent NQF level 4 or relevant diploma/degree (NQF level 5/6) in Law or Policing. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.
DUTIES	:	Key Performance Areas: Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, compiling investigation reports and memoranda with recommendations to SAPS and referrals to the National Prosecuting Authority (NPA) for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation, Update electronically the status of each case on the database.
ENQUIRIES	:	Ms C Lupke Tel No; 031 310 1300

APPLICATIONS	:	Post to Independent Police Investigative Directorate, Private Bag X 54303, Durban, 4000 or, hand deliver to 3rd floor, Marine Building, 22 Dorothy Nyembe Street, Durban
FOR ATTENTION	:	Ms N Buthelezi
POST 04/28	:	**SENIOR NETWORK CONTROLLER X 2**
SALARY	:	R183 558. per annum (Salary Level 6). The successful candidate will be required to sign a performance agreement.
CENTRE		KwaZulu-Natal: Durban Q9/2018/05 Western Cape: Bellville Q9/2018/06
REQUIREMENTS	:	The ideal candidate must have a formal IT qualification in N+, A+, MCSE or A three year degree or NQF level 6 and 1 year working experience in ICT environment. Knowledge of network software and components, knowledge of systems software and components, knowledge of software configurations, knowledge of hardware configurations, knowledge of desktop, server hardware and software, knowledge of government prescripts. Excellent written and oral communication skills, Demonstrated customer service skills and focus, proven ability to manage multiple tasks and projects, ability to think and act tactically. Good interpersonal skills
DUTIES	:	Link users to the network including mobile network. Network management and troubleshooting. Upgrade of network hardware and software components. Conduct provincial visits. Keep register of all obsolete or equipment identified for disposal. Troubleshoot computer, printer and server problems.
ENQUIRIES	:	Mr Thabo Tsotetsi @ (012) 399 0000
APPLICATIONS	:	Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION	:	Mr Godfrey Dladla

ANNEXURE H

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement

APPLICATIONS	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
CLOSING DATE	:	12 February 2018
NOTE	:	Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

POST 04/29	:	**STATE ACCOUNTANT 3 POSTS REF NO: 18/01/CFO** 12 Months Contract appointment
SALARY	:	R226 611 + 37% = R310 457 in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office Pretoria,
REQUIREMENTS	:	An appropriate 3 years Degree/National Diploma in Financial Accounting/Financial Management; A minimum of 1 year relevant experience in Internal Control/Financial Accounting/Auditing; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA),Treasury Regulations, and other legislative prescripts. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organizing skills; Good interpersonal relations and communication skills (written and verbal); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Analytical skills; Ability to analyze and solve problems. Duties: Key Performance Areas: Analyse payments, orders and journals made by the department; Prevent re-occurrence of non-compliance; Detect, investigate and report possible, irregular, unauthorized, fruitless and wasteful expenditure; Review all Petty Cash at Head Office to ensure compliance to prescripts; Keep statistics of work performed for reporting purposes; Detect and investigate internal control weakness in identified areas and make recommendations.
ENQUIRIES	:	Ms E. Sebelebele ☎ Tel: (012) 357 - 8662

ANNEXURE I

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

APPLICATIONS : Please forward your application, quoting the relevant reference number, to the emails provided for each post.

CLOSING DATE : 09 February 2018

NOTE : Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. All applicants must be SA Citizens/Permanent Residents. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them.The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 04/30 : **CHIEF DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/CD: INFRA/24**
Branch: Technical Support Services

SALARY : R1 127 334- R 1347 879 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 with 6-10 years' experience in senior management level. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Oversee the

development support and /or intervention services to address service delivery needs.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : must be e-mailed to: cdinfrastructure@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/31 : **CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/CD: PM/25**

SALARY : R1 127 334- R 1347 879 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 with 6-10 years' experience in senior management level. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
DUTIES : The successful candidate will perform the following duties: Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Oversee the development support and /or intervention services to address service delivery needs.
ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : application must be e-mailed to: cdinfrastructure@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/32 : **PROVINCIAL MANAGERS X 2 REF NO: MISA/PROVM/27**

SALARY : R948 174- R 1116 918 per annum
CENTRE : MISA Western Cape (Cape Town) and Northern Cape (Kimberly)
REQUIREMENTS : An appropriate Degree in Built Environment or equivalent qualification on NQF level 7, with 5-10 years' work experience in middle management in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and, Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
DUTIES : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at

all levels including sector departments, provincial departments and local government. Facilitate Identification of Technical Support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: provincialm@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/33 **DIRECTOR: STAKEHOLDER AND PROGRAMME COORDINATION REF NO: MISA/D: S&P/26**

SALARY : R948 174- R 1116 918 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment/ Development Studies/ Public Administration/ Monitoring and Evaluation or equivalent at NQF level 7 with 5-10 years' experience at a middle management level in a relevant field. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Monitoring and Evaluation with specific knowledge of the outcome-based approach. Contract Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure.
DUTIES : The successful candidate will perform the following duties: Develop monitoring and reporting tools, performance indicators, methodologies, procedures and processes. Develop and manage implementation of the Monitoring and Evaluation Framework in line with the Government-Wide M&E Policy Frameworks. Manage and coordinate the planning process (e.g. development of Technical Support and Operational Plans, budgeting, Commitment register and Procurement Plan to input into the APP). Analyse and consolidate the monthly, quarterly and annual reports from sectors, provinces and municipalities. Establish partnership with relevant stakeholders that are participating in Programme Management office (PMO).
ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: dstakeholder@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/34 **DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: MISA/D: STRAT MNGT/35**

SALARY : R948 174 - R 1116 918 per annum
CENTRE : a Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Development studies, Social Science, Economics or equivalent qualification at NQF level 7 with 5-10 years' relevant experience in Strategic planning, monitoring and evaluation.Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.Technical competencies: In depth knowledge and

understanding of: Corporate governance policies and legislation; Government system and procedures; Intergovernmental relations legislation and structures; Cabinet and parliamentary procedures.

DUTIES : The successful candidate will perform the following duties: Develop and implement the Monitoring and Evaluation Framework for the organisation; Facilitate the preparation of strategic plan and annual performance plan (APP); Compile institutional performance reports and ensure timeous submission to the Executive Authority, National Treasury and Parliament in line with relevant frameworks, guidelines and legislative provisions; Review programme performance on a monthly and quarterly basis and monitor the implementation of performance improvement measures; Develop and implement monitoring and evaluation plan for MISA projects, programmes and policies.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: dstrat@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/35 **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MISA/D: HRM&D/28**

SALARY : R948 174 –R 1116 918 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate Degree in Human Resource Management or equivalent qualification at NQF 7 with Five (5) to Ten (10) years' relevant experience at middle management level in a Human Resource environment. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills (Verbal and Written). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Public Service Management Framework. Public Service Act. Public Service Regulations. Collective agreement. Labour Relations Act. White Paper on Transformation of the Public Service. Broad knowledge of PERSAL. National Skills Development Strategy. Organisational strategy.

DUTIES : The successful candidate will perform the following duties: Oversee the process of recruitment, selection, appointment and retention of employees. Manage compensation and the conditions of service of employees. Oversee the development of organisational structure, maintenance of job profiles and the execution of job evaluation. Oversee the administration, development and implementation of Human Resource strategies, Policies, guidelines and Skills Development. Manage and monitor the effective administration/ implementation of Performance Management and Development Systems (PMDS) in the Department. Manage the promotion of employee health and wellness initiatives and manage the implementation of gender mainstreaming and provide sound employee labour relations services.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: dhrmd@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/36 : **DIRECTOR: TRAINING AND DEVELOPMENT REF NO: MISA/D: T&D/36**

SALARY : R948 174 - R 1116 918 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate Degree in Human Resources Management or equivalent qualification at NQF level 7, with extensive work experience of 5-10 years in the middle management within the related field. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management Process Competencies: Knowledge Management Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, CommunicationTechnical competencies: In depth knowledge and understanding of: Human Resource practices, Organisational strategy, Policy formulation Labour Legislation.

DUTIES : The successful candidate will perform the following duties: Develop and implement a national capacity building framework for municipal infrastructure planning, delivery, operation and maintenance. Develop and manage the implementation of policies, guidelines and strategies for technical skills training and development programmes. Manage infrastructure learnership, candidacy and recognition of prior learning programmes. Manage provision of coaching and mentorship to young graduates Manage the provision of technical skills training opportunities for learners and municipal officials Manage stakeholder relationships to enhance municipal capacity support. Manage the administration of the MISA technical bursary scheme.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: dt&d@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

OTHER POSTS

POST 04/37 **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: MISA/DD: RISK/22**

SALARY : R657 558-R774 576 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Risk Management/Internal Auditing or Equivalent at NQF level 6 with 3-5 years' experience in Risk Management Generic Competencies: Applied strategic Thinking, Problem Solving and Decision Making, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Treasury Audits, Risk assessment, Risk Management and Auditing practices, The Public Finance Management Act, Laws, regulations, legislation effecting public sector, Development **of** policies and strategies.

DUTIES : The successful candidate will perform the following duties: Provide strategic guidance on the development, implementation and maintained of risk management frameworks, strategies and policies, include fraud prevention plan, manage a gap analysis of the Organisation enterprise Risk Management processes and perform reviews of risk management process to improve the existing department processes. Compile a risk register on annual basis and develop systems to facilitate risk monitoring and risk improvements, Align the risk management process to strategic objectives and business plans of the Organisation, Monitor, evaluate and report on the status of risk management and adherence to risk management processes within the organisation.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: ddriskmanagement@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/38 **DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: MISA/DD: IC&C/39**

SALARY : R657 558-R774 576 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma / Degree in Accounting/Auditing/Internal Audit/Risk Management at NQF 6 and 4-6 years' relevant experience in an audit and risk management field. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Risk Management and Internal Control, Change Management Technical competencies: In depth knowledge and understanding of: Knowledge and understanding of:, the Public Finance Management Act (PFMA);Treasury Regulations; General Accepted Accounting Practices (GAAP),General Recognised Accounting Principles (GRAP); and ,Basic Accounting System (BAS).Policy development Statistical and qualitative analysis Advance computer proficiency in MS Office General ledger reconciliation and analysis. Research and/or audit report writing.
DUTIES : The successful candidate will perform the following duties: Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Manage internal control, financial and related system (E.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to Top Management. Manage the identification of potential financial risks (inclusive of fraud risks) and mitigation of the identified risks. Manage the coordination of assurance processes (e.g. response to external and internal auditor's queries, management responses) and departmental action plans to address identified control deficiencies. Manage the development, implementation and maintenance of a financial information retention/repository system. Manage the implementation and maintenance of the departmental loss control system and provide advice to the departmental Loss Control Committee. Monitor Implementation of all applicable rules and regulations.
ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: ddic&c@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/39 : **DEPUTY DIRECTOR: RECRUITMENT SUPPORT REF NO: MISA/DD: REC SUPP/37**

SALARY : R657 558-R774 576 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Human Resources Management or equivalent qualification at NQF level 6, with extensive work experience of 3-5 years in the related field. Process Competencies: Applied Strategic Thinking, Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Human Resources Practices. Organisational strategy. Managerial functions and, Labour legislations.
DUTIES : The successful candidate will perform the following duties: Develop policies for recruitment and placement of technical resources and learners in municipalities. Manage recruitment and placement of technical resources and learners in municipalities. Facilitate municipal

capacity assessments for developing municipal capacity development plans. Facilitate recruitment and placement of technical resources and learners in the municipalities. Manage the administration of a database of learners, candidates and municipal officials participating in MISA capacity building programmes.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: ddrecsupp@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/40 **NETWORK INFRASTRUCTURE MANAGEMENT REF NO: MISA/NIMNGT/32**

SALARY : R657 588- R 774 576 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Systems qualifications or equivalent qualification at NQF level 6 with 3-5 years' experience in ICT environment as network administrator.Generic Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management.Technical competencies: In depth knowledge and understanding of: A+ and N+ programmes, Microsoft office suite, Microsoft Certified Administrator, Microsoft Certified Software Engineer, ICT security management, Network management.
DUTIES : The successful candidate will perform the following duties: Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability i.e. administration of windows server/client and/or Novell server install, Manage performance tuning and capacity planning activities to enhance the performance of the network resources e.g. new and existing IT equipment network assets to work within department, Ensure routine backups and archival of files stored on the network to assist with disaster recovery, Monitor local area network and wide area network traffic and report accordingly, Maintain network and server hardware and software i.e. the maintenance of inventory for all network related equipment and computer equipment users, Installation, configuration and maintenance of network resources e.g. hardware devices and software.
ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: networkinfra@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/41 : **BUSINESS SYSTEM ANALYST REF NO: MISA/BSA/33**

SALARY : R657 588- R 774 576 Total cost package per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Information Management/Computer Science or equivalent qualification at NQF Level 6 with 3-5 years' experience in Business analyst environment.Generic Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management.Technical competencies: In depth knowledge and understanding of: System development methodologies and understanding of the project/system development life cycle; Processes information and technology modelling skills; Visio and Microsoft Office.
DUTIES : The successful candidate will perform the following duties: Gather, analyse and document business requirement; Translate requirements into process, data and technology models that can be interpreted by IT in

order to develop a solution; interact with the users to facilitate Joint Application Developments sessions to extract the requirements out of them; prepare detailed flow charts and diagrams outlining systems capabilities and processes; Providing the link between the customer, development team and any third party regarding software functionality, throughout the development lifecycle; Document workflows and results of business analysis and on the specifications.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: bsanalyst@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/42 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: MISA/AD: RISK/23**

SALARY : R 334 545-R394 065 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Risk Management/Internal Auditing or Equivalent at NQF level 6 with 3-5 years' experience in Risk Management/Internal Audit Generic Competencies: Applied strategic Thinking, Problem Solving and Decision Making, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Treasury Audits, Risk assessment, Risk Management and Auditing practices, The Public Finance Management Act, Laws, regulations, legislation effecting public sector, Development of policies and strategies.
DUTIES : The successful candidate will perform the following duties: Provide a risk assessment process and resultant risk profile of the organisation, Develop and implement policies, strategies and frameworks on risk management, align the risk management process to strategic objectives and business plans of the organisation, Develop and implement of fraud prevention plan, Identify and perform risk management capacity gaps and facilitate and provide awareness campaigns, Monitor and evaluate the status of risk management and adherence to risk management processes within the organisation.
ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: adriskmanagement@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/43 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: MISA/AD: IC&C/40**

SALARY : R334 545-R394 065 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma / Degree in Accounting/Auditing/Internal Audit/Risk Management at NQF 6 and 3-5 years' relevant experience in an audit and risk management field. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Risk Management and Internal Control, Change Management Technical competencies: In depth knowledge and understanding of: Knowledge and understanding of:, the Public Finance Management Act (PFMA);Treasury Regulations; General Recognised Accounting Principles (GRAP) Pastel, VIP and Persal; and ,Basic Accounting System (BAS).Policy development Statistical and qualitative analysis Advance computer proficiency in MS Office General ledger reconciliation and analysis. Research and/or audit report writing.

DUTIES : The successful candidate will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms, Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related system (E.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to Top Management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance processes (e.g. response to external and internal auditor's queries, management responses) and facilitates the development and implementation of departmental action plans to address identified control deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the departmental loss control system and serve as secretariat of the departmental Loss Control Committee.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: adic&c@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/44 : **DATABASE TECHNICIAN REF NO: MISA/DTECH/34**

SALARY : R334 545- R 394 065 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Computer Science or equivalent qualification at NQF level 6 with 3-5 years' experience in Information Technology, database environment.General Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management.Technical competencies: In depth knowledge and understanding of: Maintenance and administration of SQL Server; Data Migration Management; Installation and configuring MySQL using Amp technology; Backup on the database.

DUTIES : The successful candidate will perform the following duties: Estimate database capabilities and development methods for maintenance of database; Review and make recommendations for the current database environments; Design and create new tables and database; Maintain SQL-based reports and combining data from multiple data sources.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: dtech@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/45 **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MISA/SPP: HRD/29**

SALARY : R281 418-R 331 497 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate 3 years 'National Diploma or Degree in Human Resource Management or Equivalent at NQF level 6 with 2-3 years' experience in the relevant field.Generic Competencies: Quality of wok, Reliability, Initiative, Communication, Interpersonal Relations, Team work, Planning and Execution, Change Technical competencies: In depth knowledge and understanding of :Capturing and operate computer, Collate administrative statistic, Basic Financial operative systems (PERSAL),Presentation skills, Public Service Regulations.

DUTIES : The successful candidate will perform the following duties: Implement the Human Resource Development and Performance Management System Strategy and policies. Coordinate the bursary scheme and develop the bursary support programmes, Facilitate the Compulsory Induction Programme and Orientation for the Department, Coordinate Internship and Learnership Programmes, assist with Labour Relations Matters and assist with employee health and wellness matters.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: spphrd@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/46 : **SENIOR PERSONNEL PRACTITIONER: HRM REF NO: MISA/SPP: HRM/30**

SALARY : R281 418-R 331 497 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : An appropriate 3-year Degree or National Diploma in Human Resource Management or equivalent at NQF level 6 qualification with Two (2) to Three (3) years' appropriate experience in a Human Resource environment. Generic competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal Relations. Team work. Planning and Execution. Technical competencies: In depth knowledge and understanding of: Interpretation of policies. PERSAL expertise. Public service management framework. Human resource matters.

DUTIES : The successful candidate will perform the following duties: Implementation of service benefits and conditions of service (Housing, resettlement cost, salary restructuring, leave, acting allowance etc.) Administer and approve transactions in respect of service benefits and appointment on PERSAL system. Co-ordinate recruitment and selection in the department. Provide secretariat service during interviews. Conduct job evaluation, compile job profiles and maintenance of the organisational structure.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: spphrd@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/47 : **ADMIN ASSISTANT: TECHNICAL SUPPORT AND OFFICE OF THE CEO (2) POSTS REF NO: MISA/AA: TECH SUPP/38**

SALARY : R183 558 – R 216 216 per annum

CENTRE : Misa Head Office, Centurion

REQUIREMENTS : A senior certificate and appropriate experience in office management and administration. Core Competencies: Quality of Work, Reliability, Initiative, Communication, Interpersonal Relations, Team work, Planning & Execution Technical competencies: In depth knowledge and understanding of: Office management and administration, Secretarial functions, Office administrative system, Computer literacy.

DUTIES : The successful candidate will perform the following duties: Provide registry services: Maintain the efficient filling system and flow of documents in the unit: Receive and distribute documents, Record documents in the appropriate registers, Establish effective document tracking system, Provide secretarial support services: Arrange and prepare documentation for meetings/workshops, Compile meeting minutes/report, Administer the diary of the supervisor ,Arrange appointments and record events in the diary, Promote effective diary co-ordination in an electronic or manual format. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences, Purchase and order stationery

		and equipment, Coordinate assets and inventory within the unit, make copies, fax and email documents as required.
ENQUIRIES	:	Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS	:	Applications must be e-mailed to: aatech@tseleconsulting.co.za
NOTE	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
POST 04/48	:	**REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: MISA/RC: S&F/31**
SALARY	:	R152 862 – R 180 063 per annum
CENTRE	:	Misa Head Office, Centurion
REQUIREMENTS	:	A Grade 10/ Senior Certificate or Equivalent with between 0-2 years' experience. Generic Competencies: Problem solving, Planning and Organising, Communication (verbal & Written), Computer literacy. Technical competencies: In depth knowledge and understanding of: Filling system, Mail procedure manual, Promotion of access to information act, National archives.
DUTIES	:	The successful candidate will perform the following duties: Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/file, Handle incoming and outgoing correspondence:, Receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues, Render an effective filing and record management service: Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with MISA's File Plan and document management system. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain Franking machine register and remittance register. Frank post, record money and update register immediately on daily basis. Hand delivers and signs over remittances to finance. Send back wrong remittances to sender via registered post and record reference number in register. Lock post away in postbag for messengers to deliver to Post Office, Process documents for archiving and/or disposal: Comply with the relevant National legislation when determining timeframes for disposal of records, Electronic scanning and indexing of files. Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Keep records for archived documents. Electronic routing of documents
ENQUIRIES	:	Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS	:	Applications must be e-mailed to: rcsecurities@tseleconsulting.co.za
NOTE	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

ANNEXURE J

DEPARTMENT OF PUBLIC WORKS

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

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

MANAGEMENT ECHELON

POST 04/49 : **CHIEF DIRECTOR: INTERNAL AUDIT AND INVESTIGATION SERVICES REF NO: 2018/01**

SALARY : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in internal auditing and financial accounting, 5 years' experience at Senior Management Level. Extensive experience in auditing, A registered member of the Institute for Internal Auditors Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Audit Process & associated phases, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards and Team-mate Audit Software. Skills: Leadership & Supervision, Management, Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management, Report writing, Organisation and co-ordination, Interpersonal skills, Negotiation, Analytical thinking, Interviewing skills, Ability to assess and analyse information and make relevant findings, Problem solving skills, Ability to influence others and Conflict management, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations and against deadlines, Ability to communicate at all levels. A valid Drivers' license, Must be prepared to travel, Expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

DUTIES : Direct Internal Audit and Investigation Activities, Develop a strategic plan of the component. Identify audit approaches and methodologies suitable for Internal Auditing and Fraud Investigations. Conduct annual risk assessment on general risks. Information Technology risks and Fraud risks in the Department. Develop risks based annual Internal Auditing and

Investigation plans. Develop quality assurance programmes for the Component. Coordinate the activities of the Component with the Auditor General's Audit plans and other audit service providers in the Department. Ensure Component's compliance with all the relevant statutory requirements, Acts and professional practices. Monitor and ensure Component's achievement of its strategic goals and that of the Department. Regularly (monthly) report activities of the Component to the Director General of the Department. Periodically (quarterly) report to the Audit Committee on the Component's performance against its approved annual plan. Provide management with advice and recommendations for effective risk management, good systems of control and good corporate governance systems. Assist the Audit Committee in ensuring that the charter, role and activities of the committee are appropriate for it to achieve its goals and objectives. The effective management of co-sourcing functions. Identify co-sourcing needs in the Component and communicate them to the Director General and Audit Committee. Ensure Component's compliance with regulations and procedures for engagement of service providers. Ensure activities of co-sourced service providers are properly controlled and deliverables are economically and efficiently achieved. Report activities and results achieved by co-sourced service providers to the Director General and Audit Committee. Ensure that co-sourced service providers transfer adequate professional skills to the permanent staff of the Component. The effective management of the Component. Enter into performance agreements that are linked to the strategic objectives of the Component. Ensure that personnel conduct is in compliance with Institute of Internal Auditor's Code of Ethics and Department's code of conduct. Establish policies and procedures to direct technical, miscellaneous and administrative functions in the Component. Perform long-term and short-term financial planning for the Component and the Audit Committee. Approve and monitor the expenditure against the budget of the Component. Manage the Audit Committee's expenditure.

ENQUIRIES : Mr SC Zaba, Tel: (012) 406 1544

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

CLOSING DATE : 02 February 2018 at 16h00

POST 04/50 : **CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO: 2018/02**

SALARY : All-inclusive salary package of R 1 127 334.00.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)CENTRE: Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Engineering, Construction Management Architecture, Quantity Surveying or Town Planning or any built qualifications as recognized by SAQA, Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level, Compulsory Professional Registration with relevant South African Council. Skills: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, programme and project management skills, Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA), client relations, financial management and office management, Ability to effectively and efficiently work under pressure, Ability to meet tight deadlines whilst producing excellent results, Able to establish and maintain personal networks and Willingness to adapt to a tight work schedule in accordance with professional requirement. Drivers licence. Required to travel extensively.

DUTIES : To effectively manage Department's projects identified for construction or upgrade using Construction Management Methodology. Briefing of Service Providers on well-defined needs and project scope. Perform project planning activities. Manage and control project built environment professionals. Manage and control project designs. Procurement of workers on site. Manage and control project budget and expenditure. Monitoring of the projects under execution. Programming and co-ordination of activities on site. Perform Project Cost Management. Perform Scope Management. Perform Project Human Resource Management (inclusive of payroll management and compliance with legislative requirements). Perform Project Programming (critical path analysis, precedence diagram and Gantt Charts). Generate progress reports. To structure the projects delivery model along IDIP & IDMS methodologies. Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the Professional Services resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies • Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. To ensure good corporate governance and management of the Chief Directorate. Provide strategic and management reports. Provide adequate management to the attainment of the department's strategic objectives. Manage all the resources allocated to the Chief Directorate. Develop and maintain interrelations with stakeholders. Facilitate capacity building initiatives. Compile and present reports on the functioning of the directorate. Incorporate and implement new and innovative ideas on the best practices.

ENQUIRIES : Mr B Mokhothu, Tel: (012) 406 1995

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

CLOSING DATE : 02 February 2018 at 16h00

POST 04/51 : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING & REPORTING (PMTE FINANCE AND SCM) REF NO: 2018/03**

SALARY : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Post graduate qualification (NQF level 7) in Finance or Accounting and extensive experience of which 5 years are at a senior management level and financial reporting in GRAP/IFRS. Financial professional membership will be an advantage. A valid driver's licence and willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. Knowledge or experience in property and construction asset industry advantage. Skills: Strong analytical and communication skills (both written and verbal). Computer literate with advanced Excel skills • Presentation skills, planning and organising, problem solving, ability to work under pressure to meet tight deadline. Good interpersonal skills. Strong negotiation skills.

DUTIES : Lead the directorate Financial Accounting & Reporting under the guidance of the CFO. Design, implement and maintain the Directorate's strategic and operational plans. Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on functioning of Chief Directorate and other financial reports required by EXCO and other governance structures. Manage and coordinate the compilation of all financial reports including the financial statements

(interim and annual) in accordance to the Standards of GRAP, PFMA and other legislator requirements. Management of internal and external financial audits. Liaison with National Treasury. Management of the accounting functions, including payables, payroll and bank. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the directorate.

ENQUIRIES : Mr. SC Zaba Tel, (012) 406 1544

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

CLOSING DATE : 02 February 2018 at 16h00

POST 04/52 : **CHIEF DIRECTOR: LEASED PROPERTY PORTFOLIOREF NO: 2018/04**

SALARY : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences, behavioural science as recognized by SAQA plus extensive experience of which 5 should at a senior managerial level in construction/built environment. Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Financial Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organizing, Diplomacy skills, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Innovative, Creative, Resourceful, Energetic, Helpful, Negotiating skills, Financial administration, Liaising skills ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, Highly motivated, Ability to work independently, Willing to adapt work schedule in accordance with professional requirement. A valid driver's license. Required to travel.

DUTIES : Manage the acquisitions of immovable assets. Manage collection of data for vesting; updating and maintenance of the assets register for existing immovable; ensure compliance to property legislations and policies; manage lease contracts; manage the lease payments and collection; manage implementation of property inspections of building considered for leasing; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; ensure compliance to property legislations and policies; develop policy guidelines; implement long term approaches to revenue management; ensure effectiveness of the property asset register; implement internal control measures; implement monitoring and evaluation strategies for the portfolios under management; create leading benchmarks and practices for lease management; oversee the development and training of staff; manage and monitor the budget expenditure of the component; compile budgetary reports; provide reports on the performance issues; ensure capacity and sustainability of staff of the component.

ENQUIRIES : Ms L Bici, Tel: (012) 406 1994

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and

		Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	02 February 2018 at 16h00
POST 04/53	:	**CHIEF DIRECTOR: EXECUTIVE SUPPORT: PMTE REF NO: 2018/05**
SALARY	:	All-inclusive salary package of R1 127 334.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	An undergraduate qualification (NQF level 7) in Public Admin, Management Science, Social Sciences, Behavioural Science or equivalent qualification, 5 years of experience at senior managerial level. Knowledge: Technical knowledge of the built environment industry; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; tender processes; marketing and liaison; advanced communication; language proficiency; advanced report writing; strategic management; lateral thinking; research methodologies; financial management; advanced interpersonal and diplomacy skills; programme and project management, ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level. Drivers' license. Prepared to travel. Willing to adapt work schedule in accordance with professional requirements.
DUTIES	:	Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues. Facilitation of the response to parliament questions and other strategic issues. Render advice and support regarding the development and submission of the strategic documents to the DG and Ministry. Present the Office of the Senior Executive Officer: PMTE in executive management processes. Represent and participate in structures and processes as directed by the Senior Executive Officer: PMTE. Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Senior Executive Officer: PMTE. Provide strategic advice regarding MINMEC and NEDLAC issue. Co-ordinate, integrate and support the involvement of the Department in Cluster activities; lobby, advise and interact with professional bodies of the built environment. Participate in the National Bid Committee. Manage strategic, corporate and operational issues and provide advice to the office of the Senior Executive Officer: PMTE. Participate in the strategic planning processes. Facilitate the development of annual performance plans and operational plans. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage the administration of the Office of the Senior Executive Officer: PMTE- re-engineer management processes and co-ordinate management review processes related to the Office, review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; assess audit reports and ensure that the Department is providing value for money; support the analysis and interpretation of built industry norms and standards; support the preparation of presentation to be made by the Senior Executive Officer to key stakeholders. Direct the diary of the Senior Executive Officer. Approve administrative matters related to senior managers who report

directly to the Senior Executive Officer as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

ENQUIRIES : Ms L Bici, Tel: (012) 406 1994

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

CLOSING DATE : 02 February 2018 at 16h00

POST 04/54 : **CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 2018/06**

The incumbent will be responsible for managing engineering services chief directorate for the Construction Management Branch

SALARY : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Engineering, Architecture, Quantity Surveying or Town Planning as recognized by SAQA. Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level. Compulsory Professional Registration with relevant South African Council. Skills: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, and programme and project management skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA), client relations, financial management and office management. Willingness to adapt work schedule in accordance with professional requirements. The ability to work effectively and efficiently under pressure. The ability to communicate at all levels, as well as participate at Executive level. The ability to meet tight deadlines whilst delivering excellent results. Drivers licence. Required to travel extensively.

DUTIES : Formulate and develop policies, guidelines, specifications, manuals, directives and other supportive documentation in the architecture discipline. Facilitate the review of existing documentation trends and procedures and determine gaps, needs, etc in the architectural, engineering, quantity surveying and town planning disciplines. Facilitate the compilation of new documentation and/or amendment of existing documentation in the above-mentioned disciplines. Assess local conditions pertaining to, and taking into consideration the state of, said professions and the built environment at large, and prepare advisory or regulatory documentation. Facilitate and guide the compilation of policies, guidelines, standard specifications, manuals, directives and design parameters in the above-mentioned disciplines. Offer effective professional advice and assistance in architecture, engineering, quantity surveying and town planning to client departments, Project Managers and Key Account Managers. Facilitate the provision of professional/technical advice and support, training and guidance to project managers at all levels of project execution. Maintain measures for effective scrutiny of design proposals for all new and upgrading/alteration projects as well as repair and renovate projects according to delegations. Facilitate the execution of special investigations relating to architecture, engineering (mechanical, electrical), quantity surveying and town planning issues for, inter alia, compliance with legislation. Facilitate and manage an effective Dolomite Risk Management Strategy regarding the Department's property. Ensure continued awareness and management of dolomitic risk/dangers through the chairing of the National Dolomite Risk Management Working Group. Effectively manage and implement transformation and regulation of construction industries and good corporate governance. Facilitate and manage the creation of a Dolomite

Authority. Facilitate the compilation of new norms for a variety of building types. Serve on committees where professional inputs are required. Ensure proper management of a water care database and effective management of water care facilities controlled by the Department. Ensure detailed and professionally informed contributions to the NBAC. Ensure active and detailed assistance to new procurement initiatives in respect of, inter alia, CIDB compliance and standards for uniformity. Assist in matters of legal/contractual nature by way of, inter alia, desktop analysis/inspection in loco, briefing counsel, leading in court action where required. Ensure evaluation of, and professional comment/recommendation on, matters pertaining to the imposition of penalties. Support the Executive Authority, the Director-General and the Deputy Director-General: Projects with the formulation and implementation of the Department's strategy. Represent the Department in key meetings with internal and external stakeholders. Serve as formal communication channel with stakeholders on Professional Services matters. Provide reports on Professional Services performance. Manage the coordination and administration of Professional Services operations. Manage capacity building and sourcing of the Department. Monitor the budget and expenditures of the Professional Services Component. Provide guidance and support to the organisational image, Professional Services trends and direction. Assist the Department in executing certain projects utilising in-house capacity.

