



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Applications must be submitted on a covering letter. A detailed CV, certified copies not older than six months of qualifications, ID and other related documents should be attached to your covering application letter. Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to Ms T Mohlaloga at Tina.Mohlaloga@dcs.gov.za. Contact persons: Mr Y Naidoo 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 307 2174.
- CLOSING DATE** : 05 August 2024 @ 15h45.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in constituting the risk management committee. It is our intention to promote representivity in respect of race, gender and disability. In support of this strategy, applicants need to indicate race, gender and disability status on the application letter/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints may be taken on the day of the interview. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Some of the posts below are re-advertised, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill these posts. The Department of Correctional Services calls on all independent suitably qualified and interested persons to serve as Chairperson of its Audit Committee for a period of three (3) years:

OTHER POSTS

- POST 26/01** : **CHAIRPERSON OF AUDIT COMMITTEE**
(Three (3) Year Contract)
- SALARY** : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : National Head Office, Pretoria
- REQUIREMENTS** : An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Information and Communication Technology. Five (5) years' experience as a member of an Audit Committee in the public sector. Additional five (5) years' experience as an Audit Committee Chairperson. In-depth knowledge of the PFMA and its regulations as well as other governing prescripts applicable to the department. Membership of a Public Sector Audit Committee will be an added advantage. A valid and unendorsed code 8 driver's license. Competencies And Attributes: Integrity, reliability, good communication, interpersonal and leadership skills. Exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer. Professional approach to duties, including commitment of time and effort. Ability to encourage openness and transparency. Ability to work constructively with management. Prospective candidate should possess the following: Broad business, corporate governance and/or financial management experience. Public sector experience. An understanding of the business in which the organisation operates. Familiarity with risk management practices. An understanding of internal controls. An understanding of major accounting practices and public sector reporting formats. Familiarity with legislative requirements. Understanding of the roles of internal and external audit Good understanding of the control framework.
- DUTIES** : Responsibilities: Chair audit committee meetings. Advise the Accounting Officer and Management on audit related and governance matters. Independent advisor on matters relating to, inter alia, internal audit, external audit, accounting policies, financial and non-financial information. Effective governance and compliance with applicable legislation and prescripts. Evaluate the adequacy of the organisation's control environment. Attend meetings as often as required but at least five (5) times in a year and be flexible with time. Perform duties in accordance with the Audit Committee Charter.
- ENQUIRIES** : Mr Y Naidoo Tel No: 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 3072174.

- NOTE** : Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.
- POST 26/02** : **MEMBERS OF AUDIT COMMITTEE**
(Three (3) Year Contract)
- SALARY** : Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
CENTRE : National Head Office, Pretoria
REQUIREMENTS : Applicants should be in possession of any of the listed qualifications: B. Compt/B. Com in Accounting or Internal Auditing, B. Com (Hons), BSc Computer Sciences, BSc (Hons) MBA, LLB and additionally any of these qualification CA (SA), CCSA, CIA, CISA, CRISC, CGEIT, CISSP, pupillage certifications. Experience in any of the following fields: IT Audit (Strategic, Operational and Technical), IT Governance, IT Security, Large Scale IT Application Development and Implementation Programmes. Risk management, internal controls and governance processes. Core business of the Department of Correctional Services and appropriate experience in the environment. Performance management. Financial management. Internal and external auditing. Legal services. Relevant senior management experience and public sector experience would be preferred for this role. Preference will be given to candidates who demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee and experience in serving on Audit Committees.
- DUTIES** : Responsibilities: As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit Committee will: Assist the Chairperson in the effective execution of his/her responsibilities with the ultimate aim of the achievement of the organization's objectives. Review the coordination of audit efforts to ensure completeness of the coverage and promote the effective use of the audit resources. Review adequacy and effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls. Review the quality of the financial and other management information produced to ensure integrity, reliability, and accuracy thereof. Review any accounting and audit related significant findings and recommendation of the internal and external auditors together with management's responses thereto. Examine and review the annual financial statements before final approval thereof. Review compliance with legal and regulatory provisions. Review any significant incidents of a criminal or irregular nature.
- ENQUIRIES** : Mr Y Naidoo 012 307 2079, Ms T P Ngobeni 012 305 8589 or Ms N Khumalo 012 3072174.
NOTE : Appointment will be for a period of three (3) years, subject to renewal at the discretion of the Department of Correctional Services. The appointment will be supported by the terms of reference and a contract.

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- CLOSING DATE FOR ATTENTION** : 05 August 2024
- NOTE** : Ms M Shitiba
- All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 26/03** : **DIRECTOR: DRUG RESISTANT TB – TB AND HIV (REF NO: NDOH 38/2024)**
- SALARY** : R1 216,824 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE REQUIREMENTS** : Cluster: Tuberculosis Management, Pretoria
- An appropriate NQF 7 qualification in Health Sciences and/or Occupational Health. A valid registration with the Health Professional Council of South Africa. MBCHB degree (NQF 8) / postgraduate qualification (NQF 8) in Public Health will be an advantage. At least five (5) years' experience at a middle management level in clinical management of DR-TB, public health or occupational health settings as well as management of personnel (HRM) and finances (Financial Management). Knowledge of Public Health (at TB in the mines / examine workers in particular), the management of Drug-Resistant TB (DR-TB), MDR and XDR. TB and HIV co-infection. An understanding of South African Public Service, including applicable policies and legislation, particularly medico-legal and ethical issues around the control and management of TB. Good problem solving and analysis, strategic capability, leadership, programme and project management, change and knowledge management, service delivery innovation, communication, computer, organisation and stakeholder management skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Provide support assessment of small to medium mining houses and service for ex-mine workers. Identify provinces and neighbouring countries that require interventions related to TB in the mines. Support the consultant in the implementation of situational analysis. Development and implementation of policies and guidelines. Develop and update policies and guidelines for Drug-Resistant TB including Community-Based Treatment of DR-TB and co-infection with HIV. Monitor the implementation of approved policies and guidelines including in the private sector. Manage clinical management support. Establish support systems for medical practitioners. Ensure inclusion of appropriate treatment regimen for TB and drug resistant TB in the Essential Drug List (EDL). Implement recommendations of the SADC declaration on TB in the mines. Develop a plan for implementation of SADC declaration on TB in the mines and a tool kit to support implementation. Enable and support cross border referrals. Provide support to provinces and neighbouring countries in matters related to TB in the mines. Undertake on-site supervision visits to provinces with special focus on mining areas. Management of key TB in the mine's stakeholder relationships. Develop a framework of engagement with stakeholders.