ENQUIRIES : Mr B Mokhothu, Tel. (012) 406 1995

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

CLOSING DATE : 02 February 2018 at 16h00

POST 04/55 : **REGIONAL MANAGER REGIONAL HEAD REF NO: 2018/07**

SALARY : All-inclusive salary package of R1 127 334. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : An Undergraduate qualification (NQF Level 7) in the Property and Built Environment discipline, or Management Science, Behavioural Science or law coupled with 5 years relevant experience at senior management level. Extensive experience in property and the built environment. Knowledge: property management, Public Finance Management Act, Government budget procedures/timeframes (MTEF) Financial management and administration, Project management, Construction regulations, Financial administration processes and systems, Public service act, Public service regulations, Financial manual, Treasury regulations. Skills: construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organizing, Diplomacy, Policy analysis and development, Problem solving, Presentation, Budgeting.

DUTIES : Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan • Ensure implementation of the departmental strategic plan in the Regional office.

		Manage the implementation of the department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
ENQUIRIES	:	Mr SC Zaba, Tel: (012) 406 1544
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	02 February 2018 at 16h00
POST 04/56	:	**DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT (2 POSTS) REF NO: 2018/08** The incumbent is responsible for managing construction projects for the Construction Management Branch
SALARY	:	All-inclusive salary package of R948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	Undergraduate qualification (NQF level 7) in Engineering, Construction Management, Architecture, Quantity Surveying or Town Planning or any built qualifications as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Professional Registration in Project Management such as PMP or PrCPM will serve as an advantage. Skills: Management skills, advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Facilitation skills, Programme and project management skills. Conflict management, Sound analytical and problem identification and solving skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPFA). Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Project execution in a Political Environment, Procurement processes and systems. Drivers licence. Required to travel extensively.
DUTIES	:	Manage the prioritisation of projects of the Department. Provide inputs to Client Departments on conceptualisation of projects. Manage design, planning, documentation processes and milestones. Design and implement project management methodologies for the projects' life-cycle. Provide input for the Departmental strategy formulation. Manage the appointment of consultants and contractors. Manage the decentralisation of RAMP to Regional Offices. Ensure the implementation of RAMP in Regional Offices. Co-ordinate project implementation in regional offices. Provide strategic support to RAMP activities. Develop a holistic maintenance on RAMP programmes. Compile a Consolidated report on RAMP activities. Manage project costs to ensure the delivery of projects within costs and budget. Receive, verify, process and make recommendations regarding consultant and contractor payments. Ensure payment of service providers. Manage the maintenance of data integrity on WCS. Monitor the budget and expenditures. Manage, monitor and evaluate the performance of projects. Ensure capacity and sustainability of human resources. Provide reports on branch performance issues.
ENQUIRIES	:	Mr B Mokhothu, Tel. (012) 406 1995
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	02 February 2018 at 16h00

POST 04/57	:	**DIRECTOR: ELECTRICAL ENGINEERING REF NO: 2018/09** The incumbent is responsible for managing electrical engineering directorate for the Construction Management Branch
SALARY	:	All-inclusive salary package of R 948 174. per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	Undergraduate qualification (NQF level 7) in Electrical Engineering as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Compulsory Professional Registration with ECSA as Pr Eng or Pr Tech Eng in Electrical Engineering. Skills: Knowledge and understanding of legislation pertaining to the Electrical and Construction industry. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Numeric skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Engineering and Project Management and Willing to adapt to working schedule in accordance with office requirements. Conducting site surveys, preparation of engineering scope, and preparation of technical specification and understanding of HAZOP. Drivers licence. Required to travel extensively.
DUTIES	:	The management of electrical engineering activities on building projects-provide expert advice on electrical safety and risk management. Ensure technical hands-on specialised support to Project Managers in evaluating the effectiveness and efficiency of proposed electrical engineering designs, maintenance of operational agreements between client departments and Department of Public Works. Manage cost efficiency of electrical engineering projects and life cycle costing. Ensure compliance to OHSA in installation of electrical appliances. Manage the evaluation of installation activities to ensure that the designs and specifications are executed and performed to acceptable standards and that are installed according to specifications. Ensure that legal and environmental requirements are adhered to during the execution of projects, apply and maintain norms, standards and cost matters relating to projects. Assist legal services with contractual matters relating to mechanical contracts. Provide assistance on water conservation and energy efficiency on projects. Ensure that electrically installed equipment's are installed according to the client's need. Work closely with project managers, Quantity Surveyors, Engineers and Architects. The provision of assistance with recruitment of electrical engineering consultants-make recommendations for consultant's recruitment on building projects. Manage the reviewal and evaluation of electrical engineering consultants' designs, drawings, details and tender documentation against best practice norms as applicable to new, rehabilitation and/or maintenance contracts and ensure compliance with departmental requirements. Assist with appointment processes of consultants; monitor, guide and supervise consultants on building project. Ensure timeous and correct payment of consultants. Review electrical survey reports. Assist with establishing and maintaining consultant database. The management of the Directorate-provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.
ENQUIRIES	:	Mr. B Mokhothu, Tel: (012) 406 1995
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	02 February 2018 at 16h00

OTHER POSTS

POST 04/58 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER ACCOUNTING (2 POSTS) REF NO: 2018/10 24 MONTHS CONTRACT**

SALARY : All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets under Construction, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. Siboniso Sokhela Tel, (012) 406 1143

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

CLOSING DATE : 09 February 2018 at 16h00

POST 04/59 : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2018/11**

SALARY : All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Security Management field discipline. Extensive experience in management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct.

Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

DUTIES : Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advice Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Co-ordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

ENQUIRIES : Mr. T Nolusu Tel, (012) 406 1631

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

CLOSING DATE : 09 February 2018 at 16h00

POST 04/60 : **DEPUTY DIRECTOR: PMG AND RECONCILIATION REF NO: 2018/12**

SALARY : All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS	:	A three year tertiary qualification in Financial Accounting or equivalent (NQF level 7) with extensive accounting experience and middle management experience. KNOWLEDGE: PFMA and Treasury Regulations. Accounts payables and financial policies and procedures. ERP systems. SAGE x3 and GRAP will be an advantage. SKILLS: Problem solving, analytical and innovative thinking, planning, organising, sound communication skills (written and verbal) and good interpersonal skills and computer literacy.
DUTIES	:	Overall management of the PMG unit, internal controls, reconciliation of suspense and general ledger and accounts and approval of related journals. Manage the entity's bank account – inflow and outflow of funds. Monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts. Ensure period closure is done on time. Ensure effective document control of all journals. Assist with the development and review of policies and procedures. Review and complete all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Maintain good working relations with employees, clients and all stakeholders.
ENQUIRIES	:	Mr KTE Seletela Tel (012) 406-1222
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	09 February 2018 at 16h00
POST 04/61	:	**DEPUTY DIRECTOR: COMPUTER AUDIT REF NO: 2018/13**
SALARY	:	All-inclusive salary package of R779 295. per annum (total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A three year tertiary qualification in Auditing, Information Systems or Computer Science. CISA qualification or advanced study toward this qualification. Appropriate Computer auditing experience; Knowledge of the PFMA and Treasury Regulations Experience in the use of CAATS and Teammate software, Knowledge of COBIT, COSO, ITIL and the IT governance framework, Membership with ISACA/IIA and compliance with the General Standards for Information Systems (Auditing) Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Knowledge of Teammate and driver's license. Prepared to be subjected to security clearance.
DUTIES	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and identify CAATs tools to be utilized to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Computer Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures.

ENQUIRIES	:	Ms Tebby Tukisi Tel (012) 406 1334
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	09 February 2018 at 16h00
POST 04/62	:	**ASSISTANT DIRECTOR: PAYROLL REF NO: 2018/14**
SALARY	:	Salary notch of R417 552. per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A three year tertiary qualification in Financial Accounting or equivalent, with extensive finance experience. KNOWLEDGE: Applied knowledge of the Public Service Act and Regulations, Basic Conditions of Employment Act and Employment Equity Act. PERSAL and SAGEX3 or similar system experience. Payroll and financial policies and procedures. SKILLS: Problem solving, analytical thinking. Planning, organising, written and verbal and good interpersonal skills and computer literacy. Deadline driven.
DUTIES	:	Processing and authorisation of payroll payments and journals on SAGEX3. Verify manual payments to authorised signatories and banking details. Authorisation of journals. Review and approve PAYE reconciliations and suspense accounts, Monitor and clear PERSAL exceptions and errors and suspense accounts. Initiate and prepare EMP 2014 through e-filing to SARS. Prepare monthly, bi-annual and annual tax reconciliation. Effective document control of payment batches and journals. Submission of EMP 501 to SARS. Make inputs to payroll policies and procedures Prepare system reconciliation to PERSAL. Provide payroll related inputs for the preparation of financial statements and respond to audit queries on related accounts payable matters.
ENQUIRIES	:	Mr KTE Seletela Tel (012) 406-1222
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	09 February 2018 at 16h00
POST 04/63	:	**ASSISTANT DIRECTOR: FINANCIAL REPORTING (2 POSTS) REF NO: 2018/15**
SALARY	:	Salary notch of R417 552. per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive finance experience with experience of GRAP and practical experience. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP. SAGE X3 financial systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organising, problem solving, diplomacy, ability to work under pressure to meet tight deadline.
DUTIES	:	Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accruals, provisions, other liabilities immovable assets {property, plant & equipment, investment property, heritage assets} and leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized

accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

ENQUIRIES : Ms S Stipec, Tel (012) 406 1863

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

CLOSING DATE : 09 February 2018 at 16h00

POST 04/64 : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: 2018/16**

SALARY : Salary notch of R417 552. per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent with extensive experience in financial accounting. KNOWLEDGE: PFMA and Treasury regulations, SAGE X3 or similar system. Accounts payable and financial policies and procedures. GRAP/IFRS Standards. SKILLS: Analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Authorisation of manual payments and journals on SAGE X3. Verify and authorise payments from source systems to the banking details and authorised signatories and perform daily scheduled payment runs. Timeous updating and data cleansing of invoice tracking system. Review and authorisation of all related journals. Effective management of petty cash. Review and approve individual creditor's reconciliations. Monitor and clear open transaction on SAGE X3. Effective document control of payment and journal batches. Timeous preparation and submission of bank reconciliation – outstanding payments and resolution of regional and client queries. Make inputs to accounts payable policies and procedures. Provide accounts payable related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related accounts payable matters. Effective management and functioning of the unit and ad hoc requests in the absence of the immediate supervisor.

ENQUIRIES : Mr KTE Seletela Tel (012) 406-1222

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

CLOSING DATE : 09 February 2018 at 16h00

POST 04/65 : **ASSISTANT DIRECTOR: REGIONAL AUDITS (3 POSTS)**

SALARY : All-inclusive salary package of R417 552. per annum

CENTRE : Mmabatho Regional Office REF NO: 2018/17A
Cape Town Regional Office REF NO: 2018/17B
Mthata Regional Office REF NO: 2018/17C

REQUIREMENTS : A three year tertiary qualification in Auditing and Accounting and must have completed IAT. Studying towards CIA will be an added advantage. Extensive experience (excluding internship) in the Internal Auditing field. Good understanding of the Audit process and Audit approaches. Good Communication and Supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license, and knowledge of Teammate will be an added advantage.

DUTIES : Undertake the management functions of the Regional Internal Audit Section. Assist the Audit Manager with the development of the Audit Plan for the sub-directorate. Assist with the planning of audit projects for the region. Develop and supervise the execution of the audit program

regarding risk management, control and governance processes associated with the activities under review. Communicate to the Internal Auditors, the audit program that establishes the procedures for identifying, analyzing, evaluating and recording information during the audit. Conduct entrance and exit conference meetings. Direct audit program steps/procedures that achieve the engagement objectives. Plan and monitor timeframes, and individuals responsible for the assignment. Supervise audit fieldwork. Assess and evaluate audit evidence. Ensure adequate audit working papers development. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit reports with Audit Manager, Regional Manager and regional Audit Steering Committee. Manage and transfer auditing skills to Senior Internal Auditors.

ENQUIRIES : Ms. Tebby Tukisi Tel, (012) 406 1334

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

CLOSING DATE : 09 February 2018 at 16h00

POST 04/66 : **ASSISTANT DIRECTOR: PROCUREMENT REF NO: 2017/19**

SALARY : Salary notch of R417 552. per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS : A three year tertiary qualification in Management/Administration or Logistics or equivalent qualification with relevant appropriate experience in Supply Chain Management. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer literacy especially in spreadsheet, (MS Office packages), Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.

DUTIES : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES : Mr. A Ngqongqo Tel (047) 5027000

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X5007, Sutherland Street, Mthatha, 5099 Pretoria

FOR ATTENTION : Mr S Siyengo

CLOSING DATE : 09 February 2018 at 16h00

POST 04/67 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/20**

SALARY : Salary notch of R417 552. per annum

CENTRE : Mthata Regional Office

REQUIREMENTS : A three year tertiary qualification or equivalent qualification preferably in Finance and/or Accounting .A valid driver's licence .Computer literacy in MS Word and Excel .Knowledge of PMIS and BAS will serve as an added advantage .Appropriate experience in the property industry and/or

		financial management environment. Report writing .Organizing and problem solving abilities .Good communication skills (both verbal and written) .Good financial, interpersonal, analytical and budgeting skills .Ability to manage stakeholders, i.e. Municipalities, Client departments and private individual's .Ability to work under pressure.
DUTIES	:	Responsible for property expenditure through payment of rates and taxes, municipal services and any other property related expenditure .Implement long-term water and energy efficient strategies .Assist in compilation of the sub-directorate's budget .Ensure a sound property expenditure management system including minimization of accounts payable to avoid fruitless, irregular and unauthorized expenditure .Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all State owned properties .Responsible for implementing strategies to ensure compliance with all legislation and regulations as required by the Auditor-General .Supervise staff and manage their performance according to the PMDS.
ENQUIRIES	:	Mr L Ndabeni Tel. (047 502 7000)
APPLICATIONS	:	The Regional Manager, Department of Public Works Private Bag X5007, Sutherland Street, Mthatha, 5099 Pretoria
FOR ATTENTION	:	Mr S Siyengo
CLOSING DATE	:	09 February 2018 at 16h00
POST 04/68	:	**ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2018/21**
SALARY	:	Salary notch of R417 552. per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A three year tertiary qualification in Public Management and/or any Property-related qualification or equivalent, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.
DUTIES	:	As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.
ENQUIRIES	:	Mr L Ndabeni, tel. (047) 502 7000
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	09 February 2018 at 16h00
POST 04/69	:	**ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: 2018/22** Governance, Risk and Compliance
SALARY	:	Salary notch of R417 552. per annum

CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A three year tertiary qualifications in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.
DUTIES	:	To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations. Key Purpose Statement: Plan, execute and report on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works.
ENQUIRIES	:	Mr M.T. Mabotja, Tel (012) 406 1328
APPLICATIONS	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, For Attention: Ms N.P Mudau
CLOSING DATE	:	09 February 2018 at 16h00

ANNEXURE K

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION	:	Ms E Steenkamp
CLOSING DATE	:	16 February 2018
NOTE	:	Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your

MANAGEMENT ECHELON

POST 04/70	:	**DIRECTOR: WOMEN EMPOWERMENT AND GENDER FOCAL POINT REF NO. A1/A/2018** Chief Directorate: Gender
SALARY	:	R948, 174. per annum this inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
CENTRE	:	HSRC Building, Pretoria
REQUIREMENTS	:	An appropriate recognised Bachelor's Degree in Social Science or equivalent qualification (NQF level 7) as recognised by SAQA PLUS five years middle/senior management experience in the gender field. Expertise on gender issues. Competencies needed: Project management skills. Internal and external networking skills. Policy analysis and development skills. Financial management skills. Communication (written, verbal and liaison) skills. People management and empowerment skills. Client orientation and customer focus skills. Negotiation skills. Strategic planning skills. Presentation skills. Computer

literacy. Attributes: Creative. Innovative. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Honesty and Integrity. Independent thinker. Cost consciousness. Business ethics.

DUTIES : Develop policy on gender issues. Influence the development of the departmental policies in respect of gender issues. Monitor the implementation of policy, both at national and provincial spheres. Develop plans to assist various directorates of the Department to comply with the National and International obligations on gender. Support the National Gender Machinery in the compilation of country reports and where necessary to assist in representing the South African Government and International gender fora as appropriate. Compile regular reports for various gender stakeholders and organs of Government on the activities of the Gender Focal Point. Commission research and develop appropriate research proposals on gender issues. Develop or procure appropriate training on gender issues for national and provincial Departments in collaboration with the Directorate: HRD and Performance Management. Develop and/or facilitate the development of, the gender machinery (institutional arrangement) of the Department of Social Development at national and provincial level in order to ensure implementation of South Africa's National Policy Framework for Women's Empowerment and Equality. Manage the human, financial and material resources of the Gender Focal Point.

ENQUIRIES : Ms D Moema, Tel: (012) 312-7394

NOTE : In terms of the Chief Directorate's employment equity targets, African males and persons with disabilities are encouraged to apply.

POST 04/71 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO. A1/B/2018**
Chief Directorate: Human Capital Management

SALARY : R948, 174. per annum this inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7) as recognized by SAQA or equivalent qualification in the field of human resource management PLUS five (5) years of relevant experience at a middle/senior managerial level. Sound knowledge of the, i) Public Service Act, ii) Public Service Regulations, iii) Employment Equity Act, iv) Basic Conditions of Employment Act, v) Codes of Remuneration, vi) Public Finance Management Act, vii) Labour Relations Act, viii) Collective Agreements, xi) Integrity Management Framework and Ethics. Competencies needed: Negotiation skills. People management and empowerment skills. Financial management skills. Client orientation and customer focus. Service delivery innovation. Project management skills. Good communications skills (written verbal and liaison). Presentation skills. Planning and organising skills. Problem-solving skills. Computer literacy. Attributes: Ability to work independently and in a team. Ability to work under pressure and to cope with high workload. Innovative and creative. Integrity and honesty. Assertive. Self-starter. Accurate and compliant. Honesty and integrity.

DUTIES : Efficient management of the Directorate: Human Resource Management. Manage recruitment, selection, appointment, transfer and promotions. Facilitate the review, development and implementation of delegations in terms of the Public Service Act and Public Service Regulations and Departmental policies with regard to human resource management. Manage compensation, conditions of service of employees and human resource personnel records. Manage employee health and wellness programmes. Manage conflict of interest, including financial disclosures of employees and applications for external remunerative work.

ENQUIRIES : Mr D Chinappan, Tel: (012) 312-7504

NOTE : In terms of the Chief Directorate's employment equity targets, African males and females, Coloured females as well as persons with disabilities are encouraged to apply.

ANNEXURE L

THE NATIONAL SCHOOL OF GOVERNMENT (NSG)

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

APPLICATIONS	:	Principal: National School of Government, Private Bag X759, Pretoria, 0001 For Attention Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
CLOSING DATE	:	09 February 2018
NOTE	:	Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. Shortlisted candidates for the other posts might be required to write test that is relevant to the post(s). They will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. Suitably qualified and experienced candidates are invited to apply for the following vacant positions.

MANAGEMENT ECHELON

POST 04/72	:	**CHIEF DIRECTOR: TECHNICAL SUPPORT (REF: NSG01/2018**
SALARY	:	An inclusive remuneration package commencing at R1 127 334 per annum, comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 14).
CENTRE	:	Pretoria.
REQUIREMENTS	:	An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA. A minimum of five years of experience at a senior managerial level. Competencies/Skills: Good strategic capability and leadership skills. Good people management and empowerment skills. Programme and project management skills, financial management skills, change management skills, knowledge management skills, service delivery innovation, problem solving and analysis, excellent communications skills. Good computer literacy skills. Knowledge: Good knowledge and understanding of the HRD and Capacity building environment. Knowledge of global trends in adult learning methodologies. Knowledge of learner record keeping principles, tools and methods. Knowledge of the Department's mandate and its relationship with various stakeholders internationally, provincially and locally. Knowledge of strategic planning. Good knowledge and understanding of contract management. Knowledge of the PFMA and Treasury Regulations specifically with regard to a trading entity. Good user technology applications. Knowledge

in the Training and Development environment. Personal attributes: Independent, self-direction, a self-starter with client focused attitude. The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes.

DUTIES : Formulate, execute, report, monitor and evaluate the Chief Directorate's strategic plan. Compile the budget for the chief directorate and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, middle managers, service providers and administrative staff. Stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG's training delivery objectives. Support the Branch Head in his engagements with Cabinet and Parliamentary. Committees, domestic and international management development institutions. Attend meetings on behalf of the Branch Head. Serve on various governance structures including but not limited to the Senior Management Committee, Risk Management, Performance Management and Audit Committees. Oversee and lead the training delivery logistics management function. Manage the training delivery logistics management function, recruitment, deployment and management of trainers and trainer contracts. Manage training event coordination, logistics and course records. Ensure the provision of training delivery resources, trainers, material, venues, catering and others. Ensure that learning and development facilitators, moderators and assessors are duly contracted. Ensure provider allocation from a provider database and maintain contract controls. Oversee and lead the assessment and certification function, the training delivery schedules, training resources, learner records, learner attendance and achievement records as well as training delivery and learner management applications. Ensure that reliable and accurate learning and development information are provided. Ensure that the National Learner Records Database are maintained through quality partners and strategic stakeholders. Ensure that core records management systems are integrated. Ensure learner records are captured and controlled on the training management and delivery system. Manage the application for training management and delivery system and learner records. Reconcile and report on all training numbers (e-Learning and face to face) with the training management system with regard to the number of learners and the revenue generated. Ensure the recording of training delivery schedules, resources and learner records, learner attendance and achievement records, training delivery and learner management applications are provided. Ensure assessment and certification are provided and that learner certificates are issued within set timelines. Oversee and lead the recruitment, contracting & development of trainers, assessors and moderators. Oversee that the process on the recruitment and contacting of trainers, assessors and moderators are managed. Oversee the learning and development of trainers, moderators and assessors. In terms of the employment equity targets, priority will be given to African Females and people with disability.

ENQUIRIES : Dr. S Manana 012 441 6175
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

OTHER POSTS

POST 04/73 : **X2 TEAM ASSISTANTS: TECHNICAL SUPPORT AND MANAGEMENT TRAINING (REF: NSG02/2018**

SALARY : (Salary level 7) commencing at R226 611 per annum plus competitive benefits cost to company.

CENTRE : Pretoria.

REQUIREMENTS : An appropriate B degree/equivalent qualification. Experience: 3 – 5 years prior experience in providing administrative support and team assistance at a higher operational level. Competencies/Skills: Strong organisational skills. Strong logistical and analytical thinker. Strong interpersonal skills. Advanced skills in the MS Office Suite, Outlook and internet application. Problem solving skills. The ability to work as part of a project team. Strong communication skills. Knowledge: Delivery of administrative/ logistical/ secretarial services that require some general knowledge and experience. Database Management. Programme and administrative knowledge. Demonstrate the knowledge of a particular expertise (e.g. MS Excel, Word, PowerPoint, Access and Project). Reasonable understanding in the field of training logistics. Sufficient understanding of the skills development legislation, SAQA, the NQF, etc. Sufficient understanding of NSG to liaise with clients in this regard. Sufficient understanding of the public sector as this is the environment in which NSG operates Personal attributes: Analytical. Systematic. Organised. Accurate. Attention to detail. Independent. Flexible. Willingness to learn. Keep up with trends. Engage in relevant debates. Possesses the ability to meet deadlines. Honest. Responsible. Professional with strong work ethics. A team Player. Self-driven and systematic. Innovative

DUTIES : Provide administrative support to the team. Disseminate information to all stakeholders. Perform general administrative functions, including managing dairy of the chief director and directors, typing, sending faxes, development and maintenance of a filing system and making photocopies. Provide administrative support and team assistance to the Chief Directorate, including but not limited to presentations, projects, packaging of marketing items and formatting of documents. Draft letters, memoranda and submissions. Establishing and maintaining an efficient database for the chief directorate. Design, develop, implement and update appropriate administrative systems. Maintain effective stakeholder relations and communication, both internal and external to NSG. Administer and monitor budget of the Chief Directorate. Manage petty cash for the Chief Directorate (this includes handling applications and use). Monitor Chief Directorate's budget (matching expenses against budget line items and reporting on discrepancies and status regarding availability). Process service provider's payments and clients invoices in compliance with NSG payment policies. Track payments in the chief directorate. Liaise with Finance to ensure proper implementation of financial and SCM policies. Provide events, logistic and travel support services. Assist with the maintenance and logistics of office accommodation. Ordering of stationary and other supplies and monitoring use of stationary in the chief directorate and making orders to replenish stock. Coordinate events, including logistics such as the sourcing of venues and catering as appropriate. Manage all travel and accommodation arrangements for the team. Provide secretarial services to meetings when required, including minute taking during meetings of the chief directorate. Coordination of follow-up on action list items. Prepare documents and refreshments for meetings. Filing and management of filing system. Conducting follow-up on returned submissions in respect of steps or decisions to be taken. Checking documents for correctness and compliance with policies (this includes proof reading, accuracy of information provided). Update and record keeping of all leave registers, performance agreements, payment advices and other relevant governance documents. Ensure all documents are correctly referenced to the approved file plan and forwarded to the Records Management Unit for filing or disposal. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability.

ENQUIRIES : Mr. M Mugodo 012 441 6017
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 04/74	:	**GRAPHICS DESIGNER: INTERNATIONAL, SPECIAL PROJECTS & COMMUNICATIONS (REF: NSG03/2018**
SALARY	:	(Salary level 7) commencing at R226 611. per annum plus competitive benefits cost to company.
CENTRE	:	Pretoria.
REQUIREMENTS	:	Appropriate B Degree/equivalent in Graphic Design or Information Design Experience: 1 – 3 years' experience in graphic designing. Competencies/Skills: Competence on a variety of graphic design platforms and applications. Excellent communication and interpersonal skills. Attention to detail and practical problem solving. Advanced creative and artistic skills to turn clients' ideas into workable plans. Basic project management skills. Advanced Technical Skills. Good computer literacy skills. Knowledge: In depth knowledge of delivery of graphical design support services. Understanding of the relevant legislative frameworks in the Public Service. Understanding of the public service and spheres of government will be advantageous. Knowledge of open source technologies. Expert knowledge of design, usability and interactivity. A commitment to keep up to date with technology Personal attributes: Independent, dynamic, self-confident, team worker, strong on self-direction, self-starter with client-focused attitude. Demonstrate good interpersonal skills and demonstrate flexibility and ability to adapt to changes. Results orientated and able to work well under pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability handle multiple and competing priorities. Flexibility and willingness to work overtime when necessary.
DUTIES	:	Graphic design services to all business units. Meet with clients or the DD: Communications to determine the scope of a project; e.g. design a poster for a business unit. Implement graphic design styles for multi-mode learning materials and corporate communication materials in line with GCIS regulations and guidelines; Design production and graphics layout. Conduct product verification from service providers and forward for approval by the manager. Interpret concept brief and create appropriate design. Determine the message the design should portray. Creative writing to support design (Crafting tag line messages, develop messages supporting the graphics, developing catchy phrases for captions and others). Design and layout weekly newsletters. Create Social Media products and edit Video content. Ensure that all graphic design elements, pictures, diagrams, artwork and symbols promotes representivity and inclusivity, are gender sensitive and free of bias in terms of race, class disability, culture, religion and geographical location; Select colours, images, text style, and layout (typesetting), Develop graphics for product illustrations, logos, and websites. Support the design and layout of additional materials such as brochures and posters to promote the NSG's programmes and corporate communication interventions, Update, upload and maintain information on the NSG website & intranet .Working with other units to understand the design concept, and advising on how it can be implemented technically; Liaise with external stakeholders and graphic design specialists. Present the design to clients or DD: Communications. Incorporate changes recommended by the clients into the final design. Develop graphic manuals and guidelines and provide advice. Create branding manuals and guidelines. Provide support for projects and advise on graphic design tasks to the department. Product research on new trends in software for graphics designing, new developments etc. Provide advice on equipment, software and hardware required in graphic designing; assist with other technical and administrative duties as required. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability
ENQUIRIES	:	Ms D Mokgokolo (012) 441 6343

In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 04/75 : **CONTACT CENTRE AGENT (REF: NSG04/2018**

SALARY : (Salary level 6) commencing at R183 558. per annum plus competitive benefits cost to company.

CENTRE : Pretoria.

REQUIREMENTS : Grade 12 or equivalent. B degree or equivalent will be an added advantage. Experience: 1 – 2 years' experience in a contact centre environment. Competencies/Skills: Good verbal and written communication skills. Proficient in relevant computer applications. Interpersonal skills. Customer Service experience. Problem solving skills. Problem analysis. Time management skills. Ability to work efficiently and effectively at all times. Knowledge: Good knowledge of client relations (how to engage and relate to clients). Understanding of the public sector. Good knowledge and understanding of the NSG in order to service the client effectively and efficiently. Computer literacy (MS Excel, Word, PowerPoint). Reasonable expertise in the field of contact centre operations. Relevant product knowledge. Personal attributes**:** Adaptability. Team player. Self-driven. Attention to detail.

DUTIES : Support and provide superior services via phones, emails and faxes as receiver and caller. Use questioning and listening skills that support effective telephone communication. Use an effective approach to handle special telephone tasks like call transfers, taking messages, call backs, holds, interruptions and unintentional disconnections. Understand the impact of attitude in handling calls professionally. Effectively deal with job stress, angry callers and upset customers. Use the most appropriate way to communicate with different behaviour types on the telephone. Apply elements of building positive rapport with different types of customers over the phone. Apply the proper telephone etiquette to satisfy customer situations. Apply appropriate actions to effectively control a telephone call. Meet commitments to customers. Provide customers with product and service information. Follow up customer calls where necessary. Capture and record interaction details for reporting purposes. Create product awareness to all National, Provincial, Local Government departments and state owned institutions. Investigate clients' complaints and resolve by providing regular feedback. Perform Telesales. Identify and escalate priority issues. Attend to requests and nominations received via fax, email, walk INS and referrals from all departments. Generate quotations according to the required norms and standards. Create case files for confirmed courses and generate calendar ID and link it to the relevant course event. Add course venue on TMS by capturing client details. Maintenance of Training Calendar. Calculate the contribution on courses with less than 20 participants. To follow up on all near lapsing quotations. Manage the lead time for effective and efficient course delivery. Engage in the process of course cancellation and postponements. Acknowledge receipt of bookings forms via email, fax or telephonically. Capture the nomination list as provided by the client before commencement of the course. In terms of the employment equity targets, priority will be given to African Males, Coloured Males and people with disability

ENQUIRIES : Mr A Raaths (012) 441 6314
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda
East London; Cradock, King William's Town; Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William's Town. For attention: Ms T Solwandle.

CLOSING DATE : 09 February 2018 Time: 16H00

NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within three (3) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts.

OTHER POSTS

POST 04/76 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 090218/02**
Sub Directorate: Water Information Management

SALARY : R673 956. per annum (all-inclusive salary package) (OSD)

CENTRE : Eastern Cape Region: Cradock

REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.Net working. Professional judgement. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management. A Valid driver's licence Certificated copy must be attached). Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

DUTIES : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases. Manage and supervise technological and related personnel and assets. Research and development, continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Assist the manager in the Eastern Cape in establishing an effective, efficient and accurate data and quality management system. Manage the day to day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration of the hydrological network within Eastern Cape. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data dissemination.

ENQUIRES : Mr A Lucas, (043) 604 5403

POST 04/77 : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 090218/03**
OFFICE OF THE DIRECTOR-GENERAL

SALARY : R657 558 per annum (All-inclusive salary package), (Level 11)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma or Degree in Management/Administration. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focussed. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.

DUTIES : Provision of secretariat services support to high-level governance structures or committees. Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees.

ENQUIRIES : Ms T Fiko, Tel 012 - 336 7176.

POST 04/78 : **DEPUTY DIRECTOR: PAYROLL MANAGEMENT REF NO: 090218/04**
Chief Directorate: Financial Accounting, SD: Payroll

SALARY : R657 558 per annum, (Level 11)

CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A National Diploma or Degree in Financial Administration. Three (3) to five (5) years' experience in Financial Administration of which three years should have been at Junior management level in payroll management. Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Interpretation of the Public Finance Management (PFMA), Treasury Regulations and guidelines. Understanding of the Public Service Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunity and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws. Assessing of Departmental policies and procedures. Proficient experience in government financial systems (BAS and Persal) Principles and practice of financial accounting. Framework for managing performance information. Practical business strategy transaction and alignment. Good problem solving, analysis, people and diversity management. Be client orientated and customer focus. Excellent communication skills. Accountability and ethical conduct.
DUTIES	:	Provide support to the Director Financial Accounting with regard to overall compliance to the PFMA and related regulations by compiling policies and procedures related to own area of work. Maintain an effective and efficient Salaries Section and payroll management system in the department including subsistence and travel claims and advances, general deductions, allowances, overtime transactions. Ensure compliance with tax levy, duty, pension required by legislation. Inter-departmental claims settled as prescribed. Ensure timely preparation and reporting of all relevant financial reports, including the disclosure notes on Monthly Financial Statements, Interim Financial Statements and Annual Financial Statements. Provide responses to parliamentary questionnaires. Provide support to Auditors both internal and external in relation to Payroll Management matters. General management function of officials in the Payroll Management unit through the compilation of the unit's operational, risk and reporting plans. Compile, implement and report on the unit's operational and risk plans. Ensure performance agreements and reviews of incumbents in the unit are done in line with public service requirements.
ENQUIRIES	:	Ms F M Monyeki 012 336 7742
POST 04/79	:	**ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: 090218/05** Chief Directorate: Internal Audit, SD: Compliance Audits
SALARY	:	R334 545 per annum, (Level 09)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A National Diploma or Degree in Auditing/Internal Auditing or Accounting. Three (3) to (5) five years' experience in Internal Audit/Auditing. Experience in auditing processes. Knowledge of audit policies and regulations. Practical experience in performance audits and audit risk assessments. Familiar with combating fraud against the department. Knowledge and understanding of the PFMA and other auditing prescripts. Knowledge in GAAP/GRAP. Good computer skills, interpersonal skills, problem solving, project management and conflict management skills. Good analytical thinking, presentation and report writing skills.
DUTIES	:	Facilitate the implementation of internal strategy and its methodology regarding compliance audits. Ensure the implementation and the roll out of internal policies and audit regulations encompassing compliance within the department and other relevant stakeholders. Implement and facilitate compliance inspections on compliance reports in the department. Implement audit systems for the department for compliance issues in auditing. Identify risk and ensure processes of compliance audit management are in place.
ENQUIRIES	:	Mr J Legodi, Tel 012 – 336 8802

POST 04/80	:	**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 090218/06** Division: Water Information Management (WTE)
SALARY	:	R334 545. per annum (level 9)
CENTRE	:	Eastern Cape Region: East London
REQUIREMENTS	:	A National Diploma or Degree in Administration or Human Sciences. 2 to 4 years' experience in Water Allocation Registration Management System (WARMS). Proven experience in the National Water Use registration process as defined by the National Water Act 1998 (Act No 36 of 1998). Proven knowledge of the National Water Pricing strategy. Knowledge of irrigation methods in the Eastern Cape. Knowledge of the legislation relating to Water Users associations, Irrigation Boards and the establishment of Catchment Management Agencies. Experience in working with spatial data and extensive experience in the management of general administration work. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Knowledge of the following will serve as recommendations: Arc View or Arc Explorer, the Water Services Act and all other relevant legislation. Ability to solve problem and conduct analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)
DUTIES	:	Serve as the Manager of the WARMS office as well as the main interface between the client and other functions in the national water use registration process including the handling of inquiries from clients. Handle all activities relating to capturing, amendments and maintenance of water use registration data. Implement and interpret procedures in terms of the National Water Act (36 of 1998) for water use registration. Staff supervision, compile section reports and provide budget inputs. Office administration and supervision of subordinates.
ENQUIRES	:	Ms B Kama, (043) 7010376
POST 04/81	:	**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 090218/07** Sub Division: Financial Management (WTE)
SALARY	:	R334 545. per annum (level 9)
CENTRE	:	Eastern Cape Region: East London
REQUIREMENTS	:	A National Diploma or Degree in Financial Management. Three (3) to five (5) years' experience in Financial Administration. Knowledge and understanding of financial prescripts, Human Resource Management Legislation, policies, practices and procedures. Interpretation of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of the Public Service Anti-corruption Strategy and fraud prevention measures. Application of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practices of financial accounting. Framework of managing performance information. Exposure to business strategy and ensure transaction alignment. Problem solving and analysis skills. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. A valid driver's license (certified copy must be attached)
DUTIES	:	To manage the implementation of accounting systems, policies and financial administration so as to ensure sound financial matters within the department. Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare Annual and quarterly Financial statements.
ENQUIRES	:	Ms B Kama, (043) 701 0376

POST 04/82 : **SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: 090218/08**
Division: Information Technology and Communication

SALARY : R334 545. per annum (level 9)
CENTRE : Eastern Cape Region: King William's Town
REQUIREMENTS : A National Diploma or Degree in Information Technology. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's licence (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point). Ability to work under pressure. Good communication skills (verbal and written) Exposure to different business application platforms.
DUTIES : Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.
ENQUIRIES : Mr B Bharat Tel: (043) 6045440

POST 04/83 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 090218/09**
Chief Directorate: Provincial Operations

SALARY : R334 545. per annum (level 9)
CENTRE : Eastern Cape Region: King William's Town
REQUIREMENTS : A National Diploma or Degree in Public Management / Business Management or Project Management with three(3) to five (5) years supervisory experience in Monitoring and Evaluation. Report writing skills, experience in monitoring evaluation research methodologies and strategic planning. Excellent communication, analytical and report writing skills. Team work orientation. Good inter and intra personal skills. Computer literacy; with good knowledge of MS Office suit; working knowledge of SPSS and data analysis methods and tools. A firm understanding of the water and sanitation sector and water sector legislation. Experience in Public Sector and Government processes. A valid code 08 driver's licence (certified copy must be attached).
DUTIES : The incumbent will be reporting to the Deputy Director: Monitoring and Evaluation; the incumbent will: Assist in regional business plan developmental and alignment of the divisions Oversee projects with Departmental and provincial strategic priorities. Verify projects physical progress against reported expenditure and report on the physical – financial performance of the Region. Assist in the compilation of the Regions annual report. Monitor and report on the performance of the

Region. Facilitate reporting of programme performance to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information. Compile responses to ministerial or parliamentary questionnaires. Compile Imbizo and NCOP reports. Represent the Department at various meetings.

ENQUIRIES : Ms Z Gcilitshana Tel: (043) 604 5521

NOTE : Short-listed candidates will be required to partake in a practical report writing and competency assessment.

POST 04/84 : **COMMUNITY DEVELOPMENT SUPERVISOR: CURRICULUM SUPPORT REF NO: 090218/10**
SD: Sector Collaboration (IGR)

SALARY : R281 418. per annum (level 8)

CENTRE : Eastern Cape Region: King William's Town

REQUIREMENTS : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the Water Sector linked to the Education Sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management. . Project and programme management skills. A valid driver's license, certified copy must be attached

DUTIES : To ensure that all DWS: Eastern Cape school programmes are in line with Department of Education policies. Co-ordinate all curriculum support including public speaking programmes within DWS: Eastern Cape. Communicate with Curriculum Education Specialists (CES), Senior Education Specialists (SES) as well as Educational Development Officers (EDOs) in ensuring that DWS education programmes are incorporated into the school year plans. Provide support to schools to be able to develop school environmental policies. Develop a provincial curriculum support strategy which will highlight collaboration projects, implementation plans, interventions, roles of DWS, provincial targets, criteria to select schools for participation and the communication strategy. Budgeting - Monitor and review budgets and budgetary matters and report on expenditure. Implementation of the action plan for provincial curriculum support strategies. Ability to work with resource materials. Developments in ensuring that the learning and teaching support materials developed are relevant to target groups and in line with existing curriculum policies. Capacitate educators to be able to use the DWS curriculum resource materials in class and during the implementation phase of intervention projects. Strengthen existing partnerships by identifying representatives from all institutions involved with the education programmes in schools. Develop a monitoring and evaluation tool to assess the impact of the DWS Curriculum Support programmes in schools. Compile progress reports as required. Represent the region in National 2020 Vision Programme's Strategic Planning Sessions.

ENQUIRES : Ms LT Radebe, (043) 604 5400

POST 04/85 : **COMMUNITY DEVELOPMENT SUPERVISOR: CAPACITY BUILDING AND SUPPORT REF NO: 090218/11**
SD: Capacity Building

SALARY : R281 418. per annum (level 8)

CENTRE : Eastern Cape Region: King William's Town

REQUIREMENTS : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the water sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management and Project and Programme Management. A valid driver's license (certified copy must be attached)

DUTIES : Facilitate, support and monitor the ongoing support activities for capacity building and training initiatives to local government and other Water Services Institutions. Coordinate the implementation of the Water Sector Business Plans for capacity building to Water Services Authorities. Participate in the process of awareness creation, capacity building and Empowerment of the Water Services sector stakeholders. Promote and Maintain effective working relations with internal and external stakeholders in water business. Provide institutional and social development support to Municipalities and other stakeholders. Ensure public participation and stakeholder empowerment in water governance areas. Liaise with other spheres of government. i.e. Municipalities on water sector issues. Engage the public on water sector issues and establish water and sanitation forums. Support and monitor water and sanitation forum activities. Ensure media monitoring and facilitate responses from Water Services Authorities. Provide guidance and leadership to sector partners and stakeholders. Foster and manage relations and partnerships with the private sector, business sector and civil society organizations in the water arena. Provide Management support to a team of Development Experts and administrators.

ENQUIRIES : Mogoboya Mamabolo Tel (043) 604 5526

POST 04/86 : **SENIOR STATE ACCOUNTANT REF NO: 090218/12**
Div.: Financial Accounting

SALARY : R281 418. per annum (Level 8)
CENTRE : Eastern Cape Region: King William's Town
REQUIREMENTS : A National Diploma / Degree in Financial Management or relevant qualification. Two (2) to three (3) years' experience in Financial Management. Knowledge of government financial systems (BAS/Logis). Knowledge of the PFMA, Treasury Regulations, DORA etc. Computer literacy is essential inclusive of Advanced MS excel skills. Experience in Accounts payable and receivable, including the review of aging accounts. Strong analytical and problem solving skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematics and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A driver's licence will be an added advantage.

DUTIES : The incumbent will be reporting to Assistant Director Financial Accounting. Maintain complete and accurate records of the transactions initiated for the accounts. Compare source documents to the report to determine if expenditure is posted correctly. Ensure all transactions appearing on the reports are supported by the records and are accurate. Create and maintain excel spreadsheet and reports to track and balance monthly payments. Authorise payments and journals. Request reports on BAS. Send remittance advices to suppliers when payments are made. Reconcile all major accounts and supplier statements. Petty cash management, monthly reporting on payables/accruals (30 day payment and reconciliation). Manage sub-ordinates and operations to achieve planned outcomes.

ENQUIRIES : Ms Y Nogela Tel, (043) 604 5319

POST 04/87 : **SENIOR STATE ACCOUNTANT: REF NO: 090218/13**
Div.: Management Accounting

SALARY : R281 418. per annum (Level 8)
CENTRE : Eastern Cape Region: King William's Town
REQUIREMENTS : A National Diploma / Degree in Financial Management or relevant qualification. Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA.

Two (2) - three (3) years relevant Budgeting experience. Working knowledge of the BAS system. Knowledge of equal opportunities and affirmative action guidelines and laws. Interpretation and application of Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A driving licence will be an added advantage.

DUTIES : Provide financial administration of BAS. Perform Finance project For ACIP and RBIG program in the Region. Drive the budget process for the Region. Supervise and evaluate personnel. Handle audit queries. Compile and submit reports. Manage cashier's function. Financial responsible of all earmarked funding. Compilation of cash flow of earmarked funding. Prevent misallocation on earmarked funding.

ENQUIRIES : Ms N Mzilikazi-Boya Tel, (043) 604 5318

POST 04/88 : **SENIOR INTERNAL AUDITOR REF NO: 090218/14**

SALARY : R281 418 per annum, (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Auditing or Accounting. Two (2) to four (4) years' experience in Performance and Compliance Audit. Knowledge and understanding of Internal Audit Standards and Procedures and Corporate Governance principles. Post Graduate qualifications and professional certification will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Government Financial Systems and TeamMate.

DUTIES : Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES : Mr J Legodi, Tel 012 – 336 8802

POST 04/89 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 090218/15**
SD: Sanitation

SALARY : R274 440. per annum (OSD)

CENTRE : Eastern Cape Region: King William's Town

REQUIREMENTS : National Diploma in Civil Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license, certified copy must be attached. Compulsory registration with ECSA as a Professional Engineering Technician. Project management skills. Technical design and analysis skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving skills. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management

DUTIES : Render technical services. Assist engineers, technologists and associates in field, workshops and technical offices. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel. Research and development - continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical engineering

technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters.

ENQUIRES : Mr L Mditshane,(043) 604 5400

POST 04/90 : **COMMUNITY DEVELOPMENT OFFICER REF NO: 090218/16**
SD: Sanitation

SALARY : R183 558. per annum (level 6)
CENTRE : Eastern Cape Region: King William's Town
REQUIREMENTS : A Grade 12 certificate. Competencies in Strategic and operational planning, Policy implementation. Monitoring and evaluation principles, Communication skills, Conflict management. Creativity and Awareness, Professional development. Project management. Cultural awareness. Flexibility. Initiative. A valid driver's license, certified copy must be attached.
DUTIES : Facilitate community participation on the development of water and sanitation projects. Assist with the development and share a vision and mission for the section. Assist with the promotion community participation. Assist with the adequate support to subordinates. Assist with the promotion of transformation within the section. Assist with the culture of innovation and performance. Assist with the development and implementation a performance improvement suggestion scheme. Assist with input into strategic and business planning for the section.. Updated operational policy standards. Assist with the development of policies and strategies for the Water issues in the community. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management.
ENQUIRES : Mr L Mditshane,Tel No (043) 604 5400

ANNEXURE N

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS : **Directed to the addresses as Indicated Below or hand delivered as indicated below:**

Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046.

Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.

Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel no 047 489 2417/16.

Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel No: 047 491 0740.

Post to: Human Resource Office, Nkonkobe Sub-District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, or P.O. Box 967, Fort Beaufort, 5720: Enquiries : Ms NA Mcetywa Tel no 046 645 2695.

Post to: Nompumelelo Hospital, Private Bag X 13, Peddie 5640. Enquiries: Ms NG Tsako Tel no: 040 673 3321.

Post: SS Gida Hospital, Private Bag x12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel no: 040 658 0043.

Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel no: 046 645 1122.

Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.

Post to: Winterberg Hospital PO Box 69, Fort Beaufort, 5720 or hand deliver 905 Alice Road Winterberg Hospital Fort Beaufort 5720. Enquires: Ms Z Maneli Tel: 046 645 1142.

Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane: Enquiries: Ms V. Motabele –Tel no 047 498 0026.

Post to: Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makhiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118

Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms. N. Mthitshana Tel No: 043 709 2487/2532.

Post to: Human Resource Office, Grey Hospital, Private Bag X 7443, King Williams Town 5600 or hand deliver to HR Office Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel no: 043 643 3304.

Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni 043 761 2131.

Post to HR Office, Lilitha College of Nursing, Central Administration Office, 40 Lennox Road Amalinda, East London 5200 or Private Bag X

0028 Bhisho 5608. Enquiries: Ms. N Links: Principal Tel: 049 700 9704 or Ms. Y. Malgas: Tel: 040 608 9723.

Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area - Nessie Knight Hospital - Qumbu . Enquiries: Ms. O.N Sotsaka - Tel No: 047 553 6007/8/9.

Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwebeni – Tel no: 039 257 0099.

Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel no: 051 633 7700. .

Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital, Enquiries: Ms N Zondi - Tel no: 051 653 1881.

Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

Post to: Human Resource Office, Maclear Hospital, PO Box 93, No 1 Fourie Street, Maclear, 5480 or Hand deliver to: HR Office, No 1 Fourie Street Maclear Hospital, Enquiries: Ms N Zuza - Tel no: 045 932 1203.

Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000.Enquiries: Ms U Xwayi Tel 041 406 9831.

Post to: Human Resource Office Empilweni TB Hospital, Private bag X6060, Port Elizabeth, 6200 or hand delivery to 1 Mati Road, New Brighton, Port Elizabeth, 6200. Enquires: Ms B Bomela Tel No: 041 406 7606/36.

Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.

Post to: Elizabeth Donkin Hospital, Private Bag x6024 Port Elizabeth, 6000 or hand deliver to: Elizabeth Donkin Hospital, La Roche Drive, Forest Hill, Port Elizabeth 6000 Enquiries: Ms J Hill Tel no: 041 506 6213.

Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi – Tel No: 047-8770931.

Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela - Tel No: 047 874 0079

Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo - Tel No: 083 585 7576.

Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, CALA, 5455. Enquires: Ms Z Sentile - Tel No: 047 874 8000.

Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, Cradock, 5880. Enquires: Ms G.O Van Heerdin Tel no 048 881 2921

Posted to Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No: 047 5480022.

Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries SS Naku Tel.047-874 8000.

Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand elivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo - Tel No: 045 8084 272.
Post to: Human Resource Office, Lukhanji Sub District (Ilinge), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.
Post to: Human Resource Office, Komani Hospital, Private Bag x 4043. Queenstown.5320. Enquiries: Mrs A Sokutu Tel No: 045-858 8400.
Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba.5380. or Hand deliver to Cofimvaba Hospital. 5380. Enquiries: Ms A Mbana - Tel No: 047-874 0111.
Post to: Human Resource Office, Elliot Hospital, P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: 045-9311321.
Post to: Human Resource Office No 4 Ndarhala road, Emalahleni SUB District, Lady Frere, 5410. Enquiries: Ms Mtshabe Mtshabe NP Tel No: 047 878 4300.
Post to: Human Resource Office, Forensic Pathology Services, P.O.Box 1024, Queenstown 5320 or hand delivered to CSSD Building Komani Psychiatric Hospital next to Recreation Hall. Enquiries: Ms D Zantsi Tel No: (045) 858 8112.
Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka N / Mr Gazi S. - Tel. 045-8071110/1101.
Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N Matala Tel No: 047 5480022.
Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Dowining Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.
Post: Human Resource Office, Fort England Hospital, Private bag X 1002, Grahamstown, 6139 or hand delivery to Fort England Hospital York Road, Grahamstown, 6139.Enquires: Ms X Nazo – Tel no 046 602 2300.
Post to: The Human Resource Office, Kouga Sub District, P.O. Box 154, Humansdorp, or Hand Deliver to Room 38 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mr D Ntuli Tel no 042 200 4214.
Post to: The Human Resource Office, PZ Mayer TB Hospital P.O. Box 479 Johnson Street, Graslaagte, Humansdorp, 6300. Enquiries: Ms N Sompontsha Tel No 042 291 2064.
Post to: The Human Resource Office, Makana Sub District, Private Bag X1023, Grahamstown, 6140 or Hand Deliver at Makana Sub- District, 49 Beaufort Street, Grahamstown, 6140. Enquires: Mr Qalani Tel: 046 622 4901.
Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Sompontsha Tel no 042 291 2064

CLOSING DATE : 16 February 2018

NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s),Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-

listed candidates. If you have not been contacted by the 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 04/91 : **DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/ DIR/IAUD/HO/02/01/2018**

SALARY : R948 174 – R1 116 918 per annum (Level 13)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A undergraduate qualification in Accounting or Auditing (NQF Level 7) with GIA or CA (SA) is essential. Appropriate six (6) years Internal Auditing Experience with atleast five (5) years at middle management experience. Demonstrate knowledge, understanding and application of current Internal Audit standards and methodology. Knowledge of specialized Internal Audit Services such as IT audits, forensic audits and performance audit. Sound knowledge of CAATS, Preference will be given to candidates with proven Analytical, lateral and innovative thinking, problem solving and good Communication skills. Candidates should possess relevant core management competencies. A driver's license. Membership of the institute of Internal Auditors.
DUTIES : Preparing strategic and operational plans for the unit. Preparing risk based internal audit plans. Execution of Internal audit plans according to the International Professional Practice Framework. Management performance of Subordinates. Reporting to Audit Committee meetings. Working effectively with external auditors to ensure sufficient and efficient risk and audit Coverage. Facilitating training and development of Internal audit staff, Monitor Implementation of Internal audit recommendation by the department.
ENQUIRIES : Ms Kakaza Tel No 040 608 1063

OTHER POSTS

POST 04/92 : **DEPUTY DIRECTOR: HRM REF NO. ECHEALTH/DDHRM/JGD/02/01/2018**

SALARY : R657 558 – R 774 576 per annum (Level 11)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : An appropriate Bachelor Degree or National Diploma in Human Resource Management or Public Administration/Management. A Postgraduate qualification will be added advantage. Five (5) years' experience in HR Administration of which 3 years should be at an Assistant Director level. A valid driver's license. Excellent knowledge of all public service statutory and regulatory requirements w.r.t. HRM. Management and leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Public Service transformation and management. Computer literacy with advanced skills in Excel, Word, Powerpoint packages. Planning and organizing skills, Problem solving, Presentation and information analysis skills, People and diversity management.

Financial Management skills. Client orientation and customer focus. Communication and interpersonal skills. Project Management. Batho Pele Principles. Proven Knowledge of HR Information Management.

DUTIES : Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient.

ENQUIRIES : Mr J.S Ndzinde – Tel No: 051 633 9629.

POST 04/93 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO. ECHEALTH/DDFM/CHHD/02/01/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again*)*

SALARY : R657 558– R774 576 per annum (Level 11)

CENTRE : Chris Hani Health District Office

REQUIREMENTS : National Diploma (NQF level 6) or B. Degree (NQF level 7) in B.Com/B.Compt /Financial Management majoring in Accounting. Minimum of 10 years' experience in a financial environment. 3 years managerial experience at Assistant Director's level in Public Finance. Understanding financial management as implemented in the Government and within the context of budgeting and spending. Knowledge and Understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus. A valid driver's license (Attach proof)

DUTIES : Give direction and coordinate all Financial Management functions in the District. Extract, analyse and validate financial information and prepare financial report. Expenditure management and conduct budget reviews Plan and control district budget. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and prescripts. Efficient management of staff salary related matters and implement corrective measures where necessary. Monitor payroll systems, non-payment of ghost employees. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

ENQUIRES : Mr Gazi Tel No 045 807 1110/1101

POST 04/94 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: ECHEALTH/DDFA/NMAH/02/01/2018**

SALARY : R657 558 – R 774 576 per annum (Level 11)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma) a minimum of 5 years' experience and at least 3 years as an Assistant Director in relevant experience in financial accounting services. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). 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. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

DUTIES : Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorize appointments on PERSAL. Verify and authorize promotions on PERSAL. Analyse the PERSAL reports and allocate rejected transactions on PERSAL. Conduct post audit to confirm authenticity of payments after processing on Persal and BAS. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

ENQUIRIES : Ms Calaza Tel No 047 502 4320

POST 04/95 : **DEPUTY DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/ DD/IAUD/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Degree or equivalent qualification in Accounting and Internal Auditing with minimum of 5 years' experience and at least 3 years as an Assistant Director/ Supervisor level in an Internal Audit and Accounting environment. An understanding of government auditing practices is also required. Strong leadership and Management skills. To perform this job successful candidates must possess a working familiarity with COSD guidelines on Internal Audit control and must have a valid driver's license and must be willing to travel extensively throughout the province. A certified Internal Audit qualification will be an added advantage.

DUTIES : The manager will be responsible for planning of assignments, development of a tool to monitor the performance on assignments, preparation of audits Program which adequately address risks and reduce the exposure of the department, monitoring progress on assignments, enforce reporting on assignments by Assistant Manager, reviewing the work of Assistant Manager, preparation of audit reports on findings and reporting on these to the Senior Manager Internal Audit and Client Line Management. Demonstrate ability to think fast and take quick decisions and must be innovative at the practical level.

ENQUIRIES : Ms Kakaza Tel No 040 608 1063

POST 04/96	:	**DEPUTY DIRECTOR: PERSAL CONTROLLER - REF NO. ECHEALTH/ DD/PERS/HO/02/01/2018** This is a re-advertisement. (Those who had applied before are welcome to apply again
SALARY	:	R657 558 – R774 576 per annum (Level 11)
CENTRE	:	Bhisho, Head Office
REQUIREMENTS	:	A relevant tertiary qualification coupled by a minimum of five years' experience as an Assistant Manager. Possession of relevant modules like PERSAL Controller and Establishment Control. Proven experience in utilisation of Microsoft Office programmes like Access, Excel and Word. Computer programming course will be an added advantage. Ability to provide strategic and operational guidance to top management and users as well on functionality of post establishments. Excellent knowledge of human resource Regulatory Framework that governs public service.
DUTIES	:	Regular updating of PERSAL system with all changes in the departmental organogram within the department. Maintain organisational and establishment structures on PERSAL in close collaboration with Organisational Development Directorate of the department. Management movement of staff in terms of pay-points in order to eliminate any possibility of undesirable elements within the PERSAL system. Extract, manipulate and analyse PERSAL information and report to top management as part Management Information System. Up-to-date PERSAL database and adherence to minimum information standards. Ensure that there is at all times reliable and credible information on PERSAL. Manage all PERSAL controller functions as dictated by National Treasury, Provincial Treasury and Departmental management.
ENQUIRIES	:	Mr Makitshi Tel no 040 608 1953
POST 04/97	:	**DEPUTY DIRECTOR: COMPLAINTS MANAGEMENT REF NO. ECHEALTH/DD/COMP/HO/02/01/2018**
SALARY	:	R657 558 – R774 576 per annum (Level 11)
CENTRE	:	Bhisho, Head Office
REQUIREMENTS	:	An appropriate Bachelor's Degree /National Diploma in Health Related field, 5 years' experience in Public Health Sector of which 3 years must be at Assistant Director Level preferable in Clinical Complaints Management. Strong leadership qualities and an understanding of the challenges facing the delivery of health care in the province. Creative and Innovative thinker, adaptable to change in the work environment. Valid drivers' license and must be willing to travel extensively in the province. Experience in Clinical Complaints Management will be an added advantage. Knowledge of Public Service Regulatory framework, policy and legal prescripts applicable to health care service delivery. Application of knowledge of operations in attaining service delivery imperatives. Capability to manage project and programmes. Computer literacy. Sound investigative and report writing skills. Good communication skills. Planning and organising skills.
DUTIES	:	Development, implementation, evaluation and communication of complaints management policies to health facilities. Undertake in depth investigation of clinical customer complaints. Render advisory service to the management in respect of the reported complaints. Overall co-ordination of complaints management in the entire spectrum of the province. Support districts and Sub districts in the implementation of National Core Standards. Manage the operationalization of Batho Pele principles and Patient Rights Charter. Undertake Patient satisfaction survey to monitor the quality of care. Implementation and coordination of National Flagship Programmes (e.g. Service delivery Improvement Plans). Management human resources. Monitor and ensure proper utilization of financial and physical resources.
ENQUIRIES	:	Mrs Ngada Tel No 040 608 1346

POST 04/98 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT - REF NO. ECHEALTH/ DD/CONT/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate recognized degree in Law with at least 5 years post graduate experience. Sound knowledge of the principles of administrative and Constitutional Law. An accounting or commercial background will be an added advantage. Experience or exposure in the area of Contracts and Agreements is Str ongly recommended. Knowledge and understanding of Supply Chain Management Framework also an added advantage. Knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts, broad legal framework. Negotiations and interpersonal skills, computer literacy, ability to write quality reports, communication and presentation skills, ability to analyse both legal and commercial risks. At least two years proven Managerial/Supervisory experience. Willing to travel extensively. Be prepared to work long hours and with no supervision at times. Valid driver's license essential.
DUTIES : Management of Departmental Contracts and Agreements. Ensuring implementation of contract management policy, procedure and systems. Ensure best practise Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional LEGAL advice on Supply Chain Management matters in particular and related issues to the Department. Drafting and Vetting of contracts. To be involved in disputes and complaints management. Staff supervision.
ENQUIRIES : Mr Mashumi Tel No 040 608 9517

POST 04/99 : **DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/ DD/STR/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate recognized three-year Bachelor's Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years' experience within the Public Service; Knowledge of Public Sector Administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts; Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver's License is a must. Please note, not a learner's License.
DUTIES : Provide support in the development and review of the Strategic Plans, Annual Performance Plans, annual business plans and Operational Plans of the Eastern Cape Department of Health. Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and annual performance plans to relevant oversight bodies within the stipulated time frames. Communicate the strategic imperatives to all employees of the department. Assist in the alignment of all plans (Facility, Districts and Province) with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations.

Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

ENQUIRIES : Mr Bekwa Tel No 040 608 1123

POST 04/100 : **DEPUTY DIRECTOR: ICT APPLICATION SUPPORT REF NO: ECHEALTH/ DD/ICTAP/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's Degree / Diploma in Information Systems. At least 5 years of full time work experience in an Application Support Analyst role and /or related functions. ITIL Certification, Business Analysis certification and experience. Project Management. Experience on the Microsoft Suite products and applications. Experience within the Health Environment will be an added advantage. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Report writing and problem solving skills.