Manage resources, risk and audit queries within the chief directorate. Participate in recruitment and selection of staff, including ensuring placement of adverts and chairing of interview panels. Update the framework policy document on decentralised management of DR-TB. Develop and update treatment literacy programmes for patients in the communities. Support development of IEC materials. Conduct clinical audits of DR-TB facilities. Develop operational plans for the directorate.

ENQUIRIES : Prof N Ndjeka tel number 012 395-8459

POST 26/04 : **PHARMACEUTICAL POLICY SPECIALIST (REF NO: NDOH 37/2024)**

SALARY : Grade 1: R1 036 599 per annum
Grade 2: R1 131 474 per annum

CENTRE : Directorate: Child and Youth Health, Pretoria.

REQUIREMENTS : **Grade A** A B-Pharm degree, current registration as a Pharmacist plus a minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. **Grade B** B-Pharm degree, current registration as a pharmacist plus thirteen (13) years appropriate experience after registration as a Pharmacist with the SAPC. Salary grade will be determined in accordance with the above requirements as per the OSD. Qualification and years of experience required are indicated above. Knowledge of the Constitution of the Republic of South Africa, 1996, Public Service Act and Regulation, 2023 as amended, National Health Act 2003, Medicine and Related Substance Act 1965, Pharmacy Act 1974 as well as Public Service Management Act 1999. Knowledge of cold chain, vaccines and procurement as well as District Health System. Basic Conditions of Employment Act and Regulations; and knowledge of data monitoring and analysis. Good communication (verbal and written), presentation, interpersonal, research and report writing, and computer skills (MS Office packages). A valid driver's license. Willing to travel regularly and work long and irregular hours.

DUTIES : Liaison with the supplier to ensure sufficient EPI vaccines are available. Liaise with the vaccine supplier, Pharmaceutical Services and SAHPRA (South African Health Products Regulatory Authority) on use of international vaccine packaging for campaign or emergency stock-out situations. Liaise with stakeholders on vaccine related services. Facilitate effective management of vaccine. Determine annual estimates for provinces and submit to suppliers by end September each year. Assist the programme to ensure that provinces include buffer stock at the depot and order monthly to prevent backorders. Monitor and evaluate vaccine utilization. Prepare quarterly reports for each province comparing vaccine estimates and ordering as well as percentage supplied. Monitor vaccine utilization during HPV campaign, and provide logistical assistance where needed. Conduct investigation on adverse events following immunization (AEFI). Liaise with NISEC members and provide information on AEFI cases during causality assessment. Manage risk and audit queries. Determine national vaccine stock holding at provincial depots after April and September annual stock take at depots, and assist with strategies to minimize vaccine wastage. Support other activities within the EPI sub-directorate.

ENQUIRIES : Ms S Ngake tel no: 012 395-8382

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 05 August 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s).

OTHER POSTS

- POST 26/05** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DPSA 02/2024**
- SALARY** : R1 003 890 per annum (An all-inclusive remuneration package) (Level 12). Annual progression up to a maximum salary of R1 182 534 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum qualification at NQF Level 7 as recognised by SAQA in Management Services/Work Study/Production Management/Operations Management/ Industrial and Organisational Psychology. Minimum of 5 years' experience in Organisational Development field. Sound knowledge of Public Service Regulatory Framework, Sound Understanding of Organisational Design policies and procedures, Knowledge of Employment Relations policies, practices, and procedures, Knowledge of Conflict Management tools and methodologies, Research and analytical skills. Initiative, planning and execution, strategic thinking, quality of work, and communication skills.
- DUTIES** : To conduct an analysis of organisational design consultation and pre-consultation requests submitted by the Executive Authorities to the Minister in terms of the 2016 Directive on the changes to the organisational structures of departments. Provide organizational design technical support services to departments based on the outcome of consultations and support requests. Provide organisational design technical support services to departments based on the outcome of consultation and support requests. Develop organizational design implementation tools/instruments/blueprint. Conduct capacity-building sessions to empower national and provincial organizational design practitioners in the implementation of organizational design functions.
- ENQUIRIES** : E-mail your application to: Advertisement022024@dpsa.gov.za
Mr. Oscar Tshivhase Tel No: (012) 336 1469.
- POST 26/06** : **DEPUTY DIRECTOR: MACRO-ORGANISING REF NO: DPSA 03/2024**
- SALARY** : R1 003 890 per annum (An all-inclusive remuneration package) (Level 12). Annual progression up to a maximum salary of R 1 182 534 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria.

<u>REQUIREMENTS</u>	:	A minimum qualification at NQF Level 7 as recognised by SAQA in Management Services/Work Study/Production Management/Operations Management/ Industrial and Organisational Psychology. Minimum of 5 years' experience in Organisational Development field. Sound knowledge of the board governance framework, knowledge of Public Administration, and Sector-service regulatory frameworks; a sound understanding of Organisational Development theory and practice; knowledge of Organisational Design; and knowledge of Employment Relations policies, practices, and procedures. Knowledge of conflict management tools and methodologies. Application of research methodologies. Job knowledge, technical skills, acceptance of responsibility, quality of work, report writing, facilitation and negotiation, presentation skills, and diversity management Communication and information management, research, and project management. Client orientation and customer focus, good interpersonal relations, and computer literacy
<u>DUTIES</u>	:	To develop and implement Macro-Organising of the State prescripts within the public service. Render support, advice, and assistance on the implementation of Macro-Organising and good governance policies, frameworks, and instruments. Facilitate the implementation of National Macro-Organising of Government (NMOG). Provide advice and support to promote the optimal macro-institutional configuration and good governance practices in government departments and public sector services. Render support, advice, and assistance to public sector institutions on the implementation of macro-organisational and good governance policies, frameworks, and instruments. Render secretarial support to the Inter-departmental Assessment Committee (IAC), established in terms of the Public Service Regulations, and advice on the creation of specialised service delivery units and government components. Provide support in all the operations and systems processes of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Siyabonga Msimang Tel: 012 336 1403.
<u>APPLICATIONS</u>	:	E-mail your application to: Advertisement032024@dpsa.gov.za
<u>POST 26/07</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 04/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7). Annual progression up to a maximum salary of R362 994 per annum is possible subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A Senior Certificate and a Diploma in Office Management / Office Administration / Business Administration at a minimum of NQF level 5 as recognised by SAQA. Minimum of 3 years' experience in rendering support services to senior management or Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.
<u>DUTIES</u>	:	Manage the Director-General's diary and prioritise the Director-General's meetings. Inform the Director-General ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Director-General. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Director-General. Undertake follow-ups on issues raised by the Director-General to stakeholders (internal and external). Draft summaries for the Director-General in relation to documents submitted for the Director-General's attention. Co-ordinate local and international travel and accommodation arrangements for the Director-General and prepare S &T claims. Perform any other duties as requested by the Director-General.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nokhuselo Maku Tel No: (012) 336 1343.
<u>APPLICATIONS</u>	:	E-mail your application to: Advertisement042024@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 02 August 2024 at 16H00

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

OTHER POSTS

POST 26/08 : **CHIEF CIVIL ENGINEER (GRADE A) REF NO: 2024/46**

SALARY : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project

- management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
- DUTIES** : Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities/buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types/categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost-effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio-economic benefits for all property investment/disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing
- ENQUIRIES APPLICATIONS** : Mr Vinodh Bedesi, Tel: (012) 406 2047
- Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-06@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau
- POST 26/09** : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2024/47**
(Re-advertisement for Ref 2023/383 DPSA Circular 34 of 2023: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 200 426 per annum ((All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)
- CENTRE REQUIREMENTS** : Cape Town Regional Office
- Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to: design and construction of concrete structures (such as industrial, residential and office buildings; water and wastewater treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES APPLICATIONS** : Ms T Kolele, Tel: (021) 402 2063
- Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-01@dpw.gov.za
- FOR ATTENTION** : Ms. C Rossouw
- POST 26/10** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF: 2024/48**
- SALARY** : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)

<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Kolele Tel: (021) 402 2063
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-02@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Ms. C Rossouw
	:	People with disabilities are encouraged to apply
<u>POST 26/11</u>	:	<u>CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/49</u> (Re-advertisement for Ref 2024/04 DPSA Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy, Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and

individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

- ENQUIRIES** : Ms. T. Kolele, Tel: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-03@dpw.gov.za
- FOR ATTENTION** : Ms. C Rossouw
- POST 26/12** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/50**
- SALARY** : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Bloemfontein Regional Office
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' post-qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge Of Programme and Project Management. Project design and analysis; legal and operational compliance, as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills and well as negotiation skills.
- DUTIES** : Monitor the performance of project managers and other personnel under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost. Establish and promote effective relationships with clients. Provide expert advice to the Department.
- ENQUIRIES** : ADMIN Mr. T Mosia, Tel: (051) 408 7404/7401 Technical Enquiries: Ms. P Zweni, Tel: (051) 408 7348.
- APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM24-01@dpw.gov.za
- FOR ATTENTION** : Mr D Manus
- POST 26/13** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2024/51**
(Re-advertisement for Ref 2024/07 DPSA Circular 06 of 2024: Applicants who previously applied are encouraged to re-apply)

SALARY : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Johannesburg Regional Office

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Knowledge of programme and project management, engineering, legal and operational compliance, Engineering operational communication, Process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, engineering design and analysis knowledge, Research and development, computer-aided engineering applications, creating high-performance culture, technical consulting, engineering and professional judgment Strategic capability and leadership, problem-solving and analysis, decision making, team leadership, creativity, Financial management, customer focus and responsiveness, Communication, Computer skills, People management, planning and organising, conflict management, negotiation skills, change management registration.

DUTIES : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory and Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness; manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Provide Good Governance; Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. KJ Mahloko, Tel: (011) 713 6051

APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB24-01@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 26/14 : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/52 (X3 POSTS)**

SALARY : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' post qualification experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and

documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Mr. SL Jikeka, Tel: (041) 408 2074
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE24-01@dpw.gov.za

FOR ATTENTION : Ms. P. Buwa.

POST 26/15 : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2024/53**

SALARY : R1 200 426 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : BSC Degree in Quantity Surveying or relevant qualification as a Registered Professional Quantity Surveyor with the South African Council of Quantity Surveying Professionals (SACQSP) is compulsory with a minimum of 6 years post-qualification experience as a registered Quantity Surveyor. Be in possession of a valid driver's license Knowledge: Experience in conducting Feasibility Studies would be advantageous as well as knowledge or the Real Estate Industry and Asset Management. A good understanding and competence in the context of the built environment. Developed knowledge and understanding of National Government's responsibility to improve access to Government services. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge of construction contract law to the extent applied in the profession is also important. The understanding and application of various facets of the quantity surveyor practice, including knowledge of construction methods, techniques and systems applied in full spectrum of the quantity survey profession. Skills: Well-developed project management, Quantity Surveying, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literate and capable of operating the MS Office Suite. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure. Must have the ability to conduct cost estimation on small, large and mega projects as well as to project life cycle costing in support of property and projects-related feasibility studies, capital budgeting techniques and the development of capital breakdown structures.

DUTIES : Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements and legislation. Using inputs from a multidisciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts. Assess standards of installation, operations, maintenance and records in relation to costs. Determine the cost efficiency of projects and its life cycle costs and advise on optimizing building costs and time. Advise on the economic life of existing systems and built infrastructure. Provide support to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure including cost and time implications. Visit building sites to assess and develop technical reports. Make recommendations on value-enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio-economic benefits for all property investment/disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.