DUTIES : Implementing systems also support administration and maintenance of already existing systems. Providing documentation and training staff in existing business information applications, testing system upgrades and preparing business reports relevant to the EDoH will also be necessary. Provide technical support to the users that can be done either in person, via telephone or via email. Ensure a better usability of the system, by enhancing it and manage different development tasks. Administer systems and implement new software. Provide incident management support to the Service Desk team and end-user ensuring all incidents are managed in accordance with IT Incident and Major Incident Management processes, within agreed service levels and according to Operational Level Agreements targets. Identifying new problems and providing problem management support to the Problem Management team, ensuring all problems are managed in accordance with the IT Problem Management process and within agreed service levels. Preparing and building approved application requests, service installations and system access requests in accordance with the IT Service Request process, within agreed service levels, and according to Operational Level Agreement targets. Preparing and building authorized changes, including the production of back out and testing plans, implementing approved changes where appropriate. Planning, design, build, configuration and testing of hardware and software releases to create a defined set of release components. Streamline the entire process for capturing, routing, and fulfilling request for application changes and IT services. Guide IT efforts from application development through testing and into production, helping to focus resources on timely delivery of a feature or set of features that the business needs, roll put application features to support the business without jeopardizing the stability of the operational environment. Provide guidelines and support for the deployment of releases. Assign authorized changes to release packages and to define the scope and content of the Releases .Develop a schedule for building, testing and deploying the release. Issue all necessary work orders and purchase request so that release components are either bought from outside vendors or developed/customized in house. Deploy the release components into live production environment. Training end-users and operating staff and circulating information/documentation on the newly deployed release or the services it supports. Resolve operational issues quickly during an initial period after release deployment and to remove any remaining errors or deficiencies. Formally close a release after verifying if activity logs and content are up to date. Review business services and infrastructure services on a regular basis to improve service quality where necessary and identify more economical ways of providing a service where possible. Evaluate process on a regular basis. Define specific initiatives aimed at improving services and processes, based on

the results of service reviews and process evaluations. Verify if improvement initiatives are proceeding according to plan, and to introduce corrective measures where necessary.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/101 : **DEPUTY DIRECTOR: ICT SECURITY- REF NO. ECHEALTH/ DD/ICTSEC/HO/02/01/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate Bachelor's degree/ Diploma in Information Systems. Five (5) to seven (7) years full time work experience in IT Security, experience in an information security management and /or related function (such as IT audit and IT Risk Management). Certified Information Systems Security Professional qualifications such as CISSP or CISM. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Absolutely trustworthy with high standards of personal integrity (demonstrated by an unblemished career history, complete lack of criminal convictions etc), and willing to undergo vetting and / or personality assessments to verify this if necessary. Must be able to show commitment to security programs, have experience with budgets and know IT Systems in detail. Communication skills are crucial.

DUTIES : Create and Implement corporate IT Security practices and ensuring that employees follow those procedures. Securing Wi-Fi networks, handling offsite storage of backup tapes, establishing policies for lost laptops and much more. Providing line management, leadership and strategic direction for the function and liaising closely with other managers. Routine line management and leadership of staff. Leadership and strategic direction for the function, ranging from budgeting to motivational and promotional activities expounding the value of information security. Liaison with and offers strategic direction to related governance functions (such as Physical Security/ Facilities, Risk Management, IT, HR, Legal and Compliance) plus Senior and Middle Managers throughout the department as necessary, on information security matters such as a routine security activities plus emerging security risks and control technologies. Recruitment, leadership and direction for a loose network of information security ambassador distributed throughout the department. Lead the design, implementation, operation and maintenance of the Information Security Management System based on the ISO/IEC 27000 series standards, including certification against ISO / IEC 27001 where applicable. Offer Internal Management consultancy advice and practical assistance on information security risk and control matters throughout the organization and promoting the commercial advantages of managing information security risks more efficiently and effectively. Lead or commission the preparation and authorizes the implementation of necessary information security policies, standards, procedures and guidelines, in conjunction with the Security Committee and leads the design and operation of related compliance monitoring and improvement activities to ensure compliance both with internal security policies etc. and applicable laws and regulations. Lead or commission suitable information security awareness, training and educational activities and commissions information security risk assessments and controls selection activities, commissions activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties. Ensure confidentiality, integrity and availability of an organization's assets, information, data and IT services. Ensure that the IT service providers can provide minimum agreed service levels in cases of disaster, by reducing the risk to an acceptable level and planning for the recovery of IT services.

ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/102 : **DEPUTY DIRECTOR: ICT ARTCHITECT- REF NO: ECHEALTH/ DD/ITART/HO/02/01/2018**

SALARY : R657 558 –R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree / Diploma in Information Systems. Experience in management support systems, network security and system design. Strong written and communication skills to complement an aptitude for computer systems. Creativity, flexibility and adaptability will also serve well in this often-diverse environment. Must be able to provide a high degree of team leadership through complex projects. The candidate must be able to develop information as strategic tools to help business compete in a global environment. Analyze emerging technologies and make recommendations for adaptation. Must be able to implement a process –based approach to meeting organizational goals. Ability to work well individually and in teams. High technical aptitude. Excellent analytical and problem solving skills. Business Process Management. Services oriented Architecture. Must be able to provide technical leadership and consultation with strategic decision making.
DUTIES : Design information systems to be implemented according to an organization's goals, needs and objectives establish a system's basic structure, defining essential design features and providing a framework for developers to follow. IT Architect will participate in a variety of activities, including defining requirements, assessing server, storage and infrastructure sizing, analysing hardware sizing to meet application requirements and designing load balancing and clustering solutions according to architecture standards. Prepare Architectural design documentation, including diagrams and inventories. Oversee building business plans, strategic direction, and standards for procedures and policies as they relate to IT systems architecture. Ensure application requirements are understood and translated to technical solutions. Collaborate with staff, users and Senior Management on establishing business goals, reviewing new and existing IT projects, systems designs and plans, and conducting research on emerging technologies to support changes in infrastructure. Design, develop and supervise implementation of test plans and report findings, in addition to making recommendations to appropriate stakeholders. Monitoring system performance and addressing any network or server-related issues. Train newly hired employees and plan new networks. Design and maintain computer networks using computer design software to model and test network plans prior to implementation. Additionally, simulate adding new hubs, changing routers or making other modifications to existing networks. Responsible for scheduling technician assignments and assessing budgetary needs, which may include estimating upgrade costs or switching.
ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/103 : **SENIOR LEGAL ADMIN OFFICER (MR6) - REF NO. ECHEALTH/SLAO/HO/02/01/2018 (3 POSTS)**

SALARY : R420 909 – R1 023 054 per annum (OSD)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A LLB or 4 year recognised qualification. At least 8 years appropriate Post qualification legal experience of which 3 years should be at a Managerial level. Experience in and knowledge of legislation drafting, Management of litigations, conducting research and provision of legal opinions, meeting the above requirements, fair knowledge or vast practice experience in clinical background, medical malpractices will be an added advantage, strong understanding and knowledge of South African Legal System including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office

administration, planning, organisation and supervisory skills, Computer literate (MS Word, Excel, Power Point etc.). A valid driver's license, problem solving, interpersonal skills, strategic capabilities, leadership, project management, dispute resolution skills will be an added advantage.

DUTIES : Develop and improve existing Departmental plans and strategic intervention related to implementation of relevant legislation, provide support services to the unit in relation to all performance improvement initiatives, draft and amend legislation administered by the Department and make necessary legislation inputs where necessary in line with instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulations development process are finalised within relevant time frames, provide advices on legal compliance and legal risks inherent, coordinate and liaise with relevant stakeholders on the effective implementation of Legal framework related to the Department. Develop legal documents, memoranda, reports, government notices, monitor and evaluate reports and related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate intervention or relevant stakeholders for effective implementation of relevant legislation, compile and provide various reports, opinions and guidelines relevant to facilitate implementation of the relevant legislation, coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals, assist the Senior Manager in coaching and mentoring junior colleagues and in scrutinising legal opinion, bills, regulations and legal research documents.

ENQUIRIES : Mr Mlambo Tel No 040 608 1529

POST 04/104 : **CHIEF ARTISAN: ELECTRICAL GRADE A-B REF NO. ECHEALTH/CAE/MRH/02/01/2018**

SALARY : R343 329- R552 876 per annum (OSD)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : A Electrical related qualification (N4 backed with a Trade Diploma or T3) in Electrical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Wireman's license. Experience in high voltage installations - transformers. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.

DUTIES : While reporting to the Manager: Electrical Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct electrical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Electrical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage electrical related projects within the

cost centre. Conduct conditional electrical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

ENQUIRIES Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/105 : **CHIEF ARTISAN: BUILDING GRADE A-B REF NO. ECHEALTHCAB/MRH/02/01/2018**

SALARY : R343 329 – R 552 876 per annum (OSD)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A Building related qualification (N4 backed with a Trade Diploma or T3) in Building Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent Level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.
DUTIES : While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct building administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Building Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage building related projects within the cost centre. Conduct conditional building surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.
ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/106 : **CHIEF ARTISAN: MECHANICAL GRADE A –B REF NO. ECHEALTH/CAM/MRH/02/01/2018**

SALARY : R343 329- R 552 876 per annum (OSD)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A Mechanical related qualification (N4 backed with a Trade Diploma or T3) in Mechanical Environment with at least 3 years relevant experience on at least supervisory level (preferably Artisan Superintendent Level). Computer Literacy. A valid Driver's License (Code EB). Display the willingness to work extended hours and perform stand-by duty and to travel. A sound knowledge of Preventative and Reactive maintenance programmes. Experience in serving a Health Institution in relevant field of work. In-depth knowledge of maintenance and repairs. Knowledge of

PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post. Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving, skills. Knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies.

DUTIES : While reporting to the Manager: Projects and Engineering, the successful incumbent will: Manage the preventative/reactive maintenance programme for the institution. Conduct mechanical administrative functions. Provide specialist advice, guidance and ensure policy implementation to comply with OHS Act and other relevant legislations. Manage the Mechanical Maintenance budget allocations and expenditure at the cost centre level. Manage the Human Resources in terms of prescribed policies and procedures. Manage mechanical related projects within the cost centre. Conduct conditional mechanical surveys. Support the institution in its strategic goals and objectives. Manage the staff in the section. Assist in the development and maintenance of policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Assist management with technical advice.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/107 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO.ECHEALTH/EMS/AD-ADMIN/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Amathole EMS

REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Administration with 3-5 years' experience in supervisory level. Knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Service Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care Personnel. The candidate must have a good knowledge of Supply Chain Management processed policies and procedures. Good Communication and interpersonal skills. Knowledge of all Prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. Valid driver's license.

DUTIES : Manage and administer staff records pertaining to attendances, leave, salaries and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, LEAVE GRATUITIES, PENSIONS, ACCRUALS, PMDS, OVERTIME and other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof. Report on a monthly basis expenditure trends within the allocated budget. Manage the asset 14 register of the institution and report timeously to the EMS District Manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support.

ENQUIRIES : Mr AK Munilal Tel No 040 608 1693

POST 04/108	:	**ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/GREYH/02/01/2018** This is a re-advertisement. (Those who had applied before are welcome to apply again)
SALARY	:	R334 545 – R404 121 per annum (Level 9)
CENTRE	:	Amathole District, Grey Hospital
REQUIREMENTS	:	National Diploma/Degree in Public Admin/Human Resource Management or relevant Tertiary qualification with at least 3-5 years' supervisory level. Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, PERSAL, BCOEA, LRA, SDA and other Human Resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
DUTIES	:	Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.
ENQUIRIES	:	Ms Phillip Tel No: 043 643 3304
POST 04/109	:	**ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/SPH/02/01/2018**
SALARY	:	R334 545 – R 404 121 per annum (Level 9)
CENTRE	:	Alfred Nzo District, St Patricks Hospital
REQUIREMENTS	:	National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
DUTIES	:	Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.
ENQUIRIES	:	Ms Jafta Tel No. 039 251 0236
POST 04/110	:	**ASSISTANT DIRECTOR: ADMINISTRATION REF NO. ECHEALTH/ADA/HCH/02/01/2018** This is a re-advertisement. (Those who had applied before are welcome to apply again)
SALARY	:	R334 545 – R 404 121 per annum (Level 9)
CENTRE	:	OR Tambo District, Holy Cross Hospital
REQUIREMENTS	:	National Diploma/Degree in Human Resource Management/Public Management & Administration with 3-5 years' experience at supervisory level. Knowledge and understanding of the Public service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
DUTIES	:	Provide Human Resources Management services. Provide General Administration services. Provide Operational services. Provide Financial Management services. Provide Supply Chain Management services.
ENQUIRIES	:	Mrs. N.C. Maqashalala Tel No 039 252 3000
POST 04/111	:	**ASSISTANT DIRECTOR LABOUR RELATIONS & PRACTICES REF NO: ECHEALTH/AD-LAB/ANDO/02/01/2018**
SALARY	:	R334 454 – R404 121 per annum (Level 9)
CENTRE	:	Alfred Nzo District Office

REQUIREMENTS : Degree / diploma in Human resource Management / Labour Relations or related qualification with 3 – 5 years supervisory experience. Computer literacy and valid driver's license. Ability to interpret and apply policies. Sound knowledge of the Public Service Act, Labour Relations Act, EEA, BCEA, Public Service Regulations. Diversity and conflict management, must be able to work under pressure, be a team player, communicate well (written and verbal), good supervisory and leadership skills. Good knowledge of PERSAL.

DUTIES : Supervise the HR Practices and Labour Relations division. Ensure Labour reports are consolidated and forwarded to Head Office timeously. Investigate and preside over cases within the District. Provide training and development on labour relations matters. Represent the employer at Conciliations and Arbitrations. Implement quality improvement initiatives. Ensure functional ITUs. Conflict management resolution / Grievance resolutions.

ENQUIRIES : Mr K Praim Tel No 039 797 6070

POST 04/112 : **ASSISTANT DIRECTOR: TRAINING – CO ORDINATOR & EMPLOYEE RELATIONS REF NO. ECHEALTH/ADT/LC/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Lilitha College (Central Office)

REQUIREMENTS : National Diploma/Degree in Human Resource Development & Training or equivalent qualification with 3- 5 year experience at supervisory level. Good understanding of the Public Service Regulations and legislative mandates relevant to Human Resource Development and Training e.g. Skills Development Act, South African Qualification Authority Act, and National Qualification Framework. Experience in drawing up organizational training plans (Workplace Skills Plan- WSP), producing training material, and in delivering training when the need arise, learner ship and internship programmes in Public Service, Public Service Performance Management and Development System, excellent communication and report writing ability. Computer literacy. A valid driver's license. Experience in managing disciplines, grievances and appeals.

DUTIES : Promote effective implementation of the training programmes as per WSP and overseeing the development of careers for the employees, and Performance Management and Development System (PMDS) in the nursing college. Supervise technical training of college personnel, conduct induction sessions for newly appointed personnel. Prepare training plans and budget implementation. Evaluate training needs of the college and develop workplace training plan programmes accordingly. Manage and coordinate college personnel performance evaluations. Develop and maintain a database for the administration of all PMDS documents. Set organizational performance metrics. Facilitate the effective and efficient administration of disciplinary and appeals. Facilitate the effective handling of grievances and disputes. Monitor compliance in the implementation of collective agreements, policies including strike management.

ENQUIRIES : Ms. Y. Malgas: Tel: 040 608 9723

POST 04/113 : **ASSISTANT DIRECTOR: HRD REF NO: ECHEALTH/AD/ORTD/02/01/2017**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : OR Tambo District, OR Tambo District Office

REQUIREMENTS : National Diploma or an Advanced Certificate in ODETDP or equivalent NQF6 qualification with 6 years' experience in HRD, of which 3 years must be on Supervisory level and in the HRD environment. A degree in the related field will be an advantage. Registration with 99 relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and

regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all level. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

DUTIES : Coordinate and implement Human Resource Development. Initiate in line with the strategic objective of the department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP/ATR processes, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

ENQUIRIES : Mr S Stuma Tel No: 047 502 9016

POST 04/114 : **ASSISTANT DIRECTOR: (LABOUR RELATIONS) REF NO: ECHEALTH/ADHRM/MRH/02/07/2017**

SALARY : R334 545–R404 121 per annum (Level 9)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A bachelor's degree/National Diploma in Human Resource Management/ Public Management/ Management and/or equivalent (NQF level and Credits) with 1 year certificate in Labour Law with 3 -5 years' experience at supervisory level. Knowledge of Labour Law, Departmental Polices on Labour Relations, Collective agreements and Dispute Resolutions and conflict management guidelines. Good Communication skills, problem Solving skills, Dispute Resolution, negotiations and report writing. Valid driver's license.

DUTIES : To assist the investigating officers/ employer representative in the management implementation of disciplinary process Ensure that cases of misconducts are investigated and finalised. To facilitate the appointment of Chairperson and employer representative for a disciplinary hearing. Assists in formulation of charge sheet. Advice employer representative and assists investigating officers give assistance to the procedure must be employee representative on procedures to be followed on hearings. To ensure facilitation between Management and stakeholders/ Labour organization in respect with sound labour. To Assists in the management of grievances within Livingstone hospital in order to resolved. To supervise staff and perform related administrative functions.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/115 : **ASSISTANT DIRECTOR: SALARIES & PAYMENTS REF NO: ECHEALTH/ADSP/MRH/02/01/2018**

SALARY : R334 545 –R404 121 per annum (Level 9)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : A relevant three year National Diploma/Degree in Financial Management or equivalent qualification with 3 – 5 years' experience at supervisory level and functioning in salaries/supplier payments environment. Computer Literacy. Knowledge of PFMA, BAS, LOGIS, PERSAL, Treasury Regulations, HR Policies and other Government Prescripts will be an added advantage. Good reporting skills. Strong skills in monitoring and reporting of key performance indicators both Creditor Payments and Salary Administration within prescribed deadlines. Proven Strategic Planning and problem solving skills. Valid code 8 Drivers License. NB: Not Learner's License.

DUTIES : While reporting to the Deputy Director Finance and Supply Chain Management the candidate will administer these key performance areas for Mthatha Regional Hospital. Management of Creditor Payments. Reconciliation of supplier accounts, payment of suppliers within 30 days, Administration of payment Voucher Registration System, Authorization of payments on LOGIS/BAS, management of Accruals, Preparation of reports for Annual Financial Statement. Compilation of monthly management reports on outputs and compliance. Management of Salary Administration Services. Coordinate and supervise payment of all salary related allowances, management of Payrolls, management of Accruals, Authorization of payments on PERSAL, preparation of reports for Annual Financial Statements, Compilation of monthly management reports on out puts and compliance. Administration of payment Voucher Registration Systems. Administration of Salary Reversal Control Account.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/116 : **ASSISTANT DIRECTOR CORPORATE SERVICES REF NO. ECHEALTH/ADCS/MPD/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : OR Tambo District, Mthatha Pharmaceutical Depot [Corporate Services]

REQUIREMENTS : Degree / National Diploma in Human Resource Management/ Public Management & Administration with 3-5 years' experience at Supervisory level. Knowledge and understanding of the Public Service Regulations, PSCBC Resolutions, BCOEA, LRA,SDA and other Human resources regulatory frameworks. Extensive knowledge of PERSAL System. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the department. Supervise utilization of Physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign to relevant officers in the section. Develop and review performance work plans and related job profiles. Evaluate performance of Subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records information and knowledge in the section. Implement corporate service, supervision and ensure smooth functioning across the board at the depot in financial and administrative management.

ENQUIRIES : Mr M Diko Tel No 047 532 5536

POST 04/117 : **ASSISTANT DIRECTOR: LOGISTICS, ASSETS AND INVENTORY SERVICES (WAREHOUSE) REF NO: AMLAI/NMAH/02/01/2018**

SALARY : R334 545 – R 404 121 per annum (Level 9)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Applicants must be in possession of a degree/National diploma/NQF Level 6 certificate with 5 years' experience in Assets management, Logistics and Inventory services of which 2 years proven supervisory experience, or a senior certificate with more than 10 years' experience in Logistics and Inventory services and 5-7 years' proven supervisory experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts: Skills and Competencies: Inventory management, People

management skills; Research and analytical skills; Asset Management Framework, Reporting Framework for Financial Statements, Asset Management policies and prescripts; Management of Asset Registers and knowledge of BAS, LOGIS.; Project management skills; Financial management skills; Client orientation and customer focus skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. A valid driver's license.

DUTIES : Provide advice, guidance on inventory management and determine a strategy for safe keeping. Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability). Provide advice, guidance on asset management and determine a strategy for redundant, obsolete and unserviceable items; Provide asset management services & administer movable/ immovable assets; Develop/maintain/facilitate implementation of comprehensive Asset Management Strategy; Manage Losses and Disposal of redundant and obsolete assets as well as accounting of the asset management module; Reconcile Coordinate the administration of the asset management process. Conduct obsolescence planning of redundant inventories. Manage the performance of subordinates. Control procurement services of all stores related items. Ensure that records of stock purchased are kept in safe place. Ensure that the prescribed policies are correctly applied. Manage and monitor the transfer, movement, replacement, disposal and auction of assets. Maintain the hospital asset register.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/118 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO.: ECHEALTH/NMAH/02/01/2018**

SALARY : R334 545 – R 404 121 per annum (Level 9)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Applicants must be in possession of Tertiary qualifications in Public Administration, Management Accounting, Purchasing Management, Logistics, Supply Chain and/or a Senior Certificate with 8 years extensive relevant experience in Demand/acquisition Management. People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Sound knowledge of Acquisition and Demand Management. Planning in accordance with strategies, policies and applicable legislation including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Sound knowledge of LOGIS system. Computer skills in MS Office software (Ms Word, Excel, Power Point). Ability to motivate people. Successful completion of Acquisition and Demand management related and/or Supply Chain Management courses. A valid driver's license.

DUTIES : The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Logistics

Management i.e. monitoring of the ordering, receipt and storing of stationery and printing consumables. Advice and report to Head of Supply Management Unit (Deputy Director).

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/119 : **ASSISTANT DIRECTOR: ICT- REF NO. ECHEALTH/AD/ICT/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree/ Diploma in Information Systems. Experience in the management of large and complex contracts will be essential. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. ITIL Certification will be an added advantage. Must be in possession of a valid driver's license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.
DUTIES : Development and Implementation of Office Automation policies, systems and procedures, Management of office Automation projects, Management of office automation and cellular communications infrastructure, procurement of such systems and services strictly according to government legislation, Co-ordination of training on Office Automation and capacity building, Management of Service Level Agreements, Resource Management, Asset Management etc. Management of payments, procurements of services and systems. Liaise and co-ordination between Customer and IT delivery and development groups, providing general advice, assistance, escalation and consultancy, maintaining a high level of awareness of market developments. Provide regular input to IT and line management on IT Customers requirements in order to achieve an efficient allocation and prioritization of IT resources. Contribute to the development and planning of the IT strategy in collaboration with the IT Customers and IT management by articulating the IT Customer's business requirements and possible impact to IT. Prepare monthly and quarterly reports. Managing improvements to IT process and IT services. Continually measure the performance of the service provider and design improvements to process, services and infrastructure in order to increase efficiency, effectiveness, and cost effectiveness.
ENQUIRIES : Ms Gumede Tel No 040 608 1197

POST 04/120 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ECHEALTH/AD/INTERC/HO/02/01/2018-**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma majoring in financial accounting and auditing preferably with Commercial/Business law and Labour Law as subjects. Three (3) years' experience as an Admin officer in a government department working in the environment of labour relations and/or dealing with financial misconduct. Knowledge of government financial legislation is key for the posts that is the PFMA, 1999 and Treasury Regulations, etc. AND appreciation of other financial prescripts like, Supply Chain Management legislation and policies. Knowledge of Irregular, Unauthorised, Fruitless and wasteful expenditure and how these should be prevented. Knowledge of Risk and Risk management and internal controls in the government financial environment. Management and supervision of staff. Business report

writing and computer skills in Microsoft applications are essential for this post.

DUTIES : The incumbent will be responsible for the investigation of alleged financial misconduct cases in the department in line with Chapter 4 of the Treasury Regulations .Investigate and act on allegations of unauthorised, fruitless and wasteful and irregular expenditure. Coordinate hearings for financial misconduct. Maintain a financial misconduct register for the department. Report on compliance with the PFMA and financial regulations to the Provincial Treasury. Prepare and submit reports to Oversight Institutions namely, PSC, AGSA and SCOPA.

ENQUIRIES : Mr Ngaba Tel No 040 608 1558 / 1560

POST 04/121 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO. ECHEALTH/AD/CONT/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Bhisho, Head Office

REQUIREMENTS : An appropriate recognized degree/diploma in Law. Sound Knowledge of the principles of administrative and Constitutional Law. In addition an accounting or commercial background will be an added advantage. Experience/exposure in management of contracts and Agreements will serve as an added advantage. Computer skills required, must have ability to write quality reports, communication and presentation skills. Understanding and exposure to procurement legislation will be a strong recommendation. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Must have good interpersonal and negotiation and analytical skills. Must have a minimum of three (3) years post graduate legal or accounting experience. A valid driver's license will be an added advantage. Ability to work under pressure with minimum supervision and to work for long hours. Willingness to travel extensively.

DUTIES : Management of Departmental contract and Agreements. Ensuring implementation of contract management policy, procedures and systems. Ensure best practice Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional legal advice on Supply Chain Management matters in particular and related legal issues to the Department.

ENQUIRIES : Mr Mashumi Tel No 040 608 9517

POST 04/122 : **OFFICE MANAGER: GM HUMAN RESOURCES DEVELOPMENT REF NO. ECHEALTH/OM/GMHRD/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Bhisho, Head Office

REQUIREMENTS : A B degree/ National Diploma in office management or relevant qualification O Grade 12 with three to five years' experience in the related field at a supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Chief Directorate, Coordination, organising and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES : Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate administrative activities or tasks. Manage the Manager's and that of the chief directorate diary and year planner. Manage, organise, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured

confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Director's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the chief directorate. Coordinate Planning process, leave management and general office administration of the Chief Directorate. Coordinate and consolidate all reporting requirements of the Chief Directorates. Participation and assist in the organization of the chief directorate's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Director.

ENQUIRIES : Mr M Pinca Tel No 040 608 1445

POST 04/123 : **ASSISTANT DIRECTOR: BURSARIES- REF NO: ECHEALTH/AD/BURS/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Degree/National Diploma/ NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of 6 years' experience in Human Resource Development Environment, of which 3 should be at a Supervisory Level. Computer Literacy. Knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act , Public Service Regulations as well as knowledge of HRD Prescripts. Good presentation and facilitation skills. Excellent written and verbal communication skills. Planning, Organising and Leadership skills. Analytical thinking. Resourcefulness. Time Management. Excellent Budget Management and Report Writing skills. A valid Drivers' License and willingness to travel.
DUTIES : Manage the overall functioning of Bursaries Sub Directorate. Administer daily operations within the Section to ensure efficiency. Ensure accurate record Management including updated student database and filing system. Oversees the Management, administration and tracing of Bursary Defaulters. Manage the Payment of student Fees in Universities. Plan, organise and implement the marketing of Bursaries and Health Related Careers to the public. Manage the administration of Recruitment of potential bursary beneficiaries. Manage Personnel in the section. Monitor the KRA's and ensure the development of Sub ordinates. Attend meetings, compile reports, and make presentation to higher authority when required. Compile the MTEF budget and monitor expenditure as per PFMA provision. Oversee the procurement process including record keeping. Implement measure to ensure risk management and prevention of corruption. Administer and assist in the management of the Cuban Medical Scholarship Programme.
ENQUIRIES : Mr Mbata Tel No 040 608 9670

POST 04/124 : **ASSISTANT DIRECTOR GENERIC TRAINING AND DEVELOPMENT REF NO. ECHEALTH/AD/TRAIN/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Management &Administration or 3-5 years' experience at supervisory level in HRD/HRM environment. Registration with relevant professional body, such as SABPP, Assessor, Moderator courses would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies governing HRD. Understanding of the Planning Process of the HRD Training Unit including the WSP Formulation processes. Report writing and presentation skills. Effective communication at all levels. Project

management skills. Policy Formulation, change and diversity management skills. The ability to conduct skills audit, present a report and a skills development plan. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Good administrative and organisational skills. Computer literacy. Valid driver's license.

DUTIES : Coordinate and implement Generic Training and Development initiatives across the province. Initiate in line with the strategic objective of the department a comprehensive departmental training plan. Coordinate and monitor training and development programmes across the province. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses processes across the province. Assist in the compilation and the implementation of the WSP/ATR processes across the province. Assist in the implementation and monitoring of the career development and succession planning policy of the department. Communicate information on skills development plan to relevant stakeholders. Assist in organising and convening of provincial and head office training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit. Coordinate the consolidation and compilation of statutory reports of the HRD Chief Directorate. Manage and coordinate all the HRD activities of the allocated Streams within the province. Assist in the management of the Skills Levy budget allocated to cost centres. Coordinate and consolidate financial reports in preparation for IYM. Any other duties as may be assigned by the Departmental SDF.

ENQUIRIES : Mr M Pinca Tel No 040 608 1445

POST 04/125 : **ASSISTANT DIRECTOR: PAYMENT MANAGEMENT (RECORDS) REF NO: ECHEALTH/AD/PAR/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. Knowledge of archiving and records management will be an added advantage. A valid code 8 driver's license.

DUTIES : Implementation of internal control policies. . Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Mange cash flow projection in relation to expenditure of Head Office and Institutions. Review invoices on payment monitoring tool and preparation of Head Office Monthly accruals. Check & verify batches on creditor payment advice and authorisation of payments on both BAS & LOGIS system. Ensure that credit transfers are prepared and submitted to bank. Ensure that paid batches are captured on PVREMS and acting as controller by resetting users throughout the province. Ensure archiving or payments records. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including NGO's.

ENQUIRIES : Ms Mjiwu Tel No 040 608 1253

POST 04/126 : **ASSISTANT DIRECTOR: PAYMENT- REF NO. ECHEALTH/AD/PAY/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Three year Diploma/Degree with Accounting/ Financial Management plus 5 years' relevant experience and a strong background in payment administration. 2 years' experience at supervisory level. Computer literacy is essential especially Excel. Extensive knowledge of PFMA, BAS and LOGIS is also important. A valid code 8 driver's license.

DUTIES : Implementation of internal control policies. Ensure that payments are processed within 30 days as per PMFA and Treasury Regulations. Manage available resources effectively and efficiently. Ensuring smooth process flow of invoices from Service Providers and batches from Supply Chain Management. Preparation of Head Office Monthly accruals. Reconcile creditor's accounts. Monitor Municipality accounts payments and attending bi-monthly meetings organized by COGTA. Supervision of subordinates and preparation of reports thereof. Attend to all payment enquiries including Municipalities.

ENQUIRIES : Ms Mjiwu Tel No 040 608 1253

POST 04/127 : **ASSISTANT DIRECTOR: JOB EVALUATION- REF NO: ECHEALTH/AD/JE/HO/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)

CENTRE : Bhisho, Head Office

REQUIREMENTS : A three year National Diploma/Bachelor's degree at NQF level 7 as recognized by SAQA, in Work study/Organizational Development, Management Services or equivalent qualification in the related field. A minimum of five years as a Senior Work study Officer with relevant work-study or OD experience. Practical understanding of or OD strategy. Extensive and in-depth knowledge and understanding of policies and regulatory framework governing Organizational Development/Work-study field in the Public Service. Knowledge of Organizational Design, Human Resource Planning and change management functions and processes as well as understanding of the Web-enabled or Evaluate Job Evaluation System as prescribed by MPSA is required. Strong and proven skills in organizational design, People management, Project management, Financial Management ,Change management and Service Delivery Innovation; Presentation; Analytical, diagnostic and investigative capabilities; Interpersonal and communication (verbal and written) skills; Computer literacy and report writing skills; Valid driver's license.

DUTIES : Facilitate and supervise development and maintenance of organizational design processes and systems, Support and facilitate determination and alignment of organizational structures with departmental strategy to improve efficiency and effectiveness, Supervise development and implementation of relevant OD interventions such as development of organizational structures, undertaking of business process mapping, organizational functionality assessment examinations, facilitate and supervise processes of job grading, change management processes, guide and direct implementation of OD policies and guidelines. Provide overall utilization and supervision of human resources.

ENQUIRIES : Dr S Ngantweni Tel No 040 608 1490

POST 04/128 : **LEGAL ADMIN OFFICER (MR1- MR5) - REF NO: ECHEALTH/LAO/MR1-MR5/HO/02/01/2018 (2 POSTS)**

SALARY : R331 692 – R433 632 per annum (OSD)

CENTRE : Bhisho, Head Office

REQUIREMETS : A LLB or 4 year recognised qualification. At least 4 years appropriate Post qualification legal experience. Experience in and knowledge of Legislation drafting, management of litigations, conducting research And provision of legal opinions, meeting the above requirements, Fair knowledge of vast practice experience in clinical background, Medical malpractices will be an added advantage. Strong understanding And knowledge of South African Legal System, including Legislation Of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, computer literate (MS word, Excel, Power Point etc.). Valid driver's license, problem solving, interpersonal skills, Strategic capabilities,

leadership, project management, dispute resolution Skills will be an added advantage.

DUTIES : Develop and improve existing Departmental plans and strategic Intervention related to implementation of relevant legislation, provide Initiatives, draft and amend legislation administered by the Department and Make necessary legislation inputs where necessary in line with the Instructions, drafting, editing and amending of regulations in the Support services to the unit in relation to all performance improvement Department, ensuring that Department's Legislative process and Regulation development process are finalised within relevant time frames, Provide advices on legal compliance and legal risks inherent, coordinate and Liaise with relevant stakeholders on the effective implementation of legal Framework related to the Department. Develop legal documents, Memoranda, reports, government notices, monitor and evaluate reports Related implementation of relevant legislation and draft legal research And ensure submission of strategic recommendation on appropriate Intervention or relevant stakeholders for effective implementation of Relevant legislation, compile and provide various reports, opinions And guidelines relevant to facilitate implementation of the relevant Legislation. Coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals. Assist the Senior Manager in scrutinizing legal opinion, bills, regulations and legal research documents.

ENQUIRIES : Mr Mlambo Tel No 040 608 1529

POST 04/129 : **SENIOR FINANCIAL PRACTITIONER: SALARY PAYMENTS SECTION REF NO.: ECHEALTH/SFP-SP/ORTDO/02/01/2018**

SALARY : R281 418 – R331 497 per annum (Level 8)

CENTRE : OR Tambo District, District Office

REQUIREMENTS : Grade 12/Std 10 (Accounting as a major subject) with least 10 years' experience In Financial Management or B Degree/Diploma in Financial Management with At Least 3- 5 years' experience In Financial Environment. Extensive Knowledge and Understanding of Public Service legislations Frame Work. Computer Skills, Presentation and Report Writing Skills. Knowledge and Application of PERSAL, Bas and LOGIS Systems, Public Legislative Acts and Its Related Policies and Treasury Regulations. Problem Solving Skills and Knowledge of Document Safe Keeping Will An. Valid Driver's License

DUTIES : Authorise All Salary Related Allowances, Deductions and Appointments. Knowledge of BAS and PERSAL Systems. To Ensure Effective Salary Administration Service Are Carried Out. Payroll Management. To Ensure Adherence To PFMA. Document Management. Must Be Able To Supervise Sub-Ordinates.

ENQUIRIES : Mr. S. Stuma TeL No: 047 502 9016

POST 04/130 : **SENIOR PROVISIONNING ADMIN OFFICER: DEMAND MANAGEMENT REF NO.: ECHEALTH/SPAOD/ORTD/02/01/2018**

SALARY : R281 418–R331 497 per annum (Level 8)

CENTRE : OR Tambo District Office

REQUIREMENTS : Grade 12 with (Accounting as major) with 10 years' experience or B Degree /National Diploma in Financial Management/Supply Chain Management with 3 – 5 years' experience in Demand Management. Computer Skills, Presentation and writing skills. Sound knowledge of Demand Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Demand Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license

DUTIES : Monthly demand management reports. Establishment of need assessment profile. Ensure quantity required and the specification are correctly determined. Establish procurement plans for all OR Tambo

institutions. Doing market analysis for bench marked price. Establish cross-functional committee at District Office and at institutional level. Provide specification secretarial services at district level.

ENQUIRIES : Mr. S. Stuma TeL No: 047 502 9016

POST 04/131 : **ADMINISTRATION OFFICER (TRAINING AND DEVELOPMENT) REF NO: ECHEALTH/AO/HRTD/HO/02/01/2018 (2 POSTS)**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Degree/National Diploma in Management of Training, HRD/HRM or relevant qualification OR Grade 12 with 3-5 years' experience in Human Resource Development environment. Knowledge and understanding of operational issues affecting the administration of Human Resource Management and Development practices within the health service delivery environment. Ability to prioritise issues and other work related matter and to comply with time frames set. Good communication skills, both written and verbal. Report writing Skills. Computer Literate Skills. Planning and organisational skills. Presentation & facilitation skills. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Valid driver's license.
DUTIES : Implement career management policies. Implement and provide assistance to all relevant stakeholders with regards to the application and administration of the training and development initiatives. Manage, coordinate and consolidate the skills audit outcomes for head office and designated cost centres. Ensure the effective and efficient utilisation of resources allocated to the component, including the development of the staff. Attending meetings of the directorate/statutory bodies and provide feedback. Attend to general enquires and queries related to training and development by the employees. Facilitate and administer approved training programmes. Assist in the compilation and consolidation of statutory reports and skills levy expenditure. Provide secretarial support to all HRD structures including the Skills Development Committee, Forums and Seminars/Indaba. Responsible for procurement, asset management and tracking of payments for the Directorate. Assist in the coordination of compulsory Induction Programmes for all levels of employees. Any other duties as may be assigned from time to time by the supervisor.
ENQUIRIES : Mr Pinca Tel No 040 608 1545

POST 04/132 : **ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/LSO/FEH/02/01/2018**

SALARY : R334 545 – R404 121 per annum (Level 9)
CENTRE : Sarah Baartman District Office
REQUIREMENTS : National Diploma/ Degree in Accounting/Management or relevant qualification 3 - 5 years' experience at supervisory level and SCM or procurement environment. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practise notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage .Valid driver's license is essential.
DUTIES : Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor's .Assist in the compilation of the AFS report. Management of staff discipline and performance.
ENQUIRES : Ms T. Mpitimpiti Tel No: 041 408 8509

POST 04/133 : **PERSONAL ASSISTANT: GM HUMAN RESOURCES DEVELOPMENT REF NO: ECHEALTH/PA/GMHRD/HO/02/01/2018-**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : A B degree/ National Diploma in office management or relevant qualification OR Grade 12 with 3-5 years' experience in the related field. Understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of working independently. Coordination, organising and office administration skills. Good people relations and public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A driver's license will be an added advantage.
DUTIES : Provide support and general office administration to the office of the Chief Director. Organize and coordinate all administrative activities or tasks of the CD Office. Manage the Chief Director's diary. Manage, receive, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation .Coordinate procurement, tracking of payments, budgetary processes of the Chief Directorate. Provide secretarial support to the chief directorate meetings. Assist in the coordination and consolidation of all reporting requirements of the Chief Directorates. Receive and provide for necessary reception related activities for the visitors of the chief director. Any other duties as may be assigned from time to time by the Supervisors.
ENQUIRIES : Mr Pinca Tel No 040 608 1545

POST 04/134 : **ADMINISTRATIVE OFFICER: HR PLANNING & EMPLOYMENT EQUITY REF NO: ECHEALTH/AO/HRP/HO/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate recognized three-year Degree / National Diploma in HRM / Administration plus at least two (2) years administrative / support experience. Functional experience in HR Planning and Employment Equity Environment. The candidate must be able to draw HR information reports. Capable of analysing statistical data. Knowledge of Public Service Legislative and regulatory framework. Good written & verbal communication skills. Good administration and record keeping skills. Ability to liaise and co-operate with key stakeholders. Good Planning and organizing skills. Report writing. Ability to work under pressure and meet strict deadlines. A valid code 08 (Code EB) drivers' license would be an added advantage.
DUTIES : Assist in the implementation, monitoring and review of the Departmental Human Resource Plan and Employment Equity Plan. Conduct administrative duties with regards to placement of Internships, Community Service and Post community Service Health Professionals. Draw staff reports from Persal and compile HR Planning and EE status. Develop and maintain statistical database of all Placed Internships and Comm Serves. Facilitate and Liaise with HR appointments on appointment of Internships and Comm Serves. Prepare and compile reports on Placement of the new internships and Comm Serves. Communicate/update all stake holders with regards to HR Planning, Employment equity and Placement of New Internships, Comm Serves and post comm serves. Facilitate procurement of goods and services for the Sub-component.
ENQUIRIES : Mr Mpinga Tel No 040 608 1447

POST 04/135	:	**PROVISIONING ADMIN OFFICER: CONTRACT - REF NO.ECHEALTH/PAO/CONT/HO/02/01/2018**
SALARY	:	R226 611- R266 943 per annum (Level 7)
CENTRE	:	Bhisho, Head Office
REQUIREMENTS	:	An appropriate tertiary qualification and / or post Matric qualification. Must have at least 5 years office experience of which three (3) must be relevant experience. Computer skills essential, ability to type not less than 45 wpm, interpersonal relations, customer care, communication and report writing skills. Project management skills recommended. Strong knowledge of office administration. Must have ability to type legal documents, take minutes and arrange meetings. Must have ability to read legal documents and to attend to various queries. Ability to work under pressure and long hours. Valid driver's license essential. Supervisory skills. NB. Candidates may be tested their typing skills.
DUTIES	:	Type legal documents. Ensure quality of all typed documents emanating from Contract Management Office. Take minutes and type hand written documents. Produce report for the Senior Manager, Contracts. Manage the flow of documents in the office. Organise the office of the Senior Manager, Contract Management. Provide help desk services to the suppliers. Compile monthly reports and quarterly reports. Maintain and update registers. Supervision of allocated staff.
ENQUIRIES	:	Mr Mashumi Tel no 040 608 9517
POST 04/136	:	**PERSONAL ASSISTANT: CONTRACT MANAGEMENT REF NO: ECHEALTH/PA/CONT/HO/02/01/2018**
SALARY	:	R226 611- R266 943 per annum (Level 7)
CENTRE	:	Bhisho, Head Office
REQUIREMENTS	:	An appropriate recognized Diploma or an equivalent in professional secretariat service and general office administration with at least five (5) years' experience. Must be able to type at least 45 wpm (candidates will be required to undergo a test for computer literacy). Excellent writing and communication skills are essential. Must have excellent computer skills particularly power point, excel, word. Must be courteous and have excellent writing and communication skills. Must be able to arrange and co-ordinate meetings and take minutes both writing and mechanically. Must be able to manage the diary of the Senior Manager. Manage the flow of correspondence. Maintain certain registers. Must be very organized.
DUTIES	:	To arrange and co-ordinate meetings and take minutes both in writing and mechanically. Manage the diary and the office of the Senior Manager. To keep and maintain a proper filling system. To keep and maintain registers of the Contract Management office. Receive correspondence and distribute same. Receive walk in and telephone enquiries and direct same to relevant people. Manage records and provide all office support / or general office administration. To do a lot of typing, producing spread sheets, tables and graphs.
ENQUIRIES	:	Mr Mashumi Tel No 040 608 9517
POST 04/137	:	**LOGISTIC SUPPORT OFFICER (RECORDS) - REF NO. ECHEALTH/LSO/REC/HO/02/01/2018**
SALARY	:	R226 611- R266 943 per annum (Level 7)
CENTRE	:	Bhisho, Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/ diploma in Public Management/ Supply Chain Management/ Logistic/ Document Management or equivalent qualifications. Computer Literacy. Knowledge of Supply Chain Legislations and SCM Records Management. At least 2 years' experience in document management in SCM is required. Certificate of Electronic Filing Systems / Archives /

Records Management will be an added advantage. Valid driver's license .Additional Competencies: Presentation, report writing and Communication skills are needed. Must be able to communicate on all levels. Be able to take initiative to solve problems.

DUTIES : Ensure that proper filing is maintained system Physical file reference and document storage in bulk filers for easy access and auditing. Capturing all bid projects allocated to her on Electronic Filing System and transfer Lever Arch files to Z20 in line with File Plan Training SCM Officials on Electronic Filing System & manual filing throughout Eastern Cape Department of Health. Printing reports on Performance of System users. Checking status of bid projects on Electronic Filing system. Taking minutes during staff meetings. Procuring goods necessary for office operations.

ENQUIRIES : Ms Buza Tel No 040 608 9634

POST 04/138 : **LOGISTIC SUPPORT OFFICER (LOGIS) - REF NO. ECHEALTH/LSO/LOG/HO/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)

CENTRE : Bhisho, Head Office

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or An appropriate three year Bachelor's degree/diploma in Public Management/ Supply Chain Management/ Logistics/ or equivalent qualifications. At least 2 years' experience obtain as a LOGIS system controller in the field (experience in LOGIS processes, Asset and Inventory management will be an added advantage). Prove of passed System controller's course, (implementation accreditation and Trainer accreditation will be an added advantage) Computer Literacy. Knowledge of PMFA, Treasury Regulations and SCM frame work. Presentation skills and Communication skills are needed. Ability to work under pressure and meet deadlines. A valid driver's license. Additional Competencies: Effective written and verbal communication skills and the ability to communication at all levels. Ability to train and maintain LOGIS system. Ability to generate reports, analyse and monitor it pertaining to Procurement, Inventory and Assets. Effective filing skills and document control. Ability to take initiative and work under pressure. Ability to interpret and execute instruction from National Treasury regarding the LOGIS system.

DUTIES : To render support to all LOGIS users in the department on LOGIS. To perform the duties of a system controller for the department. To project management implementation of LOGIS in districts and institutions. To ensure that all users are trained on LOGIS. To log calls from the districts and to escalate calls to LOGIS. To ensure full utilization of LOGIS in all institutions. Must be in a position to monitor user account management compliance. To implement any new enhancement and improvements on LOGIS. Liaison with BAS system controller with regards to LOGIS Procurement integration.

ENQUIRIES : Ms Buza Tel No 040 608 9634

POST 04/139 : **HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/ BUTTH/02/01/2018 (2 POSTS)**

SALARY : R226 611 – R 266 943 per annum (Level 7)

CENTRE : Amathole District, Butterworth Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret

human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRES : Ms P Mtshemla Tel No: 047 401 9000

POST 04/140 : **EMPLOYEE WELLNESS PRACTITIONER REF NO. ECHEALTH/EWP/JGD/02/01/2018**

SALARY : R226 611 – R 266 943 per annum (Level 7)

CENTRE : Joe Gqabi District Office

REQUIREMENTS : Grade 12, three year degree / national diploma in Social /Behavioural Science /Psychology /Social Work or relevant qualification. (1 – 3 years) supervisory level experience in Employee Wellness Programmes. A valid driver's license and must be willing to travel. Skills in depth knowledge of the public service prescripts, employee health and wellness frame work. Proven computer literacy in Ms Word, MS Excel, and MS Outlook, ability to administer counsellor. Good communication (verbal and written). Ability to work under pressure for extended hours.

DUTIES : Responsible to develop, implement wellness programmes (HIV & TB management), Health and Productivity Management, wellness & SHEQ Management. Facilitate the functionality of Wellness Committee. Manage all resources of the section (physical, human and financial). Develop partnership and network with relevant stakeholders. Manage and analyse data and other wellness information for reporting purpose and produce reports thereof. Manage high level of confidentiality.

ENQUIRIES : Mr J.S Ndzinde – Tel No: 051 633 9629.

POST 04/141 : **TRANSPORT OFFICER REF NO. ECHEALTH/TO/JGDO/02/01/2018**

SALARY : R226 611 – R 266 943 per annum (Level 7)

CENTRE : Joe Gqabi District Office

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Transport Management or equivalent with 0-2 years' relevant experience. Valid driver's license is compulsory.

DUTIES : Check filling in log sheets before and after trips. Do transport returns. Delegate work and supervise section. Receive work instructions and respond. Manage transport office. Control government fleet Book service and maintain government vehicles. Receive and record documents. Monitor loading and dispatching of items. Check and verify the vehicle condition. Check lights, windscreen, wipers, hooter, and tyre condition and check vehicle license Check dates for vehicle service and report. Check road worthiness of vehicles.

ENQUIRIES : Mr J.S Ndzinde – Tel No: 051 633 9629.

POST 04/142 : **HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/ALFD/02/01/2018**

SALARY : R226 611 – R 266 943 per annum (Level 7)

CENTRE : Alfred Nzo District, District Office

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr K Praim Tel No 039 797 6070

POST 04/143 : **HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/SPH/02/01/2018**

SALARY : R226 611 – R 266 943 per annum (Level 7)

CENTRE : Alfred Nzo District, Sipetu Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr EF Madaka Tel No 039 255 0077

POST 04/144 : **FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/ SPH /02/01/2018**

SALARY : R226 611 - R266 943 per annum (Level 7)

CENTRE : Alfred Ndzo District, Sipetu Hospital

REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations.

Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr EF Madaka Tel: 039 255 0077

POST 04/145 : **FINANCIAL PRACTITIONER REF NO. ECHEALTH/FP/GH/02/01/2018**

SALARY : R226 611 - R266 943 per annum (Level 7)

CENTRE : Alfred Ndzo District, Greenville Hospital

REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 2-5 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

ENQUIRIES : Mr Bango – Tel No 039 251 3009

POST 04/146 : **LOGISTIC SUPPORT OFFICER (PHARMACEUTICAL) REF NO. ECHEALTH/LSO/PEDOT/02/01/2018**

This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : Nelson Mandela Metro, PE Pharmaceutical Depot

REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.

DUTIES : Manage pharmaceutical/non pharmaceutical store, do provisional advises to inform procurement projections. Receive bulk stock from the main receiving area, attend to all queries from demanders on items in the stores. Do cycling count and general stocktaking when required. Provide information for stock adjustment when required. Provide weekly reports for the prescriptions. Inventory Management. Stores supervision.

ENQUIRIES : Ms U Xwayi Tel 041 406 9831

POST 04/147 : **PERSONAL ASSISTANT REF NO. ECHEALTH/PA/KH/02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)

CENTRE : Chris Hani, District, Komani Hospital

REQUIREMENTS : National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette.

Knowledge of filing system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

DUTIES : Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

ENQUIRIES : Mrs A Sokutu Tel no 045-858 8400.

POST 04/148 : **ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/GGH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : Chris Hani District, Glen Grey Hospital

REQUIREMENTS : National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

DUTIES : Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ENQUIRIES : Mr S Khumalo – Tel no 083 585 7576

POST 04/149 : **PERSONAL ASSISTANT REF NO. ECHEALTH/PA/CHDO/02/01/2018 (2 POSTS)**

SALARY : R226 611-R266 943 per annum (Level 7)

CENTRE : Chris Hani District Office

REQUIREMENTS : National Diploma in Office Administration/ Public Management. Relevant experience in Office Administration or as a Secretary. Computer Skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills, excellent telephone etiquette. Knowledge of filling system, document tracking, storage and retrieval. Willingness to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality.

DUTIES : Provide secretarial services, make transport and accommodation arrangements. Manage the Manger's diary. Organize the manager's office environment. Construct and maintain the manager's filling system. Control access to the manager to prevent unnecessary disruption and disturbances. Capture documents on data for the manager. Ensure a safe working environment where confidential documentation is secured. Respond to invitation on behalf of the manager.

ENQUIRES : Ms Nyoka Tel 045-8071110/1101.

POST 04/150 : **ADMINISTRATION OFFICER REF NO. ECHEALTH/AO/CMH/02/01/2018 (3 POSTS)**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : Buffalo City Metro, Cecilla Makiwane Hospital

REQUIREMENTS : An appropriate tertiary qualification with 3 years qualification in Hospital administration or Grade 12 with at least 7 years' experience, computer literacy in office programme skills and interpersonal relations, proven organizational skills.

DUTIES : Manage provision of registry administrative services: Monitor flow of record correspondence and mail. Proper handling of routine oncoming

and outgoing correspondence. Routine check and tracking of files in the registry. Draft routine correspondence (type documents) Open new files/volumes and update through recording on the filing system. Maintain distribution list of general correspondence. Continuous updating of the filing system. Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Provide office automation and reprographic services. Allocate telephones, faxes, and photocopiers to all users according to needs. Attend to queries from users and suppliers with regard to application of various equipment, operational problems and render advice. Arrange for the replacement and upgrading of telephone infrastructure. Process telephone billings. Provide an effective and efficient transport management service: Allocate vehicles to drivers and departmental officials. Monitor utilization of drivers. Make and confirm vehicle bookings for hospital officials attending meetings, conferences and workshops Control usage of official vehicles. Investigate accidents, abuse and misuse of official vehicles. Maintain hospital official transport services. Supervise human and physical resources.

ENQUIRES : Ms Mncotso Tel no 043 708 2121

POST 04/151 : **FOOD SERVICE MANAGER REF NO. ECHEALTH/FSM/FTH/02/01/2018**

SALARY : R266 611 – R266 943 per annum (Level 7)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Degree/ National Diploma in Food Service Management or relevant field. Current registration with the relevant professional council, knowledge and understanding of nursing Code of Ethics and Professional Practice. Communication Interpersonal. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho principles, Public Service Regulations, Labor Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.
DUTIES : Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs.
ENQUIRIES : Ms. N. Mthitshana Tel: 043 709 2487/2532

POST 04/152 : **HUMAN RESOURCE PRACTITIONER REF NO. ECHEALTH/HRP/LC/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Lilitha College (Central Office)
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.
DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR

		Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES	:	Ms. Y. Malgas: Tel: 040 608 9723
POST 04/153	:	**LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/FEH/02/01/2018**
SALARY	:	R226 611 – R266 943 per annum (Level 7)
CENTRE	:	Sarah Baartman District, Fort England Hospital
REQUIREMENTS	:	Grade 12 or equivalent qualification with 10 years relevant experience or National Diploma in SCM with 0-2 years' experience in SCM environment. Good management and communication skills. Practical knowledge of LOGIS, knowledge of Treasury Regulations, PFMA and all relevant prescripts. Computer literacy in MS office (Word and Excel). Possession of valid and endorsed code EB (code 8) driver's license. Good interpersonal relations; Hospital experience will be an advantage; Experience in Warehouse Management is required.
DUTIES	:	Compliance to Financial Regulations, Procurement Policies & Procedures; Management and control of stock and equipment; Assist with drafting of Specs for Stock Take items; Management and supervision duties; Performance Management (PMDS); Preparing required reporting schedules; Administer budgetary control; Attend meetings as directed; Be prepared to travel if and when required; Risk Management; Office Administrative duties; Ensure effective filing and retrieval practices; Implement the Inventory levels (min/max) to re-order; Enforce best practice procurement standards for Goods and Services; Ensure goods and services are obtained economically and efficiently and to the best advantage of the Department.
ENQUIRES	:	Ms X Nazo – Tel no 046 602 2300
POST 04/154	:	**HUMAN RESOURCE PRACTITIONER RER NO. ECHEALTH/HRP/PAH/02/01/2018**
SALARY	:	R226 611 – R266 943 per annum (Level 7)
CENTRE	:	Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS	:	Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification with 0-2 years' experience in HRM field. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.
DUTIES	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES	:	Ms N Sompontsha Tel no 042 291 2064

POST 04/155 : **PATIENT ADMINISTRATION OFFICER REF NO. ECHEALTH/PAO/FEH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years' experience in the public sector administrative environment. Computer literacy in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.
DUTIES : Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse work statistics. Ensure compliance with statutory obligations which may include specifications.
ENQUIRES : Ms X Nazo – Tel No 046 602 2300

POST 04/156 : **TRANSPORT OFFICER REF NO. ECHEALTH/TO/FEH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : Sarah Baartman District, Fort England Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration or equivalent qualification with 0-2 years' experience in the public sector administrative environment. Supervisory skills, Communication skills, Customer care, Listening skills, Sound organizational skills, Interpersonal skills, Time management skills, Good written and verbal skills and Computer Literacy. A valid driver's license with PDP. The following requirements will serve as an advantage: A good understanding of fleet management in a hospital environment. Knowledge appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.
DUTIES : Manage all support functions that relate to fleet management. Supervise drivers. Plan and organize vehicle inspection services for roadworthiness. Write reports re vehicle usage and weekly inspection reports. Provide transport services to the institution. Manage change and diversity. Solve problems by implementing innovative thinking. Respond promptly to the needs of the internal and external clients. Manage change and diversity so as to maximise teamwork and thus contributing to productivity improve Management of human and physical resources: Supervise employees for effective service delivery. Manage physical resources of the component. Function within the parameters of the Public Finance Management Act; Treasury Regulations and Fleet Management policies and procedures.
ENQUIRES : Ms X Nazo – Tel no 046 602 2300

POST 04/157	:	**HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/FEH/02/01/2018**
SALARY	:	R226 611 – R266 943 per annum (Level 7)
CENTRE	:	Sarah Baartman District, Fort England Hospital
REQUIREMENTS	:	Grade 12 or equivalent with 10 years relevant experience of which at least 5 years as a supervisor or National Diploma/Degree in Public Administration or General Management with 0-2 years' experience. Certificate in Housekeeping and/or Laundry will be an added advantage. Good Written and Verbal communication skills, ability to communicate at all levels. Computer Experience and proficiency is essential using Microsoft Office. All Experience must be verifiable through written references. Unendorsed Code EB Driver's License. Certificates or previous experience in supervising of cleaning/ housekeeping / hotel services will be an advantage.
DUTIES	:	Reporting to the Senior Assistant Director Operations the incumbent will take charge of the Housekeeping services which include Cleaning Services; Laundry Services and Waste Management. Ensure that all Wards and Departments receive full housekeeping services in line with the requisite health package. Ensure that all Wards and Departments participate and observe in infection control practices in collaboration with the Infection Control Manager. Ensure compliance to the National Core Standards and its requisite key indicators relevant to Housekeeping. Perform direct line supervisor functions relating staff under your control in respect of Performance Management; Leave Management; Discipline, Employee Wellness. Monitor, control and report on consumables and stores, requisitioning. Able to work under pressure and according to deadlines both administratively and environmentally. Provide unit plans, reports and insights. Ensure optimal management or resources so as to achieve best results and meet service delivery requirements. Analyse needs so as to deliver a cost effective service. Use and care of cleaning machinery & equipment used in daily activities. Solve problems by applying standing instructions or procedures. Prepared to work weekends and public holidays if ever required. Attend meetings, forums and panels appointed to. Assist with any other general related duties as directed by Management.
ENQUIRES	:	Ms X Nazo – Tel No 046 602 2300
POST 04/158	:	**SENIOR PROVISIONING ADMIN OFFICER: ACQISITION MANAGEMENT REF NO.: ECHEALTH/SPAOA/02/01/2018**
SALARY	:	R226 611 - R266 943 per annum (Level 7)
CENTRE	:	OR Tambo District Office
REQUIREMENTS	:	Grade 12 with 10 years relevant experience in the Public Sector or B Degree/diploma in Financial Management /Supply chain Management/Public Management with 0-2 years' experience in Supply Chain Management. Communication skills ,Computer skills ,Presentation and report writing skills, Sound knowledge of procurement Policies and Processes, Tender procedures, Public finance Management act, Treasury Regulations. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.
DUTIES	:	Monthly acquisition management reports. Assist in compilation of tender or bid documents and requests quotes. Place adverts for tenders or bid for all O.R Tambo institutions. Render guidance in crafting of specification. Respond to queries from the relevant stakeholders. Provide administrative support to procurement and bid evaluation committee. Assist on interpretation of bid documents/briefing sessions.
ENQUIRIES	:	Mr S Stuma - Tel No: 047 502 9016

POST 04/159 : **FINANCIAL PRACTITIONER (REF NO. ECHEALTH/FP/ZH/02/01/2018**

SALARY : R226 611 - R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Zitulele Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license
DUTIES : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.
ENQUIRES : Mr Sobethwa Tel No: 047 573 8953/6/7

POST 04/160 : **HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HS/MRH02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years' work related experience or National Diploma/Degree in Management or related qualification. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.
DUTIES : Supervise and provide cleaning services: develop work schedules and allocation lists (duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general worker and related work in all designated areas in ward such as ward bed side/, Doctors room, change room, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, moping, striping and polishing of floors of all the designated areas in the ward. Guide and clean all items such as windows, wall, basin, sink, locker and pan. Provide route general work, housekeeping, and cleaning compliance services: check compliance on Hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safe guarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical / mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.
ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/161 : **CHIEF HUMAN RESOURCE REGISTRY CLERK REF NO. ECHEALTH/CHRC/MRH/02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Std 10/Grade 12 with 10 year experience relevant experience or Degree/National Diploma in Public Administration or relevant qualification with 0-2 years' experience in Public Service. Experience in keeping of

records. Excellent communication skills both verbal and written. Post-Matric qualification in Human Resources including short courses. Exposure to relevant Acts / policies / legislations. A team player. Observation of Batho Pele principles. Supervisory skills. Sound interpersonal skills. Good verbal and written communication skills. Computer literacy. The ability to write reports, memos and letters.

DUTIES : Ensure that personal files for each employee are created. Update personnel records in the Complex. Ensure the accuracy in the filing of documents received. Keep record of files taken out of Registry. Ensure timeous return of files to Registry. Ensure maintenance of all other human resources records as required. Ensure that NMIR are met regarding the employee files. Adhere to the filing regulations. Supervise Registry Clerks. Manage performance of supervisees. Ensure conformance to policies and procedures. Ensure response to queries emanating from institutions.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/162 : **HUMAN RESOURCE OFFICER: EMPLOYEE ASSISTANCE PROGRAMMES (EAP) REF NO. ECHEALTH/HROEAP/MRH/02/01/2018**

SALARY : R266 611-R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Social Science/Industrial Psychology or equivalent qualification with 0-2 years' experience in counselling and behaviour observation. Experience in the implementation of HR special programmes. Driver's license. Computer Literacy. Exposure in the implementation of Employee Assistance Programme (EAP). Exposure in Negotiation and Project management processes. Any qualification in Human Resources, mentoring / coaching including short courses. Knowledge of relevant prescripts and legislations. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Human Resource Management Services, the successful incumbent will: Provide in-service training to supervisees and mentor the activities to achieve the desired quality and speed in service delivery. Render direct EAP services to the Complex in a manner that ensures full confidentiality and strong code of ethics. Perform assessments, referrals and short term problem solving. Render counselling services. Implement the employee assistance programmes. Arrange counselling services for staff in the Complex. Implement the HIV/AIDS policy in the Complex. Establish and maintain partnership with relevant units and external organisations. Supervise employees in the unit.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/163 : **IT PRACTITIONER NETWORK CONTROLLER REF NO: ECHEALTH/ITP/MRH02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : A relevant post-matric qualification in Information Technology such as A+, N+, MCSE, coupled with One to two years' experience in the field of Information Technology. Computer literacy which includes reporting software packages. Technical knowledge and experience of: Routers, hubs, switches, network protocols as well as knowledge and experience in supporting Novell/Microsoft networks. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES : While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Installation, configuration and support of network equipment, computer and computer applications. Repair of computer equipment such as printers, Personal Computers, and servers. Rendering back-up services. Manage IT resources. Rendering support on office automation services such as telephone systems, copiers, faxes and cellular phones. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

ENQUIRIES : Ms Mkhosi - Tel no: 047 502 4143/4008

POST 04/164 : **LABOUR RELATIONS PRACTITIONER: REF NO: ECHEALTH/LRP/MRH/02/01/2018**

SALARY : R226 611-R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Human Resource /Labour Relations/Legal with 0-2 years' experience in Labour Relations. Valid driver's license. Computer literacy which includes reporting software packages. Relevant short courses in Human Resources including Labour Relations fields. Knowledge of Human Resource prescripts and relevant legislations. Negotiation skills. Knowledge of Disciplinary Code and procedures for the Public Service, grievance procedures. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Staff Relations, the successful incumbent will: Ensure application of best procedure and policies to ensure a healthy labour relations climate. Facilitate and handle disciplinary and grievance cases. Advice on policies matters with specific references to employee relations. Assist management and staff on dispute resolutions. Promote labour peace in the Complex. Train employees in the application of sound labour relations practices and participate in negotiations with the employee organisations. Take responsibility on correspondence and report writing.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/165 : **PERSONAL ASSISTANT TO THE CEO REF NO: ECHEALTH/PACEO/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Diploma/Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing and IT skills with good knowledge of a range of software packages (PowerPoint, Word, Excel, Publisher, Web browser etc.). Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. Good verbal and written communication skills with respect to interacting with management, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter. Ability to work under pressure and tight deadlines. Good organisational and time management skills. Good presentation skills. Excellent interpersonal skills. Honest and reliable, flexibility and adaptability. A valid Driver's License (Code EB).