ENQUIRIES : Mr Vinodh Bedesi, Tel: (012) 406 2047
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment24-07@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

- POST 26/16** : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/54 (X2 POSTS)**
- SALARY** : R833 499 per annum ((All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Port Elizabeth Regional Office
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
- ENQUIRIES** : Mr SL Jikeka, Tel: (041) 408 2074
- APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE24-02@dpw.gov.za
- FOR ATTENTION** : Ms. P. Buwa.
- POST 26/17** : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/55 (X2 POSTS)**
- SALARY** : R833 499 per annum ((All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
- ENQUIRIES** : Ms T Kolele, Tel: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-04@dpw.gov.za
- FOR ATTENTION** : Ms. C Rossouw
- NOTE** : People with disabilities are encouraged to apply.
- POST 26/18** : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/56 (X4 POSTS)**
(Re-advertisement for Ref 2024/18 DPSA Circular 06 of 2024 (X3 posts): Applicants who previously applied are encouraged to re-apply)

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

CENTRE REQUIREMENTS : Johannesburg Regional Office

: National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environment Conservation Act, Knowledge and Understanding of the Government procurement systems, Good Planning, Financial and budget skills, sound analytical and good written and verbal communication skills, Knowledge and understanding of JBCC and GCC form of Contract.

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

ENQUIRIES APPLICATIONS : Mr. KJ Mahloko, Tel: (011) 713 6051

: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: email to: RecruitJHB24-02@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 26/19 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2024/57**

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

CENTRE REQUIREMENTS : Durban Regional Office

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

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

ENQUIRIES APPLICATIONS : Mr KB Mbhele, Tel: (031) 314 7163

: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN24-01@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 26/20 : **QUANTITY SURVEYOR PRODUCTION (GRADE A) REF NO: 2024/58**

SALARY : R721 476 per annum ((All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying or relevant qualification. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Three years post qualification Quantity Survey experience is required. Skills: Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, Problem-solving and analysis, People management, Change management. Appropriate and good understanding of all relevant legislation and construction industry contracts. Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing, Technical consulting; Creating high; performance culture; Networking; Professional judgment. Applied knowledge of all Built environment legislative/regulating requirements. A valid driver's license and the ability/willingness to travel.
<u>DUTIES</u>	:	Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects. Ensure effective office administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery and estimates accomplished by building. Designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise employees to ensure effective services: - Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms T Kolele, Tel: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to email to: RecruitCPT24-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 26/21</u>	:	<u>CHIEF ARTISAN GRADE A: WORKSHOP MECHANICAL REF NO 2024/59</u>
<u>SALARY</u>	:	R455 223 per annum (OSD salary package)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan Foreman in Carpentry. Knowledge of the PFMA and the OHSA. A valid driver's license. Knowledge Computer-aided technical applications, Knowledge of legal compliance, technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's Licence.
<u>DUTIES</u>	:	Effective supervision of day-to-day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	Mr S. Kutu, Tel: (012) 310 5993
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA24-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Thapane/ Ms. MC. Lekganyane
<u>POST 26/22</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION (GRADE A) REF NO: 2024/60</u>
<u>SALARY</u>	:	R429 930 per annum (OSD salary package)
<u>CENTRE</u>	:	Mmabatho (Regional Office)
<u>REQUIREMENTS</u>	:	A Bachelor of Technology in Engineering (B Tech) or relevant qualification, Three years post Qualification Engineering Technologist experience, Valid Driver's Licence, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliances. Technical report writing, networking, professional judgement, problem solving and analysis, Decision Making, Team leadership, Creativity, Self-

Management, Customer focus and responsiveness, communication, computer skills, planning and organizing, People Management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly define technological challenges through applications of proven techniques and procedures. Develop, maintain and manage current technologies; and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain database. Research and development: keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr. K Nel, Tel: (018) 386 5291
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735 or email to: RecruitMMB24-01@dpw.gov.za

FOR ATTENTION : Mr T. Oagile

POST 26/23 : **ARTISAN FOREMAN: PLUMBING (GRADE A) REF NO: 2024/61**

SALARY : R362 130 per annum (OSD salary package)
CENTRE : Durban (Regional Office)
REQUIREMENTS : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. Valid driver's license. Skills & Competencies: Ability to communicate effectively at operational level. Strong leadership and management ability. Problem solving.

DUTIES : Supervise, mentor and evaluation of personnel. Manage equipment, tools and machinery. Monitor job requests. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of projects. Do quotations for materials & Tools. Perform electrical related duties. Do plumbing faults finding. To work after hours and over the weekends when requested do so. Transport plumbing officials, tools & equipment to sites. Compile scope of works. Monitor utilization of state resources.

ENQUIRIES : Mr MM Zuma, Tel: (072) 406 5212
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or mail to: RecruitDBN24-02@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 26/24 : **ARTISAN: MECHANICAL (GRADE A) WORKSHOP REF NO 2024/62**

SALARY : R230 898 per annum (OSD salary package)
CENTRE : Pretoria Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate Valid driver's license. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment.

DUTIES : Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr S. Kutu, Tel: (012) 310 5993
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria or email to: RecruitPTA24-02@dpw.gov.za

FOR ATTENTION : Ms. K. Tihapane/ Ms. MC. Lekganyane

POST 26/25 : **ARTISAN PRODUCTION (BRICKLAYING) (GRADE A) REF NO: 2024/63**

SALARY : R230 898 per annum (OSD salary package)
CENTRE : Polokwane Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Bricklaying. Valid driver's license. Knowledge of Occupational Health & Safety Act and Regulations. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment.

DUTIES : Maintain and repair technical faults related to Building according to standards; compile material quantities per project; maintain all Government Buildings including new work to buildings; Keep and maintain job record/register of maintained and repaired faults; Must be willing to work overtime if and when required; compile progress reports and monitor Artisan Assistants and Learners.

ENQUIRIES : Mr Radebe A, Tel: (015) 291 6440
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to: RecruitPLK24-01@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 26/26 : **ARTISAN PRODUCTION: ELECTRICAL (GRADE A) REF NO: 2024/64**

SALARY : R230 898 per annum (OSD salary package)
CENTRE : Durban Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Electrical in buildings. Valid driver's License Skills: Problem-Solving skills, Ability to communicate effectively at operational level. Supervision skills. Technical skills. Ability to mix paint.

DUTIES : Maintenance including new work to painting infrastructure works. Maintain tools. Compile material quantities per project. Do electrical faults finding. Report technical faults. Supervise assistants and Trainees. Mentor assistants and trainees. Do quotations for materials and tools. Perform electrical related duties. Transport electrical officials, tools & equipment to sites

ENQUIRIES : Mr MM Zuma, Tel: (072) 406 5212
APPLICATIONS : Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN24-03@dpw.gov.za

FOR ATTENTION : Ms NS Nxumalo

POST 26/27 : **ARTISAN PRODUCTION: PAINTER (GRADE A) REF NO: 2024/65**

SALARY : R230 898 per annum (OSD salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Painting, Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.