DUTIES : While reporting to the CEO, the successful incumbent will maintain office systems including data management, filling record keeping system in the office. Organise and maintain dairies making appointments. Arrange meetings, traveling and accommodation. Record incoming and outgoing documents in the office. Screen phone calls, enquiries, requests and

other means of communication (email, faxes and posts). Type routine notes, minutes, memorandum, letters, and reports and prepare circulars on behalf of the CEO. Arrange workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/166 : **PERSONAL ASSISTANT TO MANAGER CLINICAL REF NO: ECHEALTH/PAMC/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Diploma / Degree in Office Technology and Administration, Information Management Systems. Knowledge on Secretarial field with proven knowledge of Word processing, PowerPoint and Spread Sheet Computer Programmes. Good Typing Skills 1-3-year experience in a relevant field. Display the willingness to work extended hours and perform under pressure and willingness to travel. Secretary and Office Administration experience. Knowledge of Procurement processes, Public Service Regulations, analytical-thinking & problem solving skills. A valid Driver's License (Code EB). Good verbal and written communication skills with respect to interacting with management, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, minutes, memos and letter.

DUTIES : While reporting to the CEO, the successful incumbent will manage CEO's Dairy and schedule meetings, recording incoming and outgoing documents in the office of the CEO. Handle CEO's telephone and other means of communication. Type routine notes, minutes, memorandum, letters, and reports and prepare circulars on behalf of the CEO. Arrange meetings / workshops within the Directorate, the Divisions and Department at all levels; Compile, manage and distribute and collect material on behalf of the office. Receive visitors for the office. Ensure the availability of stationery and aids for the office at all the times. Arrange travel and accommodation for the CEO. Maintain a good filling and record keeping system in the office. Consolidate reports from sub-directorates. Render administrative activities relating to the management of the office.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/167 : **ADMIN OFFICER SCM REF NO: ECHEALTH/AOSCM/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Grade 12 with 10 years' experience or National Diploma in Supply Chain Management, Public Management / Financial Management or equivalent qualification with 0-2 years' experience in Supply Chain Management. Extensive knowledge of Supply Chain Management in Public Sector. Good understanding and Sound knowledge LOGIS and BAS. Understanding of procurement processes, PFMA, Treasury Regulations, PPPFA Act, BBBEE Act and related Practice Notes. Must have knowledge of Management of resources, Communication, Problem Solving, Computer, Numeracy and report writing skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and organizing. With Valid RSA driver's license.

DUTIES : Manage stores administration in the institution. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Management report, verify and do stock takes reports. Monitor LOGIS report and verify and update con. Do Follow-ups on deliveries.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/168 : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPA/MRH/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree or Diploma in Public Administration/Management coupled with 0-2 year's relevant experience. Clear operational understanding of Delta 9 system. Supervisory skills. Computer literacy which includes reporting software packages. Valid code EB Driver's license. Relevant experience in Public Health Institution. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Good verbal and written communication skills. The ability to write reports, memos and letters.
DUTIES : While reporting to the Assistant Director: Patient Administration, the successful incumbent will: Be responsible for the management and delivery of the patient administration services in terms of:- Providing comprehensive patient registration services for outpatients, admissions, casualty and emergency procedures; Maintaining medical records in accordance with registry procedures; Providing for patient record filing and retrieval as well as file maintenance; Providing patient discharge and revenue collection procedures; Safekeeping of patients' money, valuables and clothes; Tracking patients' movements by up to date patients, ward and bed number registers; Providing efficient mortuary and Portering services; Providing ward administration through clerical assistance for clinical staff. Maintain service levels agreements concluded with the institutions. Provide continuous quality assurance improvement to ensure an acceptable standard of patient administration. Ensure maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Attend to own staff training needs. Mentor and motivate own supervisees. Manage performance of own staff. Review transactions, documents, records, reports and methods for accuracy and effectiveness. Conduct necessary investigations and compile reports thereon. Ensure adherence to all patient administration related service standards and prescripts to decrease disasters and risks. Observe the administrative processes and guiding prescripts. Advice supervisor/manager on irregularities noticed.
ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/169 : **STATE ACCONTANT- PRE-AUDIT REF NO: ECHEALTH/SAPA/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or A Diploma / Degree in Finance/ Accounting or Auditing or relevant 3 year Diploma with 3-5 years working in the section. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to PERSAL and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.

DUTIES : While reporting to the Assistant Director Mthatha Regional Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/170 : **SYSTEM CONTROLLER: IT REF NO: ECHEALTH/SCIT/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : A relevant post-matric qualification in Information Technology/Systems Management or five (5) years' experience as an IT systems controller. Computer literacy which includes reporting software packages. Experience on the Delta 9 Patient Management System. Driver's license (code EB). Applicants should possess the following competencies: Good interpersonal, organising and planning skills. Self-motivated and willing to work under pressure.

DUTIES : While reporting to the Manager: Information Technology, the successful incumbent will be responsible for: Provision of system support. Management of user accounts. Rendering system back-ups. Support and capacitating system users on operation of systems. Generating system reports and performing data validation. Managing the in interaction between system users and the supplier of the systems and represent the hospital on the Systems Users Forum. Assist Manager: IT in compiling monthly, quarterly and annual reports of the sub-directorate.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/171 : **COMMUNICATION OFFICER REF NO. ECHEALTH/AMCS/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : A three-year tertiary qualification in Journalism, Communication or Marketing with 0-2 years' relevant experience in Public Service. Computer literacy. Valid code 8 driver's license. Knowledge in Project Management. Excellent written and verbal communication skills. Extensive and proven writing and editing skills on features and articles for publications. Proficiency in taking pictures. An understanding of the design and layout processes will be an added advantage. Applicants should possess the following competencies: Strategic capability and leadership, financial management, change management, problem solving and analysis, client orientation and customer focus. Knowledge of PSA, PSR, PFMA, SDA, LRA, BCEA and other relevant prescripts.

DUTIES : While reporting to the Deputy Director: Strategic Management, Monitoring and Evaluation, the successful incumbent will ensure: Gathering of relevant information for preparation of replies for parliamentary questions. Liaison with internal stakeholders to source articles for publications. Writing of articles and taking of pictures at events for the departmental and institutional newsletters. Dissemination of information to internal stakeholders. Support of internal communication plans. Implementation and adherence to all related policy requirements. Scanning daily newspapers for health related news. Maximum utilisation of available resources both human and material to achieve return on investment. Continuous quality assurance developments. Elementary

research on matters relating to activities within the scope of work. Compilation of monthly, quarterly and annual reports for the HR & General Administration.

ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/172 : **WASTE MANAGEMENT SUPERVISOR REF NO: ECHEALTH/WMS/MRH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : An appropriate Diploma / Bachelor's Degree or equivalent qualification in Waste Management plus 1-3-year experience in a relevant field. Computer literacy. A Driver's license (code EB). Knowledge of PFMA, Procurement, Public Service Regulations, OHS Act and Waste Management and other legislation applicable to the post. Strong leadership, negotiation, people management, presentation, policy implementation, analytical thinking and problem solving, contract administration skills. Good verbal and written communication skills with respect to interacting with peers. Subordinates, other employees, clients and co-workers in respect of procedural matters and ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours. Experience in a Health/ Hospital environment (Medical Waste and domestic waste management).
DUTIES : Policy formulation and implementation, coordinate minor Waste Management Project. Conduct waste management impact assessment and inspections. Assist with waste management audits. Establish, maintain and interpret the waste management database. Provide office administration functions. Conduct and participate in meetings. Analyse information to compile reports according to stakeholder requirements. Oversee and programme Environmental Health Programme for the Institution, Control service programme of external companies in waste management for the institution. Support the institution in strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub-directorate. Manage staff on the direct and indirect levels in the sub-directorate. Allocate, control and monitor the resources within the sub-directorate. Implement and maintain policies, methods, practices and standards on quality services and legislation. Overall quality control of work in line with Batho Pele Principles. To solve problems of an operational nature. Assist management with advice relating to waste Management Health Services.
ENQUIRIES : Ms Mkhosi - Tel No: 047 502 4143/4008

POST 04/173 : **STATE ACCONTANT- PRE-AUDIT (REF NO: ECHEALTH/SAPA/NMAH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Finance/ Accounting or Auditing with 0-2 years' experience. Experience in the application of PFMA, Treasury Regulations and ability to use BAS. Computer literacy which includes reporting software packages. Knowledge and understanding of Division of Revenue Act (DORA), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), BAS & LOGIS. Knowledge in Project Management. Ability to develop and implement turn-around strategies. Knowledge of computerised Public Service Financial Management Systems. Exposure to Persal and LOGIS. Excellent written and verbal communication skills. Self-motivated and willing to work under pressure. Good verbal and written communication skills with respect to interacting with co-workers and clients in respect of

procedural matters and the ability to write reports, memos and letters. Experience working at Pre-Audit will be an added advantage.

DUTIES : While reporting to the Assistant Director Nelson Mandela Academic Hospital, the successful incumbent will: ensure adherence and compliance to all applicable financial regulations and legislations. Liaise with internal and external audit reports and address risks identified. Develop and maintain a Risk Management Framework/Plan. Provide effective and efficient support and advisory services to the Complex regarding internal controls. Ensure timeous closure of financial year on BAS. Manage accounts controlling. Report on progress on implementation of effective risk management. Promote communication of key stakeholders. Prepare inputs from the section for the compilation of monthly, quarterly and annual reports.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/174 : **LOGISTIC SUPPORT OFFICER: ASSETS MANAGEMENT REF NO. ECHEALTH/LSOAM/NMAH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies: People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Driver's license will be an advantage.

DUTIES : Ensure implementation of the Asset Management strategy plans. Manage resources allocated to Asset Unit. Develop and monitor controls of assets safeguarding and maintain loss register. Ensure effective integration and working procedures between asset management function and supply chain management. Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing, analysis and submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of assets registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.).Supervise subordinate staff and support GFMS planning processes.

ENQUIRIES : Ms Calaza - Tel no: 047 502 4320

POST 04/175 : **LOGISTIC SUPPORT OFFICER: WAREHOUSE MANAGEMENT REF NO. ECHEALTH/LSOW/NMAH/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Grade 12 with 10 years' experience or Degree/ National Diploma in SCM or relevant qualification with 0-2 years' experience in assets management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. Sound knowledge of LOGIS system. Skills and Competencies:

People management skills; Research and analytical skills; analysis skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills. Computer skills in MS Office software. Ability to motivate people. Driver's license will be an advantage.

DUTIES : Optimise the continuous availability of stock to meet demand. Define, set and monitor stock flow models and integrate with Supply Chain and cross-functional teams. Ensure proper record keep of stock by constant use of the relevant financial systems, e.g. LOGIS. Set, monitor and deliver inventory plans and achieve all inventory targets (service levels, stock, cover, focus accuracy, availability).

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/176 : **PERSONAL ASSISTANT: CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/PA-CEO/NMAH/02/01/2018**

SALARY : R226 611- R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS Diploma in Office Administration or relevant qualification with 1-2 years' experience. Excellent writing and reporting skills, Good communication verbal and non-verbal, organisational skills, Sound interpersonal skills and high levels of reliability, Knowledge and understanding of the PFMA, and other relevant legislation and regulations that govern Public Service, Ability to work under pressure and meet strict deadlines, Attention to details, Computer proficiency, Customer service, Planning, organizing and Control, Problem solving skill, Team work, Professional conduct, Stress tolerance, Self-management, Work ethics, Integrity and Honesty, A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours.

DUTIES : Monitor and co-ordinate manager's diary, Screen all telephone calls, enquiries and requests for appointments, Make appointments and verify correctness of arrangements concerning venues, time, participants, Ensure manager has all relevant documentation and background information when attending meetings, workshop, conferences, and when travelling, Ensure that the manager's office is always staffed during office hours, telephones answered an enquiries dealt with expeditiously, Handle day to day tasks, as requested by the manager, Ensure effective liaison and good relationship between the manager's office and management, staff, other government department and the public, Project appropriate image of the manager's office, Plan, manage, implement, monitor and support the activities of the manager, Ensure success and timeous completion of all projects/tasks/activities, Take responsibility for the smooth running of the office of the manager, Ensure accurate filing of all mail and documentation. Provide secretariat support to the management structures linked to the office.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 04/177 : **HUMAN RESOURCE PRACTITIONER RER NO: ECHEALTH/HRP/ORTDO/02/01/2018**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District Office

REQUIREMENTS : Grade 12 plus 3-5 years' experience in Human Resource or Degree/National Diploma. Knowledge of PERSAL system. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions

on Persal according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr S Stuma - Tel No: 047 502 9016

POST 04/178 : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO. ECHEALTH/SASA/NMAH/02/01//2018 (3 POSTS)**

SALARY : R226 611 – R266 943 per annum (Level 7)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Grade 12 with 10 years relevant experience or Degree/National Diploma in Accounting/Financial management or relevant qualification with 0-2 years' experience. Computer literacy (MS Excel). Knowledge of and experience in PERSAL and a Government financial system. Sound interpersonal, communication and problem solving skills. Ability to meet deadlines and accept responsibility. Competencies: A good understanding and application of National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Working knowledge of Accounting Systems; Good communication (written and verbal) and report writing skills; Proven computer literacy in MS Office; Record keeping and report writing skills.

DUTIES : The incumbent will be responsible to capture PERSAL deductions, allowances and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribute salary advices and salary reports as well as subsequent follow-up. Reconcile salary records and distribute monthly statements. Pay periodical workers and fuel claims pertaining to subsidised or privately owned vehicles. Administrate leave without pay, service terminations, and transfers to and from the Department and new appointments. Handle Tax related matters and salary related enquiries.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

NOTE : Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, PERSAL and accounting principles

ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS	:	Applications must be submitted on a duly online completed Z83 form
FOR ATTENTION	:	Human Capital management
CLOSING DATE	:	12 February 2018
NOTE	:	It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. 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 exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

MANAGEMENT ECHELON

POST 04/179	:	**DIRECTOR: COMMUNITY DEVELOPMENT – REFS/ 002363** Directorate: Community Development
SALARY	:	R948 174. (all-inclusive package)
CENTRE	:	Johannesburg
REQUIREMENTS	:	Matric plus NQF level 7/ Bachelor's Degree in Development Work or equivalent qualification, coupled with a minimum of 5 years' experience at a middle management in the Public service. Knowledge and Skills: Financial management, knowledge of Community Development work, relevant legislation & policies, programme management, integrated approach to service delivery, computer literacy, planning, team development, decision making, presentation, leadership, Community Development, networking, communication, organizing, controlling, research. A valid drivers' license.
DUTIES	:	Customise the CDW national Policy Framework to an Implementation Plan for (CDWP). Manage the establishment of Provincial and District Forums for co-ordination and implementation of CDWP. Provide functional linkages between the national offices (DPLG & DPSA) and the Provincial stakeholders in all aspects of CDWP within Gauteng. Manage all developmental aspects of the CDWP in accordance with the policy framework and standard guidelines. Provide guidance and advisory services to Municipalities for the implementation of CDWP within Gauteng. Manage processes for identification of potential operational risks and obstacles to develop appropriate solutions and proactively report deviations, trends and problem areas to the CDW National Task Team (NTT). Ensure analyses of consolidated provincial reports and provide recommendations thereon. Manage, monitor and evaluate the functioning of CDW programme in the Province. Manage the broad recruitment standards and implementation framework for the CDW programme. Procure necessary human, financial, equipment and other resources. Establish and maintain appropriate control mechanism. Ensure principles of CDWP in Gauteng and policies are implemented within a structure framework by both spheres of government and other

relevant local governance structures. Facilitate implementation of partnership framework within local government to effect systematic operation of the CDW programmes. Ensure increasing response to community needs and effective implementation of development initiatives emanated from CDW operations. Manage the development of a memorandum of understanding between stakeholders (municipalities, government departments and local governance structures) and the DLGTA. Manage the implementation of the CDWP in line with National, Provincial and Local Government access strategies. Ensure effective linkage of citizens to government programmes, projects and services. Manage the alignment of the CDWP with other government programmes ie Public Participation, Thusong Centres, LED and GCIS. Manage the implementation of the CDW Information Management System. Manage the provision of support ito mobile platforms for CDW's. Manage the process of the provision of CDW resources in close proximity to community clustering areas. Develop realistic and cost-effective operational deliverables and milestones to meet deadlines. Manage the compilation and the implementation of strategic business plan and operational plans. Manage HR related matters and budget.

ENQUIRIES : Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

POST 04/180 : **DIRECTOR: STAKEHOLDER LIAISON – REFS/ 002364**
Directorate: Stakeholder Liaison

SALARY : R948 174. (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Bachelor's Degree in Public Relations, Communications or equivalent qualification, coupled with a minimum 5 years' experience at a middle management. Competencies: National policy on sport and recreation, Public Service Act and Regulations, PFMA, Government processes of formulating policy, managerial skills, project management skills, Interpersonal skills, problem solving skills, analytical skills and report writing skills. A Valid driver's licence.

DUTIES : Develop and manage the implementation of stakeholder engagement strategies, policies and procedures and ensure that stakeholder profiles (interests and expectations) are analysed and maintained throughout the delivery of a programme/project. Develop and implement creative, effective and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication. Develop and implement policies and procedures and action plans for stakeholder engagement activities. Ensure the identification of innovative communications solutions. Manage co-ordination of information gathering and dissemination across various project teams. Ensure monitoring and evaluation of the progress and outcomes of stakeholder engagement activities. Develop and manage the stakeholder Management database. Develop positive links with relevant stakeholder groups to ensure the transmission of information is coordinated. Ensure compilation of monthly and quarterly reports on implementation of Stakeholder Engagement activities. Ensure that the council's and community consultation and engagement standards are applied consistently throughout the capital programmes and to demonstrate this through management reports, gateway reviews and audits. Manage and / or lead meetings and large group activities with strategic stakeholders and encourage collaborative partnership. Ensure the provision of advice, support and brief of relevant stakeholders on matters relating to stakeholder engagement activities and delivery of outcomes. Manage the facilitation and coordination of events that publicise positive activities involving projects and maintain an ongoing communications plan.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

OTHER POSTS

POST 04/181 : **SENIOR ADMIN OFFICER: BUSINESS ANALYST – REFS/ 002370**
Directorate: Information Communication and Technology services

SALARY : R281 418. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 6/ National Diploma in Information Communication Technology, Computer Science or Information or equivalent qualification, coupled with a minimum of 2 – 3 years' experience in similar position. Competencies: understanding of different IT processes; knowledge of relevant public service regulations; understanding of customers' expectations; good understanding of the organisation's business and how IT contributes to it; very strong communication skills – oral, written, presentation, facilitation; technical credibility, committed, initiative, objective, logical and diversity focused; proactive and resourceful, flexible/ change oriented.
DUTIES : Gather and interpret strategic requirements from the business; Participate in the solution design process; Prepare the requirements specifications; Define the success criteria for solution testing; Analyse and decompose relevant business processes; Performing business analysis and process improvement within assigned solution project; Provide assistance to solution delivery on implementation and training; Assist (when necessary) with systems testing; Ensure that proposed test solutions cover all aspects of delivered business specification; Work on solutions supporting multiple business areas, integration points and a large number of affected components; Required to work under general direction within a clearly defined accountability framework; Sharing knowledge with team colleagues.
ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/182 : **HELP DESK OPERATOR: ICT SERVICE LEVEL MANAGEMENT – REFS/ 002371**
Directorate: Information Communication and Technology services

SALARY : R281 418. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ 3yrs National Diploma IT Related including ITIL and A+ Service Technician qualification, coupled with a minimum of 2-3 years' experience in the public sector and or related area. Proven experience relating to main objectives / outputs as set out in section C. Competencies: Legislation, regulations and policies, supply chain management policies and practices, financial accounting, risk management policies and practices, asset management policies and practices, budget submission, information technology systems and support, economic business models and tools, investment and cash management, conduct project appraisals, corporate communication, ccustomer services, interpersonal relations, telephone etiquette, computer, courier services, finance, HR Matters, planning and organising, safety, stores, training and technical proficiency.
DUTIES : Ensure availability on the telephone and e-mail systems to receive and log incoming calls from users on Call-logging application. Prioritize and assign calls to IT Technicians for resolutions. Follow up on enquires to ensure the appropriate action is taken. Track and manage calls to make sure that calls are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld at all times. Provide first line support where calls are easy and quick to resolve. Provide weekly reports on a number of calls logged, calls outstanding and calls not resolved. Sharing knowledge with team colleagues.
ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/183 : **HR PRACTITIONER: PERFORMANCE MANAGEMENT – REFS/ 002365**
Directorate: Human Capital Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 5 Qualification in Human Resource Management/Development or equivalent qualification. 1-2 years' experience in a performance management environment. Competencies: Good interpersonal skills; Assertive; Good planning and organisational skills; Self-driven and high levels of initiative; Customer service orientated; Excellent team player; Attention to detail; Confidentiality; Tact and discretion; Professional approach; Computer Literacy; Ability to handle stress; Report writing skills; Mediation and counselling; Basic Practical Accounting. Knowledge of Public Service Performance Management prescripts.
DUTIES : Facilitate the signing of Performance Agreements, linked to the performance cycle; Capture all filed Performance Agreements on PERSAL system, within stipulated timeframes; Facilitate the filing of Quarterly Performance Reviews and aggregate quarterly reviews to determine the annual performance appraisal rating/score; Capture Performance Reviews on PERSAL system; Facilitate the filing of mid-year and annual assessments for SMS members and aggregate raw ratings of two assessments to determine the annual performance appraisal score; Coordinate logistical arrangements for moderation committee meeting, Maintain the filing system for efficient tracking and easy retrieving of documentation and statistics; Provide secretarial and logistical support for specific PMDS meetings and workshops; Prepare packs for moderation committee meetings; Verify KPI weightings, relative to KPI ratings calculations; Capture final assessment scores to determine cash bonus award calculated according to prescribed percentage allocation of total remuneration package of employees on the different salary levels; Prepare finance mandates for payment of performance bonuses and pay-progression.
ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/184 : **PROVISIONING ADMIN OFFICER: PURCHASING AND STORES – REFS/ 002366**
Directorate: Supply Chain Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 5 in Supply Chain Management, coupled with a minimum of 1 – 3 years' experience in Supply Chain Management, Purchasing, Logistics or Public Administration environment. Competencies: Knowledge of PFMA, Treasury Regulations, PPPFA, BBBEEA and Supply Chain Management processes and legislations. Sound knowledge and good understanding of supply chain management processes. Excellent communication and sound interpersonal. Computer literate and experience in SAP (SRM and R3). Proficient in MS Office Suite. Analytical and numeric skills. Ability to work under pressure. A valid driver's license.
DUTIES : Ensure procurement of goods and services are in line with National Treasury and SCM guidelines. Provide guidance to clients and ensure compliance on all SCM processes and procedures. Attend to client queries and liaise with stakeholders. Responsible for upkeep of the departmental general stores. Check, analyses and authorizing of all purchase requisition RLS01 received from different business units. Ensure all necessary documents are attached to RLS 01 before capturing. Ensure end-user clerks are capacitated in terms of usage of cataloguing process on SAP. Capture all purchase requisitions on SAP/ SRM before purchase order are created. Attend to all purchase

requisitions and purchase order from business unit and suppliers. Rectify all tolerance on purchase orders. Ensure that service providers get purchase orders on time. Maintaining database of service providers/suppliers administratively and sourcing of quotations. Compiling of monthly and quarterly reports. Provide assistant to the Assistant Director on ad hoc basis. Recording and reconcile all purchase requisitions and purchase orders weekly and monthly. Compile reports on deviations and ex-post approval. Attend to all audit queries and implement audit recommendations. Perform any other tasks delegated by Line Manager.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/185 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT – REFS/ 002360**
Directorate: Supply Chain Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 5 in Purchasing/Finance/Public Administration or Assets Management, coupled with a minimum of 1 – 3 years' experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, BBBEEA, SAP, BAUD and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure. Valid driver's license.
DUTIES : The successful candidate will be responsible for the following –Bar-code all assets procured. Verifying of assets upon delivery. Receiving of assets and provide accurate updates on the asset register. Identification of obsolete, redundant and damaged assets. Preparing of the submissions to write off these items. Capture all assets movement in asset register. Compile a cost allocation spread sheet for all purchases. Compile monthly asset reconciliation reports. Replace and account for damaged and or lost bar-codes. Regular updates and communicate to relevant internal stakeholders concerning assets at hand, asset on order. Ensure that all obsolete assets are accounted for and isolated for disposal. Perform asset verification exercise at least twice a year. Collect data on the movement of staff and ensure those asset inventory lists are regularly updated upon movement. Attend to all internal Audit queries. Perform other related functions as directed by the manager.
ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/186 : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT – REFS/ 002362**
Directorate: Supply Chain Management

SALARY : R152 862. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric coupled with a minimum of 0 - 1 year experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, BAUD and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure.
DUTIES : The successful candidate will be responsible for the following –Inspection of assets upon receipts. Receiving of assets and proper updates on the asset register. Regular updates on asset register. Identification of obsolete, redundant and damaged assets. Maintaining of orderly and comprehensive filing system. Capturing of all movement on the assets register on SAP system. Assisting in compilation of monthly asset reconciliation reports. Replace and account for damaged and or lost bar-codes. Ensure all obsolete, redundant and damage assets are accounted

for and isolated for disposal. Perform asset verification exercise at least twice a year. Collect data on the movement of staff and ensure those asset inventory lists are regularly updated upon movement. Perform other related functions as directed by the supervisor.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/187 : **ADMINISTRATIVE CLERK: PURCHASING AND STORES – REFS/ 002367**
Directorate: Supply Chain Management

SALARY : R152 862. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric coupled with a 0- 1 year experience in Supply Chain Management. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, BAS and Supply Chain Management and legislation; Sound knowledge and understanding of basic accounting principles; Experience in SRM and SAP; Computer skills and knowledge especially Word and Excel; Analytical and numeric skills; Ability to work under pressure.
DUTIES : Receive stock and or items from suppliers and reconcile with purchase order issued. Put together stock in the storeroom and update stock inventory records. Advise chief/end user clerks to optimally replenish stock to ensure availability of stock items always at their work stations. Ensure requisitions are duly signed. Responsible for general stores by issuing of stationery to relevant business units. Return incorrect goods to service providers. Conduct spot checks, half-yearly and annual stock taking. Report all redundant obsolete stock, deficiencies and theft from store room. Compile monthly and quarterly reports. Follow-ups on GRVs. Perform other related functions as directed by the supervisor.
ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 355 4654/4227

GAUTENG DEPARTMENT OF E-GOVERNMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.
CLOSING DATE : 09 February 2018
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

POST 04/188 : **SENIOR LEGAL ADMINISTRATION OFFICER X 2 (OSD MR6) – REF: 002372**
Directorate: Legal Services

SALARY : R684 423 - R1 023 054 per annum (all-inclusive remuneration package) OSD
CENTRE : Johannesburg

REQUIREMENTS : An LLB degree or four year recognised legal qualification coupled with at least 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years' experience in a managerial position in legal environment will serve as an advantage. Proven knowledge and experience in litigation, drafting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's licence will be an added advantage.

DUTIES : Provide litigation management services and support including Labour relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professions. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere legislative and policy compliance including PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES : Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592

POST 04/189 : **ASSISTANT DIRECTOR: HR PLANNING & OD – REF: 002374**
Directorate: Human Resource Management

SALARY : R334 545. Per annum (plus benefits) Level 9
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in Human Resource Management/Organisational Development/Work Study with 2–3 years extensive work experience in a role relating to human resources planning or organisational development or Matric plus 6–7 years extensive work experience in a role relating to human resources planning or organisational development.

DUTIES : Coordinate the organisational development and design initiatives for the department. Coordinate the development of human resource strategies and ensure the alignment of organisational structures to the departmental strategic plan. Manage the development of HR strategies. Manage and co-ordinate human resource information system and knowledge. Monitor and evaluate the implementation of HR strategies. Co-ordinate

organisational design and development. Manage the provisioning and allocation of posts.

ENQUIRIES : Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592

POST 04/190 : **SENIOR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION/RECRUITMENT – REFS: 002375**
Directorate: Human Resource Management

SALARY : R281 418 per annum (plus benefits) Level 8
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus National Diploma/Degree in HR with 2-3 years' experience in Human Resource Administration/Recruitment and Selection or Matric certificate plus 5-6 years' experience in Human Resource Administration/Recruitment and Selection.
DUTIES : Implement models and techniques for recruitment, selection, redeployment and exiting function planning. Implement recruitment, selection and appointment plans and processes. Implement recruitment, selection and exiting functions strategies and plans. Process all vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line with the recruitment SLA's. Continuous assessment with a view to improving the effectiveness of recruitment, selection, appointment plans and processes. Implement plans and processes for the redeployment of the organization's human resources. Assessments of the effectiveness of plans and processes for the redeployment of people in the organization. Co-ordinate all interview processes and the relevant assessments. Familiarize with Job Evaluation process and how it fits into the broader recruitment perspective. Be well informed of the gender process from an employee/employer perspective: Employment equity in order to drive the recruitment process for the e-Government, based on the employment equity plan.
ENQUIRIES : Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592

DEPARTMENT OF HEALTH

The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability

CLOSING DATE : 09 February 2018
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.
NOTE : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. The successful will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior Employment

OTHER POSTS

POST 04/191 : **HEAD OF CLINICAL UNIT: ORTHOPAEDICS REF. NO: REFS/002266**
Directorate: Medical

SALARY : R1 550 331 per annum (all-inclusive Package**)**
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : MBBCh/MBChB degree or equivalent. Appropriate qualification that allows registration with the HPCSA (Health Professions Council of South Africa) as Medical Specialist in Orthopaedics. A minimum of 3 – 5 years' experience as a Medical Specialist after initial registration as a Medical Specialist in Orthopaedics. Orthopaedics skills include extensive and

appropriate experience in all aspects of clinical care, teaching students, Interns, Medical Officer, Registrars and research. Certificates of service for all periods of employment. All procedures include arthroplasty operations: Proven Management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource and Management. Conflict resolution and problem solving skills.

DUTIES : Overall supervision and management of the Orthopaedics discipline in the Hospital. Clinical – Management of both in-patients (including Intensive care and High care) and out-patients. Ensuring that there are protocols for the management of common Medical conditions and that there is compliance to the protocols and guidelines. Outreach promote and participate in outreach programs in the community and the feeder clinics. Clinical Governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place.

ENQUIRIES : Dr. M.J. Mathabathe Tel No: (011) 923-2284

OTHER POSTS

POST 04/192 : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF: 002150**
Directorate: Nursing Division: Internal Medicine

SALARY : R851 463 per annum (Total package all inclusive)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Degree / Diploma in General nursing and Midwifery or basic R425 qualification in nursing that allows registration with the South African Nursing Council as a Professional Nurse. Degree / Diploma in Nursing Administration / Health Care Management registered with SANC. A minimum of 10 years appropriate / recognisable 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 / recognisable experience at management level. Current SANC receipt. Proof of professional indemnity, Computer literacy, and Driver's licence will be an added advantage. Computer literacy. Driver's license. Ability to work under pressure. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilisation and supervision of human, material and financial resources. Manage staff performance and development. Management nursing and hospital projects.