ENQUIRIES : Mr. E Ryklief, Tel: (021) 402 2163
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT24-06@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 26/28 : **ARTISAN PRODUCTION: PLUMBER (GRADE A): WORKSHOP REF NO: 2024/66**

SALARY : R230 898 per annum (OSD salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Plumbing. Valid driver's license. knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of Plumbing tools, equipment in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Plumbing works.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to government buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Tradesman Aid and Learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.

ENQUIRIES : Mr. M Mashinini, Tel: (051) 408 734
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM24-02@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 26/29 : **ARTISAN PRODUCTION (GRADE A): (ELECTRICAL) WORKSHOP REF NO: 2024/67**

SALARY : R230 898 per annum, (OSD salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Electrical. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of Electrical tools, equipment in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Plumbing works.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to government buildings,

must be willing to work overtime if and when required, and compile progress reports on projects and monitor Tradesman Aid and Learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.

ENQUIRIES
APPLICATIONHJS

: Mr. M Mashinini, Tel: (051) 408 734
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM24-03@dpw.gov.za

FOR ATTENTION

: Mr D Manus

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 02 August 2024

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

MANAGEMENT ECHELON

POST 26/30 : **DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE MANAGEMENT REF NO: 020824/01**
(Re-advertisement: Applicants who have previously applied must re-apply)
Branch: Infrastructure Management

SALARY : R1 741 770 per annum (Level 15) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria Head Office
A Postgraduate Degree in Civil Engineering (NQF level 8) as recognised by SAQA. At least eight (8) to ten (10) years proven experience at Senior Management level. A Senior Management leadership programme certificate is required. Civil Engineering experience with specialisation in structural engineering, Experience in high level project management. Must be able to demonstrate capacity to change. Knowledge and experience of various water aspects. Experience within asset management and in large scale infrastructure development. Experience in consulting and stakeholder management. Knowledge and understanding of Public Service Regulations and Promotion of Access to Information Act. Knowledge and understanding of PFMA. Knowledge of business and management principles, policy, and strategy development. Knowledge of strategic planning, resource allocation and human resources. Good people and diversity management. Understanding of the value chain and its impact on demand management. Knowledge of scenario planning, infrastructure, including development, operations, and maintenance. Knowledge and understanding of socio-economic issues. Analytical thinking and good development skills. Good strategic capability and leadership skills. Programme, project, and financial management. Change and knowledge management. Service Delivery Innovation (SDI). Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Good interpersonal and communication skills. Accountability and ethical conduct.

DUTIES : Oversee the conceptualisation of water resource infrastructure projects. Provide strategic direction and leadership in the operations and maintenance of water resources infrastructure by managing and overseeing Water Resources Infrastructure and maintenance. Managing the rehabilitation and management of land associated with strategic infrastructure assets. Ensure the provision of engineering services. The assurance of the design of civil structure for mechanical and electrical components. The assurance of the design of integrated environmental engineering solutions. Analysis of water availability contained within

infrastructure facilities. Oversee the construction of water and sanitation infrastructure. Develop policies, strategies and systems that drive strategic deliverables within the Branch. Overseeing the management of financial- and human resources of the Branch: Infrastructure Management. Providing leadership during the transition for the establishment of the planned National Water Resource Infrastructure Agency (NWRIA). Note: This position will be impacted upon through the establishment of the NWRIA whereby the incumbent may be required to transfer to the Agency during the transition.

ENQUIRIES
APPLICATIONS

- : Mr. C Greve Tel No 012 336 8402
- : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit190724@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation

- APPLICATIONS** : All applications should be sent to The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001 or hand delivery to 268 Lilian Ngoyi, Street, Fedure Forum Building, 1st floor, Pretoria CBD or e-mailed to recruitment@dwypd.gov.za
- FOR ATTENTION** : Mr VS Shongwe Tel No: (060) 978 1749
- CLOSING DATE** : 02 August 2024 @ 16:30
- NOTES** : Applicants are required to submit a comprehensive CV (including a minimum of two recent and contactable referees). Applicants are not required to submit certified copies of their qualifications and other relevant documents. The communication from the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from the Department. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibilities to have all foreign qualification evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the position. Applicants must note that further checks may be conducted if they are shortlisted and their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualification verification and criminal record verification. Appointment in the position will be provisional, pending the issue of security clearance. Should a security clearance not be granted, appointment will be re-considered/terminated. In terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. Successful candidates will be required to enter into a contract with the Department.

OTHER POSTS

- POST 26/31** : **AUDIT AND RISK COMMITTEE MEMBER – INFORMATION TECHNOLOGY (REF NO DWYPD/ARC/01/2024)**
(3 Year Contract)
- SALARY** : The appointment will be supported by the terms of reference and a contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant / appropriate professional Bachelor's and Postgraduate qualification in Information Technology, Computer Engineering, Information Security, BSc (Computer Science) and must be an active member of the relevant professional bodies. A minimum of five (5) years' experience in audit committee or executive/senior management, preferably in the public sector and experience in the following fields: IT Audit (Strategic, Operational and Technical), IT Governance, IT Security, Cloud Computing and Implementation Programmes. A sense of integrity and strong ethical values. An ability to act honestly and in good faith in the public interest. Understanding of the mandate of the audit committee. Independence and objectivity. Goal oriented and transformative. Understanding of the mandate of the audit committee. Leadership qualities. Professionalism. Knowledge applicable prescripts including Public Finance Management Act (PFMA), National Treasury Regulations, Public Service Corporate Governance of Information and Communication Policy Framework (CGICTPF), applicable Information Technology standards. Professional certification such as Information Security Manager (CISM) and/ or Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP) and experience in serving as an Audit Committee or Board member will be an added advantage.
- DUTIES** : As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit and Risk Committee: Overseeing the effectiveness of information technology's internal control, risk management and governance processes. Independently reviewing the reporting process to ensure the integrity of Information Technology reports. Providing oversight on the implementation of management action plans to address audit issues. Providing oversight on institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight on fraud management.
- ENQUIRIES** : Mr Vusumuzi Shongwe, Tel: (060) 978 1749
- POST 26/32** : **AUDIT AND RISK COMMITTEE MEMBER – FINANCIAL MANAGEMENT (REF NO: DWYPD/ARC/02/2024)**
(3 Year Contract)

- SALARY** : The appointment will be supported by the terms of reference and a contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant postgraduate tertiary and professional certification in Auditing and/or Accountancy, Risk Management and must be an active member of the relevant professional bodies. A minimum of five (5) years' experience as an executive/senior management preferably in the public sector. A sense of integrity and strong ethical values. An ability to act honestly and in good faith in the public interest. Understanding of the mandate of the audit committee. Independence and objectivity. Leadership qualities. Professionalism. Knowledge applicable prescripts including Public Finance Management Act (PFMA), National Treasury Regulations, applicable standards etc. CA (SA) or relevant certification and experience in serving as an Audit Committee or Board member will be an added advantage.
- DUTIES** : As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act, the Audit and Risk Committee: Overseeing the effectiveness and reliability of financial and non-financial information, internal control, risk management and governance processes. Independently reviewing the reporting process to ensure the integrity of financial and performance management reports. Providing oversight on the implementation of management action plans to address audit issues. Providing oversight on institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight on fraud management. Review the accounting and audit significant findings and recommendations of internal and external auditors together with management responses thereto.
- ENQUIRIES** : Mr Vusumuzi Shongwe, Tel: (060) 978 1749

**PROVINCIAL ADMINISTRATION: FREESATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Department of Social Development, Private Bag X 20616, Bloemfontein 9300. Email applications to Recruitment.interns@fssocdev.gov.za
- CLOSING DATE** : 02 August 2024
- NOTE** : Applications must be submitted on a Z83 obtainable at any Public Service Department website, stating the field of study the intern applying for as well as comprehensive Curriculum Vitae. It is important to note that it is the applicant's responsibility to ensure that all applications are submitted by the due date. Only shortlisted candidate will submit qualification/ID/Academic transcripts on the date of the interview in line with circular 41 of 2022. Failure to submit the required documents will result in the application not being 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 6 months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form and mentioned above to the relevant application address provided. Applicants must meet the following requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker must not be older than 35 years. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

INTERNSHIPS FOR 2024/2026

OTHER POSTS

- POST 26/33** : **OFFICE OF COMMUNICATION & MARKETING INTERNS REF NO: DSDFS (X3 POSTS)**
Branch: Provincial office
(24 Months)
- STIPEND** : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor's Degree/Diploma in Marketing/Journalism/Graphic Design/Media and Communications
- ENQUIRIES** : Ms M.R Crawford Tel No: 072 954 5639 or Mr. T. Nqabeni 066 476 6193
- POST 26/34** : **OFFICE OF FINANCIAL ADMINISTRATION: BANKING/REVENUE AND BOOKKEEPING SERVICES INTERNS REF NO: DSDFS (X1 POST)**
Branch: Provincial office
(24 Months)
- STIPEND** : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : Financial Management /Cost Accounting/ Public Administration/BCom Accounting/ Bachelor of Commerce
- ENQUIRIES** : Ms M.R Crawford Tel No: 072 954 5639 or Mr. M. Molise 066 486 6064
- POST 26/35** : **OFFICE OF FINANCIAL ADMINISTRATION: NPO TRANSFER PAYMENTS INTERNS REF NO: DSDFS (X1 POST)**
Branch: Provincial office
(24 Months)
- STIPEND** : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Provincial office
REQUIREMENTS : Financial Management/ Cost Accounting/ Public Administration/BCom Accounting/ Bachelor of Commerce
- ENQUIRIES** : Ms M.R Crawford Tel No: 072 954 5639 or Ms. V. Kosana 066 486 6892
- POST 26/36** : **M&E AND STRATEGIC MANAGEMENT INTERNS REF NO: DSDFS (X2 POSTS)**
Branch: Provincial office
(24 Months)
- STIPEND** : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor of Commerce/Business Management/Economic/Business Administration
ENQUIRIES : Ms M.R Crawford Tel No: 072 954 5639 or Mr. T. Ntsane Tel No: 083 295 2624
- POST 26/37** : **SERVICES INTERNS REF NO: DSDFS (X3 POSTS)**
Branch: Provincial office
(24 Months)

STIPEND : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : LLB/Bachelor of Law
ENQUIRIES : Ms M.R Crawford Tel No: 072 954 5639 or Mr. S. Nyafoza 072 954 1756

POST 26/38 : **DEVELOPMENT INTERNS REF NO: DSDFS (2 POSTS)**
Branch: Provincial office
(24 Months)

STIPEND : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : Population/Developmental Studies
ENQUIRIES : Ms M.R Crawford Tel No: 072 954 5639 or Mr. A Magcuntsu 066 487 6115

POST 26/39 : **POPULATION DEVELOPMENT (ADVOCACY AND CAPACITY BUILDING) INTERNS REF NO: DSDFS (X1 POST)**
Branch: Provincial office
(24 Months)

STIPEND : R89 407.50 per annum (according to qualifications of each intern)
CENTRE : Bloemfontein
REQUIREMENTS : Population/Developmental Studies
ENQUIRIES : Ms M.R Crawford Tel No: 072 954 5639 or Mr. A. Magcuntsu 066 487 6115