ENQUIRIES : Ms. M.M. Pule Tel (011) 488 3785
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

CLOSING DATE : 09 February 2018

POST 04/193 : **DEPUTY MANAGER: NURSING PN-A8 REF NO CCRC NURS 08/02 REF: CULLINAN CARE AND REHABILITATION CENTRE**
Directorate: Mental Health

SALARY : R756 525. Per Annum (all-inclusive package)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry Nursing Science. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management and Mental Health Care Act of 2002. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license. Computer literate. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 4 years of the period referred to above must be appropriate/recognizable experience as an Assistant manager. At least 6 years' experience as Professional Nurse at an appropriate recognizable specific specialty – Mental Care Services.
DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objective of the specialized unit in line with the strategic plan of the institution. Coordinate and maintain constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards. Ensure efficient and effective execution of administration functions of the Nursing unit.
ENQUIRES : Mr. JJ Ngcobo Tel No: (012) 734 7050
APPLICATIONS : Applications must be delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.
CLOSING DATE : 09 February 2018

POST 04/194 : **DEPUTY MANAGER NURSING PN A-8**
Directorate: Nursing Services

SALARY : R756 525. per annum (all- inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a qualification in Nursing Administration and Education. A speciality in Advanced Midwifery or Paediatric Nursing will be an advantage. Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of

the period referred to above must be appropriate/recognisable experience at management level. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurses Education, Training and Practice 2012/13 – 2016/17, National Core Standards and Human Resource Management. Relevant experience in Financial Management, strategic planning, policy analysis and development. In depth knowledge and understanding of all Health related acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership skills and change management skills. Good computer skills (MS Word, PowerPoint, Excel, etc.). Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills. Valid driver's license.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human. Financial, Physical and Material resources). Provide full time technical and management support to district and institutions.

ENQUIRIES : Mrs S Jordaan, Tel No: (011) 470-9034

CLOSING DATE : 09 February 2018

APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

POST 04/195 : **SUPERVISOR (PHARMACY) REF NO: 002294**
Directorate: Pharmacy

SALARY : R736 425. per annum (all-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : An appropriate qualification that allows for the registration with SAPC. Current registration with the SAPC as a Pharmacist. A minimum of 3 years registration experience post internship and community service. An in – depth understanding of the National Drug Policy, all legislation and the knowledge of Government regulations, policies and acts. The ability to implement policies. Administrative and management knowledge Project management skills. Team building and people skills as well as interpersonal relations. Communication skills (verbal and written). Good computer skills. Organisational skills. Problems solving and interventional skills. Highly motivated and enthusiastic to contribute to Pharmacy services. The ability to work under pressure.

DUTIES : Assist with the overall management of the Pharmacy at Charlotte Maxeke Academic Hospital (CMJAH). Including all the 4 satellite pharmacies on the premises. Assist in the development of the annual pharmaceutical budget. Oversee the down – referral process of stable patients. Ensure the availability and accessibly of essential medicines, including ARV'S to all CMJAH patients coordinate training and development of Pharmacy personnel. Contribute to Pharmacy planning, budgeting and procurement processes as well as monitoring and evaluation. Develop and monitor the pharmacy strategic plan. Actively participate in administrative duties of the pharmacy. Perform duties assigned by management. Maintain quality

		standards and other departmental policies. Coordinate the activities of other allied workers and supervise resources necessary to provide efficient pharmaceutical efficient services.
ENQUIRIES	:	Ms. A. Animashahun Tel (011) 488 3926
APPLICATIONS	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Park town. Or apply online at: www.gautengonline.gov.za
NOTE	:	The Department of Health is committed to the achievement and maintenance of Diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SAPC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test
CLOSING DATE	:	09 February 2018
POST 04/196	:	**DENTIST GRADE 1/2/3 REF: WOHC/01/2018** Directorate: Department of Oral Medicine and Periodontology (OMP).
SALARY	:	R714 819– R 977 199. per annum (plus benefits)
CENTRE	:	Wits Oral Health Centre
REQUIREMENTS	:	Registration with HPCSA as Dentist in category independent practice. Minimum of five years' experience as a Dentist in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
DUTIES	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
ENQUIRIES	:	Mr. P. Monama 011 481 2099
CLOSING DATE	:	09 February 2018
APPLICATIONS	:	Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted
NOTE	:	Shortlisted candidates for Dental Technicians will be subjected to practical test during the interviews. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of SADTC for Dental Technician and HPCSA for Dentist post . Applications without proof of the necessary documents will be disqualified
POST 04/197	:	**CLINICAL PSYCHOLOGIST** Directorate: Allied
SALARY	:	Grade 1: R633 702– 703 314 all-inclusive package Grade 2: R746 466– R828 474 all-inclusive package Grade 3: R866 310– R1 020 462 all -inclusive package
CENTRE	:	Far East Rand Hospital
REQUIREMENTS	:	Post graduate qualification in Clinical Psychology. Independent registration with HPCSA as a Clinical Psychologist. Excellent computer skills and interpersonal skills. Ability to supervise/manage junior and community service staff. Able to report on progress of patients to management. Able to produce and interpret statistics on work load to the management. Ability to work within a multi-disciplinary team. Excellent communication skills
DUTIES	:	To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies,

whilst adhering QA standards. Perform administrative duties related to patient care.

ENQUIRIES : Mr S Gopal Tel no.011 812 8566/8406

CLOSING DATE : 16 February 2018

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.

POST 04/198 : **PHARMACIST GRADE I REF NO: 002293**
Directorate: Pharmacy

SALARY : R615 945. per annum plus benefits

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : A BPharm. An appropriate qualification that allows for the registration with SAPC. Current registration with the South African Council as a Pharmacist. A minimum of 1 year experience post internship and community service. Team building and people skills as well as interpersonal relations. Good communication skills (verbal and written). Good computer skills essential. Organisation skills, problem solving and interventional skills. Some experience in a hospital setting, oncology mixing and paediatric dispensing will be of great advantage. Highly motivated and enthusiastic to contribute to Pharmacy services. The ability to work under pressure. Going beyond their call of duty.

DUTIES : Assist management team in the running of the pharmacy including all the 4 satellite pharmacies on the premises. Oversee the down-referral process of stable patients. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintains security measures. Ensure proper drug supply management: acquisitions pre-packing, manufacturing and compounding, distribution, storage and the use of medicines and the supervision thereof. Ensure the availability and accessibility of essential medicines, including ARV'S to all CMJAH patients coordinate training and development of Pharmacy personnel. Contribute to Pharmacy planning, budgeting and procurement processes as well as monitoring and evaluation. Actively participate in administrative duties of the pharmacy. Counselling of patients to ensure optimal compliance with the use of medication. Perform duties assigned by management. Maintain quality standards and other departmental policies. Co-ordinate the activities of other allied workers and supervise resources necessary to provide efficient pharmaceutical efficient services.

ENQUIRIES : Ms. A. Animashahun, Tel (011) 488 3926

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SAPC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks

(criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/199 : **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: 002290**
Directorate Nursing Division: Obstetrics and Gynaecology
Re-advert Applicants who previously applied need not to re-apply

SALARY : R546 315. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a 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 Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.
DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
ENQUIRIES : Ms. O.Khumalo, Tel (011)488 3633
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test
CLOSING DATE : 09 February 2018

POST 04/200 : **ASSISTANT MANAGER – SPECIALTY - THEATRE (1 POST) REF NO: HRM 1/2018**
Directorate: Nursing

SALARY : R546 315. per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Operating Theatre Nursing Science. Eight or more years appropriate experience as a nurse after registration with SANC. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.
DUTIES : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.
ENQUIRIES : MS M.E. Polo, Tel: (016) 428 7130
APPLICATIONS : Submitted to Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted People with Disabilities Are Encouraged to Apply. Medical Surveillance will be conducted to successful candidat**e.** If you did not hear from us within three months Please consider your application unsuccessful
CLOSING DATE : 09 February 2018

POST 04/201 : **ASSISTANT MANAGER – SPECIALTY MATERNITY (1 POST) REF NO: HRM 2/2018**
Directorate: Nursing

SALARY : R546 315. per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : A Basic R425 qualification accredited with the SANC in terms of Government Notice 425, (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Advanced Midwifery. Eight years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Three years of the period referred to above must be appropriate / recognizable experience at management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.
DUTIES : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.

Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

ENQUIRIES : MS ME Polo, Tel: (016) 428 7130

CLOSING DATE : 09 February 2018

APPLICATIONS : Applications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People With Disabilities Are Encouraged To Apply. Medical Surveillance will be done to successful candidates. If you did not hear from us within three months please consider your application unsuccessful.

POST 04/202 : **OPERATIONAL MANAGER - SPECIALTY (TRAUMA) REF NO: HRM 3/2018**

Directorate: Nursing

SALARY : R499 953. per annum (All-inclusive remuneration package)

CENTRE : Kopanong Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in theatre after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC.

DUTIES : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.

ENQUIRIES : MS ME Polo, Tel: (016) 428 7130

APPLICATIONS : Applications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 09 February 2018

POST 04/203 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 002147**
Directorate: Nursing Division: Chemotherapy OPD (Oncology)

SALARY : R499 953 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Oncology Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Oncology Nursing.
DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
ENQUIRIES : Ms. M.N.Morare, Tel (011) 488 3692
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
CLOSING DATE : 09 February 2018

POST 04/204 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/ 002368**
Directorate**:** Nursing Division: Nephrology department (Haemodialysis – Area 475)

SALARY : R499 953. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post

basic nursing qualification of the duration of 1 year, accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Nephrology. Computer literacy will be an added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/205 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 002369**

Directorate: Nursing Division: Transplant ICU area (563)

SALARY : R499 953. per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (Diploma / Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Critical Care qualification of the duration of 1 year accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Critical Care Nursing. Computer literacy will be an added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/206 : **ASSISTANT DIRECTOR (MEDICAL ORTHOTIST AND PROSTHETIST), REF NO: REFS/002357**
Directorate: Clinical Services

SALARY : R459 558. per.annum. (Plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : National Diploma in Medical Orthostists and Prosthetics. Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' experience post registration of which 2 years' experience must be on Management. Leadership and Managerial skills. Sound knowledge of Human Resource, Training and Development, Labour Relations, Health and Safety, Quality Assurance and Environmental Health Policies.

DUTIES : Overall management the Human and other resources of the Department. Rendering of Orthotists and Prosthetics services and management of patients' care according to the departments standard. Maintain clinical and ethical contact. Provide on-going mentoring and training of staff in the department. Participate in clinical audits activities and quality improvement programs. Develop protocols in the department. Participate in relevant internal and external meetings and forums. Maintain good discipline and sound labour relationship. Deals with all complaints and enquires. Organize outreach programs with other hospitals and clinics.

ENQUIRIES : Dr A Christoforou Tel No: 011 898 8320

APPLICATIONS : Applications: can be forwarded to the Recruitment Officer. (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 09 February 2018

POST 04/207 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (1) POST REF NO: J/012018**
Directorate: Nursing Services

SALARY : R394 665. per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic Qualification that allows registration with SANC as a professional nurse. Certified copies of the following: Basic qualification Certificate, SANC registration Certificate, current SANC receipt. A minimum of 7 years appropriate recognizable experience in Nursing after registering as Professional Nurse. Operational management skills. Ability to interact with diverse stakeholders and healthcare users and givers. Problem – solving skills, report writing skills, planning and organizing skills.
DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users; assist in achieving optimal health care and rehabilitation of patients. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the Analysis, formulation and Implementation of Nursing Guidelines, Practices, Standards and Procedures. Manage proper utilization of human financial and physical resources. Comply with the performance management and development system (contracting, quarterly reviews and final assessment)
ENQUIRIES : Ms. Ngwenya T.N (012)717 9398
APPLICATIONS : must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered
NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents
CLOSING DATE : 09 February 2018

POST 04/208 : **CLINICAL PROGRAMME COORDINATOR REF NO: 002143**
Directorate Nursing Division: Quality Assurance Department

SALARY : R394 665 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy.will be added advantage
DUTIES : Will be responsible for ensuring that the National Core Standards and related policies are implemented throughout the hospital. Demonstrate an in depth understanding of all health legislation and related legal and ethical practices and how this impacts the hospital service delivery. Demonstrate a basic understanding of HR, Clinical, Logistics, Financial, and Procurement policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good quality services in the entire hospital. Ensure all quality services are adhered to. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues. Ensure that

the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

ENQUIRIES : Ms. C. Mfolo, Tel (011) 488 4141

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

CLOSING DATE : 09 February 2018

POST 04/209 : **OPERATIONAL MANAGER GENERAL STREAM REF NO: REFS/ 002288**
Directorate: Nursing Division: Area 476 Folateng

SALARY : R394 665 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/210 : **OPERATIONAL MANAGER GENERAL STREAM REF NO: REFS 002142**

Directorate: Nursing Division: Area 596 (Renal and Rheumatology Medical Ward)

SALARY : R394 665. per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/211 : **LECTURER PNDI/PNDII (2 POST) REFS/002353**
Directorate: Nursing

SALARY : R340 431 – 394 665 per annum (plus benefits) PND I
R418 701 – 546 315 per annum (plus benefits) PND II

CENTRE : Ga-Rankuwa Nursing College

REQUIREMENTS : Salary Grade I (PND1): A Grade 12/National Senior Certificate. A Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (deduct one year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Salary Grade II (PNDII): A Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC. A minimum of 14 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant speciality (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements. The following post-basic qualification will be an added advantage. Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Critical Care Nursing – General, Operating Theatre Nursing, – Child Nursing Science and Post Basic Midwifery and Neonatal Nursing Science. Valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES : Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine learners' competence. Participate in research on nursing education. Develop, review and evaluate curricula. Exercise control over students.

ENQUIRIES : Ms K R Lekgeu Tel. No: (012) 560-0448/50

APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

CLOSING DATE : 09 February 2018

POST 04/212 : **PRIMARY HEALTH CARE (SPECIALITY NURSING) GRADE 1 REF NN: SEBO 04**
Directorate: Hast Programme

SALARY : R340 431. - R 394 665.

CENTRE : Sebokeng Hospital

REQUIREMENT : Grade 12 Certificate. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the

SANC in terms of Government Notice No. R48 in the relevant Speciality (Primary Health Care) Minimum experience of 1 – 2 years working in a PHC Clinic. Possession of NIMART certification will be an advantage.

ENQUIRIES : Mrs. M.C. Zwane Tel: 016 930 3353

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 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 candidate. If you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful.

APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street; Sebokeng; 1983. On line applications cannot be accommodated due to system challenge- People with Disabilities Are Encouraged to Apply. -Successful Candidates Will Be Subjected To Medical Assessment

CLOSING DATE : 09 February 2018

POST 04/213 : **DENTAL TECHNICIAN GRADE 1/2/3 REF NO: WOHC/02/2018**
Directorate: Laboratory

SALARY : R281 148. – R 390 123. per annum

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Qualified Dental Technician, registered with the SADTC. Experience in crown and bridge work. At least 2 years' experience in CAD/ CAM is recommended.

DUTIES : Production of fixed appliance and removable appliance, as well as orthodontics appliances. Production of implant support prosthesis. Working with postgraduate's students. Assisting dental students with their laboratory work.

ENQUIRIES : Ms L.M. Mazibuko (011) 488 2099

CLOSING DATE : 09 February 2018

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted

NOTES : Shortlisted candidates for Dental Technicians will be subjected to practical test during the interviews. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of SADTC for Dental Technician and HPCSA for Dentist post . Applications without proof of the necessary documents will be disqualified

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or Email Recruitment.Premier@gauteng.gov.za or online on www.gautengonline.gov.za

CLOSING DATE : 09 February 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with

reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 04/214	:	**TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A-C REF NO: 002305** Directorate: Integrated Development Planning
SALARY	:	R549 639 – 842 619. (All-inclusive remuneration package per annum)
CENTRE	:	Johannesburg
REQUIREMENTS	:	Bachelor's Degree in Urban/Town and Regional Planning or relevant qualification. 2-3 years relevant experience in Town Planning or related area after registration with SACPLAN as a professional planner. Planning, organizing and execution skills. Knowledge of project and programme management, Planning and Development Legislation and Gauteng Provincial Government Political and Executive strategic objectives and priorities. Good Communication and computer literacy skills. Driver's Licence.
DUTIES	:	Provide advice and contribute to high-level projects that will assist Gauteng Province achieve its outcomes. Assist in the development of various policies relevant to the functions of the Integrated Development Planning Directorate. Support development, review and implementation of the Gauteng Spatial Development Framework 2030 and Regional Spatial Development Policies. Management of spatial planning projects within the province. Advance inter-Governmental Relations (IGR) within the Gauteng City Region (GCR) in terms of spatial governance by undertaking strategic interactions with various departments across all three spheres of government. Advance the role of spatial planning in relation to integrated planning by participating in various intergovernmental forums. Interpretation of spatial plans and their relationship with each other on a regional scale within the GCR context. Perform spatial analysis by utilising Geographic Information Systems (GIS). Participate in Integrated Development Plan (IDP) assessment processes to facilitate spatially integrated strategic planning. Perform continuous research on new technologies and trends in spatial planning to improve performance and expertise within the Directorate. Represent the Branch, Chief Directorate and the Directorate in advancing provincial interests through liaison with relevant bodies/councils on town and regional planning-related matters and supporting municipalities e.g. participation in Municipal Planning Tribunals (MPTs). Develop quarterly

and monthly performance reports. Give inputs on financial reports, expenditure and budgets.

ENQUIRIES : Mr Tshepo Rasego tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 04/215 : **GIS PROFFESSIONAL (GRADE A-C) REF NO: 002303**
Directorate: Geographic Information System

SALARY : R549 639 – 842 619. (All-inclusive remuneration package per annum)

CENTRE : Johannesburg

REQUIREMENTS : A 3-4 years Geographic Information Systems degree or related Bachelor Degree. Minimum 3 years post qualification experience, with strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) and at least one statistical analysis software. Must have strong, analytical, statistical skills and experience. Must have knowledge of technical and strategic report writing, and understanding of legal compliance. Experience in Geo-Database design and management. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Strong experience in the development of Web Map Services (WMS) and working with Geoportals. Compulsory registration with South African Geomatics Council (SAGC) and valid driver's license.

DUTIES : Design, plan and perform advanced spatial and statistical analysis to address the Departmental and Gauteng Government strategic objectives. Perform data analytics and develop spatial information products and Web Map Services for the Gauteng Geoportal. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist with the procurement process for the GIS Directorate. Assist with the management of the expenditure in accordance with the approved Budget.

ENQUIRIES : Mr Tshepo Rasego tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 04/216 : **SENIOR HR PRACTITIONER REF NO: 002324**
Directorate: Internal Human Resource Management

SALARY : R281 418 – R 331 497 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12, a 3-4 years Bachelor Degree/ National Diploma in Human Resource Management or relevant field. 3-4 years relevant experience in Human Resource Management within Public Service. Knowledge and Skills: Have thorough knowledge of the most recent developments with regards to Human Resource Management in the Public Service. Demonstrate a comprehensive understanding of Public Service Act and Regulations, Departmental policies and procedures. Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, analytical, communication, and problem solving and conflict resolution skills. Have knowledge and experience of the PERSAL and SAP system.

DUTIES : Quality Assure PERSAL transactions. Ensure compliance with all Human Resources Management prescripts. Process staff's remuneration on salary levels 1-16. Manage Recruitment and Selection, Service Conditions and payment of Service benefits. Facilitate process on Job Evaluation, Medical Aid, Resettlement and Service bonus, etc. Manage HR Records and post establishment of the Office of the Premier. Contribute to HR policy development, review and implementation.

Compile Reports on HR matters. Facilitate the Implementation of Collective Agreements and Regulations. Supervise staff.

ENQUIRIES : Mr Mxolisi Xulu, tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 04/217 : **SENIOR TRAINING OFFICER REF NO: 002325**

Directorate: Internal Human Resource Management

SALARY : R281 418 – R 331 497 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12, a 3-4 years Bachelor Degree/ National Diploma/ or relevant qualification in Human Resource Management. 2-3 years' relevant experience in Human Resource Management field as a Training Officer/Coordinator. Sound Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge of Performance Management Development System (PMDS). Good communication skills (verbal and written). Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, planning and organising, analytical, communication, and problem solving and conflict resolution skills.

DUTIES : Implement the Office of the Premier's Human Resource Development Strategy (HRD); Contribute to training and development strategy. Compile reports on implementation of training plan. Facilitate Bursary programme. Assist in conducting needs analysis and implementation of the Workplace Skills Plan (WSP). Coordinate the implementation of the PMDS Policy Strategy. Implement the Employee Health and Wellness Strategy (EHWP); Coordinate the EHWP events and provide administrative support to EHWP programme. Ensure uptake of EHWP calendar events. Implement the Labour Relations Strategy (LR); Work with Unions and Associations to create labour peace. Manage labour relations cases and logistical arrangements for the Departmental Standing Committee.

ENQUIRIES : Mr Mxolisi Xulu, tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 04/218 : **ADMINISTRATIVE OFFICER: PERFORMANCE MONITORING AND EVALUATION X2 (CONTRACT UNTIL 31 MARCH 2019) REF NO: 002308**

Chief Directorate: Performance Monitoring and Evaluation

SALARY : R226-611 – R 266 943 per annum

CENTRE : Johannesburg

REQUIREMENTS : Grade 12, a 3-4 years Bachelor Degree/ National Diploma/ or relevant qualification in Human Resource Management. 2-3 years' relevant experience in Human Resource Management field as a Training Officer/Coordinator. Sound Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge of Performance Management Development System (PMDS). Good communication skills (verbal and written). Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, planning and organising, analytical, communication, and problem solving and conflict resolution skills.

DUTIES : Implement the Office of the Premier's Human Resource Development Strategy (HRD); Contribute to training and development strategy. Compile reports on implementation of training plan. Facilitate Bursary programme. Assist in conducting needs analysis and implementation of the Workplace Skills Plan (WSP). Coordinate the implementation of the PMDS Policy Strategy. Implement the Employee Health and Wellness Strategy (EHWP); Coordinate the EHWP events and provide administrative support to EHWP programme. Ensure uptake of EHWP calendar events. Implement the Labour Relations Strategy (LR); Work with Unions and Associations to create labour peace. Manage labour

relations cases and logistical arrangements for the Departmental Standing Committee.

ENQUIRIES : Mr Tshepo Rasego, tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 04/219 : **RESOURCE CENTRE OFFICER REF NO: 002296**
Directorate: Pme-Gpd

SALARY : R183 558 – R 216 216 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate tertiary qualification in Library and Information Science or equivalent Social Science qualification. Plus a minimum of 3 years' experience in the Library and/or Information and knowledge management environment. Advanced computer literacy and knowledge of Library automated systems. Planning, budgeting and performance reporting experience. Knowledge of Library policies and experience in Performance Monitoring and Evaluation, data and information management as well as statistical analysis skills. Good organizing, interpersonal, writing and communication skills.

DUTIES : he successful candidate will be responsible for the following duties: Classify and catalogue books and journals. Manage the Resource Centre loan system, subscriptions, acquisition of material, including maintaining inter-library loan procedures and database management (Library Systems). Organise physical elements of the Resource Centre. Compile budget for the Resource material and develop expenditure reports. Coordinate information management, including archival of the current and historical valid data and information in the share point and dissemination to the users. Keep an update register of the users. Market the Resource Centre and develop a Resource Centre Bulletin. Coordinate logistical activities of the Gauteng Planning, Monitoring and Evaluation Forum (Community of Practice), including taking minutes.

ENQUIRIES : Mr Tshepo Rasego, tel: (011) 298 5696/5661

NOTE : All shortlisted candidate will be subjected to a written exercise.

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 09 February 2018

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a

Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 04/220	:	**ASSISTANT DIRECTOR: ACCOUNTS PAYABLE – SUPER USER** Directorate: Financial Governance
SALARY	:	R334 545. per annum (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three year tertiary qualification (NQF level 6) as recognized by SAQA in Accounting (with math`s as subject) 3 – 5 years' experience in project management.
DUTIES	:	To manage the accounts payable automation projects section (E-invoicing, XML, P-Card, Web Board, mobile approval and performance analytics). Manage training of all GPG officials on SAP R3, E-invoicing, web-board, performance analytics, mobile approval, and P Card. Manage and close calls logged on SAP CRM. Manage supplier statement reconciliation. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing
ENQUIRIES	:	Ms. Linda Ninzi Tel No: (011) 227 9000
POST 04/221	:	**ASSISTANT DIRECTOR: RISK MANAGEMENT** Directorate: Financial Governance
SALARY	:	R334 545. per annum (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three year tertiary qualification (NQF level 6) as recognized by SAQA in Risk Management/Financial Management/Internal Audit/ Business Management. 3 – 5 years' experience in Risk Management/ Risk based Auditing. Driver's license is a must.
DUTIES	:	Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.
ENQUIRIES	:	Ms. Tshiamo Sokupha Tel No: (011) 227 9000

ANNEXURE P

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OFHEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

MANAGEMENT ECHELON

POST 04/222 : **CLINICAL MANAGER GRADE 1: REF: NDH 05/2018**
Cluster: Obstetrics and Gynecology Unit

SALARY : R1 052 712 - R1 168 350 (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**.** Medical aid (Optional) to sign a performance agreement with the medical manager as requirement of the Employee Performance Management Development Systems (EPMDS) to collaborate with the Head Clinical department and the Head Clinical Unit based at Grey's Hospital

CENTRE : Northdale Hospital

REQUIREMENTS : Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration certificate with Health Professions Council of South Africa as a Medical Practitioner. Six (6) years (but seven (7) years for foreign graduate candidates) appropriate clinical experience after Registration as medical Practitioner; Three (03) years should be in Obstetrics and Gynaecology. Proof of current and previous work experience (certificate of service) endorsed by the employer must be attached. Recommendation: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage Knowledge, Skills, Training and Competencies required: - Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology. Ability to deal with medical and obstetrical/gynaecology emergencies. Sound knowledge of the PMTCT programme as determined by latest national guidelines. Sound knowledge of medical ethics. Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act, Basic Conditions of Employment, Labour Relations Act. Good communication, team building and motivation skills. Basic computer literacy.

DUTIES : Key Performance Areas: Ensure the implementation of Minimum Safety Standards for Caesarean Section practices is in place. Ensure Compliance with National Core Standards. To ensure the Provision of safe, ethical and high quality medical care. Manage medical and obstetrical/gynaecological emergencies by ensuring ESMOE drills are conduct. To formulate policies and clinical guidelines for the department of Obstetrics and Gynaecology. Monitor the trends of key perinatal indicators and develop quality improvement programmes. Provide reports requested by Management within prescribed time frames. Provide expert guidance to management regarding litigation cases pertaining to Obstetrics and Gynaecology. Ensure functionality of PIPP, Mortality and morbidity committees. Ensure the provision of services as laid down in the District Health Package of services (TOP, Colposcopy etc.) Supervision and support of medical student, medical interns, registrars, community service and medical officers. Establishment of a "continued medical education" programme that leads to capacity building. Monitor compliance with Commuted Overtime policies. To conduct appraisal of Employee Performance Management Development System. Deputise the medical manager when require and provide expert opinion to the management. To be able to contribute to the realization of the departmental strategic goals. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Accept responsibility for

continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology

ENQUIRIES : Dr Mag Molla Tel: 033 387 9014

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

OTHER POSTS

POST 04/223 : **MEDICAL SPECIALIST X 6 REF NO: MEDSPECRADONCO/1/2018**
Department: Radiation Oncology

SALARY : **Grade 1**: Medical Specialist: R991 857 per annum all-inclusive salary package (Excluding commuted overtime) Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology
Grade 2: Medical Specialist: R1 134 069 per annum all-inclusive salary package (excluding commuted overtime) Experience: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology
Grade 3: Medical Specialist: R1 316 136 per annum all-inclusive salary package (excluding commuted overtime Experience: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology

CENTRE : Ialch

REQUIREMENTS : Grade 12/Matric certificate**,** MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPC of SA and Current Registration Card with HPCSA. Knowledge, Skills, Training and Competencies Required**:** Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES : Provision of holistic care for oncology patients. Maintain medical records. Participate in the Quality Improvement Programmes of the

Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.

ENQUIRIES : Dr LP Mtshali ☎ 031 240 1124

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/224 : **MEDICAL SPECIALIST – RADIOLOGY X1 POST REF NO.:MEDSPECRAD/1/2018**
Department: Radiology

SALARY : **Grade 1** R991 857per annum. (all-inclusive Salary package) excluding commuted overtime. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Specialty (Radiology). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa

Grade 2 R1 134 069 per.annum. (all-inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Specialty (Radiology)

Grade 3 R 1 316 136 per.annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Specialty (Radiology)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Specialist qualification in Diagnostic Radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. . Knowledge, Skills, Training and Competencies: Ability to teach and supervise junior staff. Middle management skills. Research

principles. Good administrative, leadership, decision making and communication skills. Computer Literacy

DUTIES : Provide specialist radiology including mammography service to all departments at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of medical officers and registrars in radiology working in the department. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research. Participate in both academic and clinical administrative activities. Be part of a multi- disciplinary team when deemed necessary. Participation in commuted overtime is compulsary

ENQUIRIES : Dr K Amod Tel No. 031) 240 1960

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/225 : **MEDICAL SPECIALIST X 1 (FIXED APPOINTMENT: 2 YEARS). THIS IS A FIXED TERM POST FOR SUB-SPECIALITY TRAINING IN RHEUMATOLOGY. REFERENCE: MEDSPECRHEUM/1/2018**
Department: Rheumatology

SALARY : **GRADE 1**: R991 857per annum. (All-inclusive salary package) excluding commuted overtime. No experience required. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa

GRADE 2: R1 134 069 per.annum. (all-inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as Specialist Physician

GRADE 3: R1 316 136 per.annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a as Specialist Physician

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB or equivalent qualification, FCP (SA) and Current registration as a Specialist Physician with the Health Professions Council of South Africa

DUTIES : As this is a 2 year fixed term appointment post for sub-speciality training in rheumatology, the applicant is required to undertake clinical and academic activities required for the completion of the Certificate in Rheumatology. To register for the M Med Sci or similar postgraduate degree and undertake a research project in fulfilment of the degree. To efficiently execute duties which support the aims and objective of the Department of Rheumatology. To provide specialist care for in-patients and out-patients in the Department of Rheumatology. To participate in the teaching and training of undergraduate students and registrars in Internal Medicine. To participate in the administrative responsibilities of the Department of Rheumatology. To participate in and contribute to all the education, training, research and outreach activities of the Department of Rheumatology. Work as part of a multi-disciplinary team as required.

ENQUIRIES : Prof GM Mody – 031 2604284

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/226 : **MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 05/2018– 01 POST**
Directorate: Dept. Of Haematology

SALARY : Grade 1: R 991 857.00 – R 1052 712.00 per.annum. (All-inclusive salary package) plus commuted overtime none to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent plus FCPath Hematology passed, registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2018/2019) Recommendation: Experience in a Clinical Hematology environment Knowledge, Skills, Training And Competencies Required: Clinical and theoretical knowledge of Hematology, post graduate training in Hematology in a Centre with clinical hematology exposure, team player, administrative skills, empathy

DUTIES : Key Performance Areas: Function as a consultant responsible for all levels of hematology patient care, daily ward rounds, attendance at specialists clinics and assisting with elective and medical procedures, liaise with other Metropolitan hospitals and Medical school as and when necessary in consultation with the Head of the Department, manage junior medical and allied medical staff, provide clinical hematology

services to King Edward VIII Hospital, provide after hour care in accordance with the commuted overtime contract, participate in the academic program in the department, participate in post graduate and other relevant academic and training programs, provide support to the Head of Department in ensuring an efficient standard and patient care and service is maintained, assess patient, plan, initiate and supervise medical care management. Co-ordinate clinical responsibilities with supervisor, registrars, medical officers as advised by the Head of Department, perform regular clinical audits

ENQUIRIES : Dr. S.A. Moodley - 031 3603854

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/227 : **MEDICAL OFFICER X 4 REF NO: MORAD/1/2018**
Department: Radiology Department

SALARY : **Grade 1**: Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime**.** Experience: No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted Overtime Experience: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

DUTIES : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in training and research. Participation in commuted overtime is compulsory

ENQUIRIES : Dr K Amod Tel No. 031) 240 1960

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/228 : **MEDICAL OFFICER X 1 POST REF NO.: MOPLAST/1/2018**
Department: Plastics and Reconstruction Surgery

SALARY : **Grade 1**: Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime. No experience required. The appointment to grade 1 requires 1year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted overtime. Five year (5 years) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in

respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Previous surgical experience in a plastic surgery environment and FCS primary will be an advantage. Successful completion of FCS (SA) primary and/or intermediate examinations will be an advantage**.** Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Knowledge, Skills, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical course & ATLS course will have an advantage.