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 26/40** : **MEDICAL SPECIALIST-SUB SPECIALITY: PAEDIATRICS AND CHILD HEALTH REF NO: REFS/020903 (1 POST)**
Directorate: Clinical Service
- SALARY** : Grade 1: R1 472 673.per annum
Grade 2: R1 680 780.per annum
Grade 3 R1 863 372.per annum (all package inclusive)
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Science University
: MBCHB or equivalent qualification and MMed (Paed) or equivalent qualification. Current registration with the HPCSA as a Subspecialist in Paediatrics (oncology). Current registration with HPCSA as a Medical Subspecialist in Paediatrics Oncology **Grade 1** no experience after registration with the HPCSA as Medical Specialist in a recognised Sub-Specialty, **Grade 2** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Sub-Specialty and **Grade 3** a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Sub-Specialty. Knowledge Skills Training and Competencies required at Subspecialist level. Good verbal and written communication skills. Ability to work in a team.
- DUTIES** : The post requires the incumbent to provide a subspecialist service in Paediatrics Oncology. In addition, the incumbent will be required to contribute to the general paediatrics services at DGMAH and within the cluster. Provide support to the Head of Department, in ensuring that efficient standards of patient care and services are maintained. Support dissemination and implementation of policies, protocols and clinical guidelines aligned with national norms and standards. Commuted overtime is compulsory and will be undertaken as part of the paediatric services within the hospital. The role involves teaching undergraduate and postgraduate students, nurses, including supervision of Postgraduate research. The applicant must have an active in research.
- ENQUIRIES APPLICATIONS** : Prof MPB Mawela Tel no: (012 521 44450
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 August 2024
- POST 26/41** : **MEDICAL SPECIALIST OTORHINOLARYNGOLOGY, HEAD & NECK SURGERY (ENT) REF NO: REFS/020916 (1 POST)**
Directorate: Clinical Service
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780.per annum (All package inclusive)
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Science University
: MBCHB or equivalent degree that allows registration with the Health Professions Council of South Africa (HPCSA) as an ENT specialist. Valid registration with Health Professions Council of South Africa (HPCSA) as an independent medical practitioner. Valid current (2024) HPCSA

registration. **Grade 1** no experience after registration with the HPCSA as Medical Specialist in a recognised Specialty, **Grade 2** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Specialty and **Grade 3** a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Specialty. A strong record of clinical governance and clinical expertise. Experience of teaching and training of under-graduate and postgraduate student's supervision and research. Must have the following skills: good interpersonal relations, communication, leadership and clinical governance, problem solving and administrative skills. Computer literacy is expected (Microsoft Word, Excel, and Power Point).

DUTIES

: Ensure provision of effective and efficient clinical service delivery in the ENT Department at Dr George Mukhari Academic Hospital (DGMAH) and its referring hospitals, through interviewing, investigating, diagnosing and overseeing the treatment of patient related administrative duties. Community liaison and communication services. Provide continuous uninterrupted emergency cover as per roster (after hours, over weekends and public holidays). Improving quality and clinical care of ENT patients. Help reduce litigation by exercising good clinical ethos. Ensuring proper record keeping. Implementing and adhering to National Core Standards. Support teaching and training within the ENT department. Conduct and supervise research within the department of ENT at DGMAH. Manage and perform required administrative and academic duties in support of and coordinated with the Head of the Department. Actively participate in ALL the department's academic programme (including ward rounds, workshops, congresses, journal clubs, case presentations, lectures, mortality and morbidity meetings research activities and other clinical audit meetings. This will also include preparing and writing of reports as requested, completing medico-legal documents timeously. Participating in Multidisciplinary team meetings. Supervising and teaching of junior doctors (including undergraduate students and other allied health care workers. The successful candidate will be appointed jointly between the DGAH and Sefako Makgatho Health Sciences University.

ENQUIRIES

: Dr. R.S. Masela Tel no: (012 521 4234)

APPLICATIONS

: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 02 August 2024

POST 26/42

: **MEDICAL SPECIALIST (PLASTIC AND RECONSTRUCTIVE SURGERY) REF NO: 020934 (1 POST)**
Directorate: Clinical Service

SALARY

: Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum (All package inclusive)

CENTRE REQUIREMENTS

: Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Science University
: Appropriate qualification that allows registration with the HPCSA as a medical Specialist. MBChB & Fellowship/Mmed or equivalent in the relevant medical specialty (Plastic & Reconstructive Surgery), Current Registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice with current registration. Grade 1 no experience after registration with the HPCSA as Medical Specialist in a recognised Specialty, Grade 2 a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Specialty and Grade 3 a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Specialty.

- DUTIES** : Clinical services - Provide comprehensive specialist level patient care, including inpatient and outpatient care, interdisciplinary consultations, as well as up and down patient referral with other healthcare facilities; supervise registrars, medical officers, medical interns and students; Outreach services- Outreach to level 1 and 2 health facilities; Teaching - Organise and supervise clinical and theoretical teaching of undergraduate and postgraduate students; participate in University teaching programs and examinations as pertains to the relevant specialty; Research - Perform and participate in research and supervise research; Management and administration - Attend and participate in administrative and management duties pertaining to the specialty, including clinical governance, academic governance meetings and other departmental/ hospital/ university administrative meetings in the relevant specialty as well as outside of the hospital and/or university.
- ENQUIRIES** : Dr K Segwapa Tel no: (012) 521 4006
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 August 2024
- POST 26/43** : **MEDICAL SPECIALIST FELLOW REFS: REFS/020926**
Directorate: Surgery (Vascular)
- SALARY** : R1 271 901.per annum (All-inclusive - package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in General Surgery. HPCSA registration as Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training And Teaching Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate and postgraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes. Note This is a joint- appointment with WITS University and also within the Charlotte Maxeke Johannesburg Academic Hospital Cluster of hospitals and cluster hospitals. Please note that medical surveillance is mandatory. Also note that successful candidates will be subjected under employment vetting) i.e. Criminal record checks, qualification verification etc)
- ENQUIRIES** : Prof T.E. Luvhengo Tel 011 488 3373
Ms M.P. Rapetswa Tel No: 011 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02 or submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za
- NOTE** : Please Use The Reference As The Subject. Please Note That Salary Will Be Adjusted According To Years Of Experience As Per OSD Policy. Notes.The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum

Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

CLOSING DATE

:

02 August 2024

POST 26/44

:

MEDICAL OFFICER REFS: REFS/020927 (3 POSTS)

Directorate: Anaesthesia

SALARY

:

R949 146.per annum (All-Inclusive Package)

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Appropriate qualifications that allow registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as a Medical Practitioner.

DUTIES

:

Provide Anaesthesia services to patients at Charlotte Maxeke Johannesburg Academic Hospital, as required. Must take part in commuted overtime service delivery. Teaching and training of medical students and theatre staff. Participation in research activities, as allocated. Participate in the departmental academic program and quality assurance.

ENQUIRIES

:

Dr M. Khalpey Tel 011 488 4344/ 083 446 6555

Ms M. P. Rapetswa Tel 011 488 3711

APPLICATIONS

:

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193 Admin Building Room 10/02 or submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Please Use The Reference As The Subject. Please Note That Salary Will Be Adjusted According to Years of Experience As Per OSD Policy.