DUTIES : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement. Perform overtime duties as per a roster.

ENQUIRIES : Prof A Madaree 031 – 2401171.

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/229 : **MEDICAL OFFICER X 10 REF NO: MORADONCO/1/2018**
Department: Radiation Oncology

SALARY : **Grade 1**: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted overtime. Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as

a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 3: Medical Officer R977 199 per annum (All-inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

CENTRE Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Knowledge Skills And Experience Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.

DUTIES : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties

ENQUIRIES : Dr LP Mtshali ☎ 031 240 1124

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/230 : **MEDICAL OFFICER X 1 POST REF NO: MOCARD/1/2018**
Department: Cardiology

SALARY : **Grade 1:** Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Experience: No experience required after completion of Community Service. The appointment to

grade 1 requires 1 (one) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.

Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted overtime Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service

Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding commuted Overtime Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Knowledge, Skills, Training and Competency Required**:** Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.

DUTIES : Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

ENQUIRIES : Prof Dp Naidoo (031) 240 2207/ (031)240 1910

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/231 : **MEDICAL OFFICER X 1 REF NO: MOURO/1/2018**
Department: Urology Department

SALARY : **Grade 1:** Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No experience required from South African Qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service**.** Knowledge, Skills, Training and Competencies Required**:** Ability to assist the Urology staff in the smooth running of the Department**.** Ability to function in a multi-disciplinary setting**.** Good Communication skills**.** Good interpersonal skills

DUTIES : Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties

ENQUIRIES : Dr Ebad Abdelgoad 031 2401179

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/232 : **MEDICAL OFFICER: RENAL REF NO.: MO RENAL/1/2018**
Department: Renal

SALARY : **Grade 1**: Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime. No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

: **Grade** 2:Medical Officer – R 842 028 per annum (All- inclusive Salary Package) excluding Commuted overtime Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

: **Grade 3:** Medical Officer – R 977 199 per annum (All- inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

CENTRE : Inkosi Albert Luthuli Central Hospital and DFR

REQUIREMENT : Registration with the Health Professions Council of South Africa as a medical practitioner. Current registration as a Medical Practitioner with HPCSA. Senior Certificate. MBCHB degree. Appropriate qualification. Proof of completion of Community Service. Driver's licence. Knowledge Skills And Experience Required: Sound clinical knowledge of Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.

DUTIES : Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team

ENQUIRIES : Dr. S Hariparshad Tel 031-240 1258

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property

Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/233 : **MEDICAL OFFICER X 4 REF NO: MOTRAUMA/1/2018**
Department: Trauma Unit

SALARY : **Grade 1**: Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Experience: No experience required after completion of Community Service. With respect to foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, the appointment to Grade 1 requires one (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council.
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted Overtime Experience: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. With respect to foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa, the appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council.
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Experience: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. With respect to foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa the appointment to Grade 2 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council.

CENTRE : Inkosi Albert Luthuli Central Hospital **-**

REQUIREMENTS : MBCHB Degree, Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner .Proof of completion of Community Service. Recommendations: Completion of ATLS and ACLS are essential and preference will be given to candidates with PALS or APLS as additional qualifications. Skills, Knowledge, Training and Competency Required: Knowledge and skills in dealing with major trauma. Candidates should demonstrate the ability to work as part of a multidisciplinary team and possess communication, negotiation, planning, organisational, leadership, decision-making and interpersonal skills.

DUTIES : Care for critically injured patients admitted to the Trauma Unit and for patients elsewhere in Inkosi Albert Luthuli Central Hospital when required to do so as decided by hospital management or head of the Trauma Unit**.** Participate in and contribute to the administrative responsibilities of Trauma Unit**.** Participate and contribute to the education, training and research activities of Trauma Unit.

ENQUIRIES : Prof D Muckart Tel No. 031 240 2366

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate

work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/234 : **MEDICAL OFFICER PAEDIATRIC AND ANAESTHETIC DEPARTMENT GRADE 1/2/3 x2: REF: NDH 03/2018**
Cluster: Paediatrics and Anaesthetics Unit

SALARY : R736 425. - R977 199. 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. Commuted overtime is added to the above packages. This is subject to the needs of the department. Incumbents will need to sign the relevant contract. Rural Allowance is payable for periods of time working at Edendale hospital only.

CENTRE : PMB Metropolitan Hospitals: Northdale

REQUIREMENTS : Matric Certificate / Grade 12, an appropriate qualification in the appropriate health science Plus current registration with the health professions council of South Africa as a medical practitioner. Recommendations: ATLS, APLS, and ACLS and similar qualifications will be an advantage. **Grade 1:** Experience: Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Applicants who only complete Community Service after the closing date of this advert may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA **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. A doctor applying at Grade 2 level will be expected to have passed an externally evaluated course in a relevant medical area. Suitable examples would be ATLS, ACLS, APLS or CMSA Diplomas **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. A doctor applying at Grade 3 level will be expected to have passed at least one CMSA Diploma already. 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. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Knowledge, Skills, Training And Competencies Required:- After hours call system is essential, Medical Practice as appropriate at post Community Service level,

Information management, Current Health and Public service legislation, regulations and policy, Medical ethics, epidemiology and statistics This advert is to recruit medical officers for Paediatrics and Anesthesia starting between 1 March 2018 and 1 June 2018. One of the incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for 6 months. During which time they will receive appropriate training to pass the Diploma in Anaesthesia. The other incumbent will be expected to work in the Department of Paediatrics in Pietermaritzburg. Both the Paediatrics and the Anaesthetics training program require that work sometimes occurs at the other hospitals in the Pietermaritzburg area (Edendale and/or Grey's) At the end of the year working in these two departments the opportunity will exist to rotate into other work areas in Northdale hospital (Surgery, Orthopaedics, Emergency Medicine etc.) Incumbents in these posts will be expected to write the relevant diplomas of the specialties that they have rotated through. The purpose of this rotation system is to create

DUTIES : Key Performance Areas: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients. Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. To perform appropriate preoperative examination and optimization of patients for planned surgery. To provide safe and appropriate anaesthesia during surgery. To participate in post-operative care of patients. Achieving competence in care of the new-born baby is essential. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmers. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. Participate in the departmental academic programme. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To maintain a logbook of clinical duties.

ENQUIRIES : Paediatric Component: Dr M Morgan 033 897 3264 Anaesthesia Component: Dr Z Farina 033 897 3412

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

FOR ATTENTION : Dr MAG Molla

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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Multi-skilled generalist doctors who are able to facilitate service delivery at district hospitals, particularly in the rural areas. Individuals who take these jobs will be expected to sign an agreement not to embark upon specialist training in any field other than family medicine for the three year period after taking these posts.

CLOSING DATE : 09 February 2018

POST 04/235 : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 06/2018: 01 POST DIRECTORATE: DEPT OF HAEMATOLOGY**

SALARY : Grade 1: R736 425. – R 793 341. per.annum. (All-inclusive salary package) none to less than 5 years actual experience as a Medical officer after registration with the HPCSA as an independent Medical Practitioner Grade 2: R 842 028. – R 920 703. per.annum. (All-inclusive package) 5 to less than 10 years actual experience as a medical officer after registration with HPCSA as an independent Medical Practitioner

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB or equivalent qualification PLUS registration certificate with the PCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Knowledge, Skills, Training and Competencies Required: Good clinical and communication skills, clinical or theoretical knowledge of Hematology, function as part of a team

DUTIES : Key Performance Areas: Provide clinical hematology services to King Edward VIII Hospital, provide after hour care in accordance with the commuted overtime contract, participate in the academic program in the department, and teach junior staff and medical students

ENQUIRIES : Dr. S.A. Moodley – 031 3603854

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/236 : **OPERATIONAL MANAGER: SPECIALITY: GRADE 1: REF NO: HRM 10/2018: 01 POST**
Directorate: ICU

SALARY : Grade. 1: R 499 953. – R 562 698. per annum Minimum of 9 years appropriate/recognizable experience as a Professional nurse, at least 5 years of the period referred to must be experience after obtaining the one year post basic qualification in the Specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Senior certificate(Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an ICU Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in ICU, proof of previous and current experience (certificate of service) and stamped by HR must be attached Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, knowledge of nursing statutes and relevant legal framework, operational management, co-ordination, networking liaison skills, good communication, interpersonal relations, problem solving, conflict management skills, planning, organizing, report writing skills, people management and financial management skills

DUTIES : Key Performance Areas: Supervising and ensure the provision of an effective efficient quality patient care, co-ordination of optimal holistic specialized nursing care provided within set standards and a professional/legal framework, manage effectively the utilization and supervision of human, financial, physical and material resources and services, provision of effective support to nursing services, co-ordination of the provision of effective training research, maintain professional growth/ethical standards and self-development, to relieve with duties of the supervisor, to partake in overall specialized unit function, team building, participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures, maintain constructive working relationships with nursing and other stakeholders ie. Inter-professional and inter-sectorial and multi-disciplinary team work, complete patient related data, co-ordination of national core standards and projects within the department

ENQUIRIES : Mrs. B.B. Khoza – 031 360 3026

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we

receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/237 : **ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 04/2018**
Cluster: Medical Department

SALARY : Grade1 R351 516. per annum
Grade 2 R414 069. per annum
Grade 3 R487 752. per annum Other Benefits 13th Cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Senior certificate/Grade 12, An appropriate National Diploma/Degree in Ultrasound PLUS, Registration with Health Professions Council South Africa as an ultra- sonographer PLUS, Proof of current registration with HPCSA as an ultrasound radiographer (2017-2018) **Grade 1:** No experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service. 1 year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service. 11 years relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service. 21 years relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees. 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**.** Knowledge, Skills, Training and Competencies required:-Sound knowledge of obstetrics and Gynecology ultrasound. Sound knowledge of general ultrasound scans. Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team

DUTIES : Key Performance Areas: Provision of high quality ultrasound services according to patient's needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Batho Pele in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).

ENQUIRES : R Bedford Tel No: 033 387 6459

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

FOR ATTENTION : Dr MAG Molla

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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 February 2018

POST 04/238 : **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 02/2018: 01 POST**
Directorate: Orthopaedics

SALARY : **Grade**. 1: R 340 431. – R 394 665. per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse
Grage.2: R 418 701. – R 514 962. per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing and Midwifery, registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher, one year Post Basic registration Degree/Diploma in orthopedic nursing science plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC, Knowledge, Skills, Training, And Competencies Required: Knowledge of Public Service Policies, Act and Regulations, knowledge of SANC rules and regulations, knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal framework, good communication skills –verbal and written, leadership, interpersonal problem solving, conflict management, decision making, co-ordination and negotiation skills, knowledge and experience in implementation of Batho Pele Principles and Patient right charter, code of conduct and labor relations

DUTIES : Key Performance Areas: To execute duties and functions with proficiency within prescript of applicable legislation, revision of quality patient care through set of standard, clinical guidelines, policies and procedures, to enhance service delivery through implementation of national core standard and national department of health quality improvement initiatives, provide a safe therapeutic environment as laid down by the legislation, maintain accurate and complete patient records according to legal requirement, exercise control over disciple, grievance and labor relations issues, cost effective utilization of all resources e.g. Human,

Financial, material etc, assist in orientation, induction and mentoring of all nursing staff, assist with supervision of staff on both day and night, any other duties allocated by operational Manager/Assistant Nursing Manager

ENQUIRIES : Mrs. B.B. Khoza – 031 360 3026

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/239 : **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 03/2018: 15 POSTS**

Directorate: Obstetrics & Gynaecology

SALARY : **Grade. 1**: R 340 431. – R 394 665. per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse

Grade.2 R 418 701. – R 514 962. per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification plus degree / Diploma in General Nursing plus one year post basic qualification in Advanced Midwifery, registration with S.A.N.C. as a General Nurse and Advanced Midwifery plus, current South African Nursing Council receipt Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework e.g. Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public service regulations, Labor Relations Act, Disciplinary Code and Procedures, Grievance Procedure, good skills in communication, report writing, facilitation, co-ordination, problem solving, planning and organizing, team building, decision making and computer literacy.

DUTIES : Key Performance Areas: Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia APH etc., Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to hospital policy, develop mission and vision and objectives for obstetric unit, develop, implement and review obstetric policies and procedures, conduct Perinatal Mortality reviews or meetings, know South

African Nursing Council (SANC) rules and regulations pertaining to obstetrics, develop and implement in service education and quality improvement programs for the obstetrics department, act as an advocate for clients utilizing Batho Pele principles, form part of the multi-disciplinary team, take part in all obstetrics programs i.e. PPIP, PMTCT, BBI, BFI and RHC – reproductive health, identify training needs for the personnel, implement EPMDS for the personnel, practice participative management by assisting with relief duties of the supervisor, liaise with all departments within the institution, maintain and monitor stock and supplies, attend meetings held in the institution/outside.

ENQUIRIES : Mr. B.B. Khoza – 031 360 3026

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and hould be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/240 : **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 04/2018 (8 POSTS AND NEONATAL X 5 POSTS)**
Directorate: Paediatrics

SALARY : **Grade. 1**: R 340 431. – R 394 665. per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse
Grade.2: R 418 701. – R 514 962. per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills

DUTIES : Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care,

provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resource

ENQUIRIES : Mr. B.B. Khoza – 031 360 3026

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 09 February 2018

POST 04/241 : **RADIOGRAPHER DIAGNOSTIC X 1 REF NO: RADDIAG/1/2018**
Department: Diagnostic Imaging

SALARY : **Grade 1**: R281 148 per annum, Plus 13th Cheque, Medical Aid - Optional &Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 2: R331 179 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement. Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

Grade 3: R390 123 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

CENTRE : Ialch

REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) Recommendations for the above Post: Experience in a radiology department of a government central level health institution that is completely digital is preferred. Current working experience in CT scanning. Knowledge, Skills Training and Competencies Required: Sound knowledge of Diagnostic Radiographic procedures and equipment. Knowledge of relevant Health and Safety Policies .Knowledge of Radiation control and safety Regulations. Sound communication and problem solving skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient's right and Batho Pele Principles

DUTIES : Responsible for performing general and specialized Radiography duties in a fully digital, Film-less and paper-less imaging environment. Required to produce good quality images using state of the art imaging equipment. Participate in quality improvement programmes and adhere to implementation of Batho Pele Principles at Inkosi Albert Luthuli Central Hospital which provides both tertiary/quaternary and central health services to the population of Kwa-Zulu Natal

ENQUIRIES : Ms BV Mfeka- Tel No. 031 2401950

CLOSING DATE : 09 February 2018

POST 04/242 : **DIAGNOSTIC RADIOGRAPHER (ULTRASOUND): REF NO: GS 36/17 COMPONENT – RADIOGRAPHY**

Re-Advertisement

SALARY : Grade 1 – R281 148. - R321 462. per annum
Grade 2 – R331 179. - R378 687. per annum
Grade 3 – R390 123. – r473 445. per annum other benefits: 13th cheque, medical aid (optional), home owner allowance, and employee

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : **Grade 1:** None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Requirements: national Diploma in Radiography: Ultrasound or Bachelor's Degree in Technology Radiography: Ultrasound Proof of original registration with Health Professions Council of South Africa as a radiographer (Ultrasound) Proof of current registration with the Health Professions Council of South Africa

for 2017/2018.Registration with HPCSA in the category Independent Practice (Ultrasound) Knowledge, Skills and Experience: Sound knowledge of obstetrics and gynecology, general and vascular ultrasound procedures and equipment Sound report writing and administrative skills and Computer literacy Knowledge of relevant Health and Safety Acts and Infection Control measures Promote Batho Pele principles in the execution of duties for effective service delivery Good communication and problem solving skills Good interpersonal relations and ability to perform well within a team Ability to work autonomously Knowledge of PACS/RIS systems

DUTIES : Key Performance Areas: Provide correct interpretation of all ultrasound scans Promote good health practices and ensure optimal care of the patient Execute all clinical procedures competently to prevent complications Perform reception and clerical duties as required Compile reports as required in the working environment Participate in quality assurance and quality improvement progammes, CPD activities and in-service training to junior staff and students

ENQUIRIES: Mrs A Cooke 033-8973203

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS36/17 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC

CLOSING DATE : 09 February 2018

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 09 February 2018

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting

positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for? It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). And to attached proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

OTHER POST

POST 04/243 : **CHIEF PROVINCIAL INSPECTOR (11 POSTS)**

Kindly note that this is a re-advertisement. All applicants who previously applied for the posts (Ref No. P37/2017 – Ref No. 47/2017) need not re-apply as their previous applications will still be considered.

SALARY : R417 552 per annum

CENTRE :
RTI Umdloti (1 Post) (Ref. P01/2018)
RTI Vryheid (1 Post) (Ref. P02/2018)
RTI Ulundi (1 Post) (Ref. P03/2018)
RTI Nongoma (1 Post) (Ref. P04/2018)
RTI Empangeni (1 Post) (Ref. P05/2018)
RTI Eshowe (1 Post) (Ref. P06/2018)
RTI Mtubatuba (1 Post) (Ref. P07/2018)
RTI Gingindlovu (1 Post) (Ref. P08/2018)
RTI Nquthu (1 Post) (Ref. P09/2018)
RTI Midway (1 Post) (Ref. P10/2018)
RTI Greytown (1 Post) (Ref. P11/2018)

REQUIREMENTS : A relevant tertiary qualification (3 year Diploma/Degree in a Management/Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licenses (A and EC); plus Valid Peace Officer's Certificate; plus No criminal record. Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / center based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual

performance plan targets. Communicate regularly with station / center management and facilitate the development of and participation in a center strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the center. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / center vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES : Mr VK Chetty Tel: 033-355 8880/8071

FOR ATTENTION : Mr M Mabaso

NOTE : It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency-based Assessment. The Successful candidates will be required to enter into a Performance Agreement.

ANNEXURE Q

PROVINCIAL ADMINISTRATION WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 04/244 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALIST) (CHILD AND ADOLESCENT PSYCHIATRY)**

SALARY : Grade 1: R1 151 088 per annum, Grade 2: R1 316 136 per annum, Grade 3: R1 439 112 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist (Sub-specialist) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialist) in child and Adolescent Psychiatry. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist (Sub-specialist) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Competencies (knowledge and skills): Strong moral and ethical record in child and adolescent psychiatry. Appropriate experience in Child and Adolescent Psychiatry including experience in in- and out-patient Child and Adolescent mental health services, and consultation liaison services for children and adolescents. Experience in under- and post-graduate teaching. Ability to deal with issues of diversity, transformation and equity. Strong leadership qualities and a strong record of research excellence into the challenges of child health in a developing society with special reference to the African continent. Note: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : (key result areas/outputs): Provide leadership and clinical consultation to the Outpatient Unit, in particular to adolescents and infants. Provide clinical consultation to the consultation liaison service and in- patients (Therapeutic Learning Centre) requiring psychiatric assessment and treatment as needed. Provide clinical consultation to child and adolescent psychiatry out-patients as delegated by the Unit Head. Provide in-service training and supervision in child and adolescent psychiatry to primary,

secondary, and tertiary level health workers in relevant disciplines in the catchment area. Manage the mental health team in clinical areas for which the subspecialist is responsible. Render support to the Head of the Division of Child and Adolescent Psychiatry with respect to clinical, management, teaching, and administrative matters. Teach child and adolescent psychiatry to under- and post-graduate students in relevant degrees and diplomas and to generate relevant research and publications.

ENQUIRIES : Dr W Vogel tel. no. (021) 685 4103, e-mail: wendy.vogel@uct.ac.za

APPLICATIONS : The Chief Executive Officer, Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700. For Attention: Mr P. Petersen,

CLOSING DATE : 09 February 2018

POST 04/245 : **ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R546 315 (PN-B4) per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least 1-year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable 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/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy. Appropriate/recognisable experience in Psychiatric Services and a keen interest to work in the Forensic Services. Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Key result areas/outputs: Coordinate, supervise and control nursing services. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Coordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management.

ENQUIRIES : Ms BL McKay tel. no (021) 370-1248 or Ms V Rhodes, tel. no (021) 370-1340

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500. For Attention: Ms C Veldman

CLOSING DATE : 16 February 2018

POST 04/246 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MEDICAL AND SURGICAL NURSING SCIENCE: ONCOLOGY)**

SALARY : R499 953 (PN-B3) per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse 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 one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing. Extensive knowledge in Oncology Nursing Science. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.
DUTIES : Key result areas/outputs: Responsible for the coordination and delivery of quality nursing care within the relevant Oncology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
ENQUIRIES : Mr A Mohamed, tel. no. (021) 404-2071
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. For Attention: Ms N Mbilini
CLOSING DATE : 09 February 2018

POST 04/247 : **CASE MANAGER**

SALARY : R281 418 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management Functions. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Knowledge and understanding of Case Management Policies and procedures in Public Hospitals. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data

Interchange). Ability to work with Excel spreadsheets, Microsoft Word. Knowledge of UPFS and Clinicom. Note: No payment of any kind is required when applying for this post. This post does not form part of any occupation Dispansation.

DUTIES : (key result areas/outputs): Gather all clinical information regarding Case Management on a daily basis. Control the correctness of the hospital bills, medical aids and privately funded patients. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms WE Bryant, tel.no. (021) 404-2355

APPLICATIONS : To the Chief Executive Office: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. For Attention: Ms N Mbilini

CLOSING DATE : 16 February 2018

POST 04/248 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

SALARY : R226 611per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience in Cleaning, Contract Management and Waste Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge and understanding of Health Care Risk Waste Regulation, 2013, Human Resource Policies, Disciplinary Code and Procedure. Ability to adhere to all departmental requirements, protocols and procedures. Excellent report-writing skills and the ability to motivate and train staff. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent computer skills (i.e. MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post. The job contents as indicated in the advertisement might be adjusted in terms of the service needs. Candidates will be subjected to a competency test.

DUTIES : (key result areas/outputs): Manage the Environmental Hygiene Services within the hospital, including service delivery outputs (i.e. Integrated Medical and Domestic Waste Disposal Management, Porters, Cleaning within Clinical and Non-clinical areas and Cleaning of External Grounds). Manage and oversee Contract Management (i.e. Porters, Cleaning, and Waste management) and any other ad-hoc contract services. Effective and efficient Human Resource management (e.g. recruitment and selection processes. Manage Performance Management System, Leave management, disciplinary procedures, grievance procedures, Project Management, Training and development of staff. Provide relieve duty in the absence of the EHS Managers and provide support to Supervisor. Conduct compliance checks with regard to National Core Standards, Internal Policies and Practices.

ENQUIRIES : Mr R De Jager, tel. no. (021) 404-3236

APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. For Attention: Ms N Mbilini

CLOSING DATE : 09 February 2018

POST 04/249 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (BID ADJUDICATION COMMITTEE)**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Secretarial Environment (Bid Administration). Competencies (knowledge/skills): Relevant knowledge, skills and experience of in office Management, Bid Adjudication and legislative framework (PFMA and NTR'S). Good administrative and computer skills. Ability to work under pressure and independently. Note: Shortlisted candidates will be subjected to undertake a competency test. No payment of any kind is required when applying for this post. This post does not form part of any Occupational Specific Dispensation.
DUTIES : (key result areas/outputs): Manage administrative/secretarial services to the Central Hospital Bid Adjudication Commit. Manage Procurement statistics relating to bid administration. Scrutinise draft bid documents, for correctness. Liaise/communicate with head office, provincial treasury, TBH, and RXH on bid matters. Provide secretarial to the bid management unit during evaluation and awarding of contracts.
ENQUIRIES : Ms M Prins, tel. no. (021) 404-2322
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935. For Attention: Ms N Mbilini
CLOSING DATE : 16 February 2018

POST 04/250 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District

SALARY : R152 862 per annum
CENTRE : Bella Vista Community Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. A course in Basic Routine Health Information System for Data Capturers. Note: No payment of any kind is required when applying for this post.
DUTIES : (key result areas/outputs): Compile headcount daily, weekly and monthly data and routed patient to appropriate HCW. Complete registers and ordering and stock management as requested by the Operational Manager. Capturing of data and compliments and complaints on SINJANI. Manage withdrawal of inactive folders & safe storage to ensure an orderly filing system. Appointments list for follow up clients and drawn folders according the Tier.net system and prepared folders for next day (blood results filed or stickers printed). Manage appointments electronically or on diary if new client facility folder to be opened, correct stationary placed in folder and stickers to be printed.
ENQUIRIES : Mr L Wawini, tel. no. (023) 316-9600
APPLICATIONS : the Manager: Medical Services, Ceres Hospital, Private Bag X54, Ceres, 6835. For Attention: Mr W Owen
CLOSING DATE : 16 February 2018

POST 04/251 : **FOOD SERVICE SUPERVISOR**
West Coast District

SALARY : R127 851 per annum

CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum Requirement: General Education and training Certificate (GETC) - Grade 9 (St 7). Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work shifts. Competencies (knowledge/skills): Appropriate experience of therapeutic diets, food groups, preparation, cooking methods and production, quality and portion control of food according to standardized recipes in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP, safety principles and sound organizing skills. Ability to maintain good interpersonal skills and relations with all categories of staff in the execution of his/her supervisory functions. Proven Computer literacy, writing and numerical skills. Ability to work under pressure and in a team situation. Ability to maintain good interpersonal skills and relations with all categories of staff in the execution of his/her supervisory functions. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Order, receipt, store and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and all normal and therapeutic diets. Supervise weighting, dishing and distribution of food to various wards. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources, do stock control, process food statistics and keep records. Attend in-service training as well as courses/workshops.

ENQUIRIES : Mrs. ME. Van Vuuren, tel.no. (022) 709-7213

APPLICATIONS : The Manager: Human Recourse Manager, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380. For Attention: Mr JI Engel

CLOSING DATE : 16 February 2018

POST 04/252 : **TELKOM OPERATOR**
Central Karoo District

SALARY : R127 851 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard. Inherent requirement of the job: Willingness to work overtime when required by operational needs. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft packages (i.e. Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Report all faults to Telkom. Maintain internal telephone directory. Provide support to the supervisor and colleagues.

ENQUIRIES : Me E. Brits, tel. no. (023) 414-8200

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530. For Attention: Ms S Pienaar

CLOSING DATE : 16 February 2018

POST 04/253 : **HANDYMAN**
Eden District

SALARY : R127 851 per annum

CENTRE : Ladysmith Hospital (Alan Blyth)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Handyman experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do hard physical work. Competencies (knowledge/skills): Ability to function independently and in a team. Ability to adhere to safety standards. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Supervise and in-service co-workers. Assist with repairs and emergency breakdowns (including after-hour repairs). Maintain and repair of plant equipment, furniture, fixtures and fittings. Basic electrical repairs, installations and bricklaying. Assist in preventative maintenance procedures, including autoclave, water tanks, chlorifiers and stand-by generators and give technical advice. Basic plumbing, refrigeration, carpentry, welding repairs, installations and clean areas where work has been carried out. Obtain quotations on material needed to complete requisitions.

ENQUIRIES : Mr EP Adcock, tel. no. (028) 551-1342

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530. For Attention: Ms S Pienaar

CLOSING DATE : 16 February 2018

POST 04/254 : **MESSENGER**
Eden District

SALARY : R90 234 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the functioning of a state hospital. Inherent requirements of the job: Physically fit and ability to be on your feet for long periods. Ability to lift heavy loads. Competencies (knowledge/skills): Ability to safely operate a franking machine. Good knowledge of Knysna Hospital locations. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Collect and distribute incoming and outgoing mail daily at appropriate points. Maintenance of registry and archive services. Maintenance of the reception area of the admin building and handle the procurement of standard items e.g. stationary, minor equipment and cleaning materials for activities in the admin building. Operate and ensure the office equipment is in good working order e.g fax machine, copiers, projectors and franking machine. Assist supervisor in day to day activities.

ENQUIRIES : Mr JF Bouw (044 302 8400)

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530. For Attention: Ms S Pienaar

CLOSING DATE : 16 February 2018

POST 04/255 : **CLEANER**
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Cleaning experience within a hospital environment. Inherent requirement of the Job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work. Willingness to undergo formal and Informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.

Note: Ability to operate machines or equipment in a cost effective manner No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide a clean, hygienic environment within the institution Effective, safe handling and storage of equipment serving of meals and beverages to patients on ward level. Cost effective utilisation of consumables or resources. Promotion of Quality assurance, Infection Control and occupational Health and Safety within the Department. Effective waste and linen management Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues.

ENQUIRIES : Ms L Beukes, tel. no. (021) 571-8040/8060

APPLICATIONS : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352. For Attention: Mr J Smit

CLOSING DATE : 16 February 2018

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 19 February 2018 @ 16:00

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 04/256 : **DIRECTOR: TRANSPORT POLICIES AND STRATEGIES, REF NO. TPW 2018-25**

SALARY : All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) as recognised by SAQA, 5 years of experience at middle/senior managerial level. Recommendations: None. Competencies: Management skills; Strategic skills; Planning & amp; Organisational skills; Project Management skills; Facilitation skills; Financial Management Skills; Ability to interpret and apply policy; Policy formulation; Report writing skills and formulation skills; Computer skills; Human Capital planning/management/development skills; Communication & Personal skills (verbal & written); Problem solving & analytical skills.

DUTIES : Strategic capability and leadership (including Change Management); Programme and Project Management; Ensure efficient and effective oversight and management for all financial resources/ aspects of the directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. In particular, focusing on: Strategic planning, direction and development of appropriate policies in relation to transport; Strategic

coordination and ability to co-opt and influence processes and policies transversally; Network and manage a variety of platforms and fora in the transport policy space; Ability to lead and direct appropriate research and analysis with a focus on innovation and best practice; and Ability to and experience in managing complex teams and motivate where appropriate towards the achievement of departmental and provincial goals and objectives..

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

ENQUIRIES : Mr GP Van Schalkwyk: 021 483 5090

POST 04/257 : **DIRECTOR: LAND TRANSPORT SAFETY MANAGEMENT, REF NO. TPW 2018-27**

SALARY : All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : A relevant undergraduate qualification (NQF 7) as recognised by SAQA; A minimum of 5 years appropriate experience at a middle/senior management level; a valid Driver's License. Recommendations: None. Competencies: In-depth knowledge of the following: Applicable policies and procedures; Management principles; Public service procedures; HR procedures; Employee relations; Financial management; Empowerment; Capacity building; Communication skills; Report writing skills; Strategic planning skills; Project management; and Community facilitation.

DUTIES : Management: Strategic capability and leadership (including Change Management); Programme and Project Management; and Ensure efficient and effective oversight and management for all financial resources/ aspects of the directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Line Function: Responsible for the research and benchmarking of road safety policies and strategies; and Responsible for the co-ordination and over-seeing the facilitation of safety interventions through safety programmes and campaigns.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

ENQUIRIES : Ms D Ribbonaar 021 483 3946