NOTE

:

The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African Females and African Males are encouraged to apply.

CLOSING DATE

:

02 August 2024

POST 26/45

:

OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) REFS: REFS/020925

(Re-advertisement)

Directorate: Nursing-Ophthalmology

SALARY : R656 964.per annum (Plus Benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Matric or equivalent. Basic R452 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 nursing qualification, with a duration of at least 1 year accredited with the SANC. Registration with the SANC as Professional Nurse. 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 period referred to above must appropriate / recognizable experience in the specified area of speciality after obtaining the 1-year post-basic nursing qualification. The following will be added advantage: Nursing Administration and computer literacy.

DUTIES : To co-ordinate nursing services in a specialty unit. Apply systems in place to ensure service delivery meets required standards as regulated by policies, procedures and operational plan. To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Ensure that the unit complied to Ideal Hospital standards. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisor, other health professionals and junior colleagues including more complex report writing when required. To work as part of a multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Polices. See in-service training as part of the daily duties. Ensure effective efficient budget control and assets control for the department.

ENQUIRIES : Mr. GNB Moeng Tel: 011 488 3424
Ms M. Maseko Tel: 011 488 4732

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2198, Admin Building, Room 08, alternatively apply online (On a PDF Format only) on the following recruitment portal: <http://professionaljobcenter.gpg.gov.za> Please note that salary will be adjusted according to years of experience as per OSD Policy.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Indian Males, Indian Females, White Males, Coloured Females, White Females and African Males are encouraged to apply.

CLOSING DATE : 02 August 2024

POST 26/46 : **ASSISTANT MANAGER (QUALITY ASSURANCE) REF NO: REFS/020930 (1 POST)**
Directorate: Quality Assurance

SALARY : R656 964.per annum (Plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse in General, Psychiatry & Midwifery).A

minimum of 8 years of appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. A minimum of 3 years appropriate/recognizable experience working in Quality Assurance unit in the Public Health Sector. Knowledge and understanding of customer care program. Relevant knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, Ms. Excel, and Ms. PowerPoint). Presentation skills. A valid driver's license. Only shortlisted candidates will submit service certificates.

DUTIES : Ensure effective management of quality assurance services package in the health facility. Oversee the Quality assurance programs: Develop, Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principle). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities. Ensure the development and implementation of QIPs, Implement complaint management system, Management of the patient safety incidents. Ensure the provision of effective and efficient General Management: Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans. Ensure training of employees on quality Assurance matters. Manage material resources appropriately. Perform any other duties delegated by the supervisor.

ENQUIRIES APPLICATIONS : Ms. GM Tabane Tel No: (012 529 3427)
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 August 2024

POST 26/47 : **SOCIAL WORKER SUPERVISOR REF NO: REFS/020906 (1 POST)**
Directorate: Clinical Support and Therapeutic Service

SALARY : Grade 1: R452 667.per annum
Grade 2: R554 919.per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : Grade 12, Bachelor of Social Work, Current registration with SACSSP. 7 years appropriate experience as a social worker after registration with SACSSP. Experience in health care setting will be an added advantage. Valid driver's license and current registration with SACSSP. Skills: Knowledge and understanding of Microsoft skills. Understanding of social work values and principles. Presentation skills. Diversity management. Teamwork and collaboration. Supervision skills and knowledge of social work policies, legislation, legal and ethical practices. Knowledge and understanding of more complex and advance human behaviour and social systems

DUTIES : Must ensure that supervisees intervene effectively at points where people interact with their environment to promote social wellbeing. Assist supervisees to provide social work services towards protecting people who are vulnerable and at risk. Monitor, evaluate and assess the effectiveness of social work intervention and give recommendations. Must demonstrate an understanding, be able to interpret, apply, and provide guidance on social work policies, legislation and related legal and ethical practices.

ENQUIRIES APPLICATIONS : Ms. Kate Monageng Tel No: (012 529 3257)
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 August 2024

POST 26/48 : **PROFESSIONAL NURSE (QUALITY ASSURANCE) REF NO: REFS/020932 (1 POST)**
Directorate: Quality Assurance

SALARY : Grade 1: R307 473.per annum
Grade 2: R375 480.per annum
Grade 3: R451 533 per annum (Plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (General, Psychiatric and Midwifery) Registration with the SANC as Professional Nurse and Midwife and current registration. **Grade 1** a minimum of 0-9 years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2** a minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and **Grade 3** a minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience working in Quality Assurance or as a quality champion in the ward. Knowledge of customer care service program. Relevant knowledge and understanding of legislative framework applicable to Quality Assurance in the public health facility. Computer literacy in MS Office Package (MS Word, Ms. Excel, and Ms. PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Problem solving skills, Good interpersonal relations. People management skills, teamwork skills, self-motivated and goal orientated. Must have ability to work under pressure and be a creative thinker.

DUTIES : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principle). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct training of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms. GM Tabane Tel No: (012 529 3427)

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The

question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 August 2024

POST 26/49 : **ELECTROENCEPHALOGRAM (EEG) TECHNICIAN GRADE 1 REF NO: REFS/020944 (1 POST)**
Directorate: Neurology

SALARY : R376 524.per annum (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Grade 12 and Electroencephalogram (EEG) qualification. Registration with HPCSA as Electroencephalogram (EEG) Technician. Computer skills (Word, Excel).

DUTIES : The applicant will work in the department of neurology at Dr. George Mukhari Academic hospital. The main task will be to record quality EEGs. This will include booking, preparing and recording adult and children's EEGs. Additionally, the technician has to maintain the equipment, interact with doctors, nurses and patients.

ENQUIRIES : Prof DS Magazi Tel: (012 521 4136)

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 August 2024

GAUTENG OFFICE OF THE PREMIER

MANAGEMENT ECHELON

POST 26/50 : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SOCIAL DEVELOPMENT REF NO: HOD/SD/2024**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
Re-advertisement, applicants who applied previously are encouraged not to apply their previous application will be considered.

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

CENTRE : Johannesburg, Gauteng

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8). A relevant qualification in Social Work, Social Studies, Public Management or Business Administration will be added advantage 8 to 10 years' experience at Senior Management level of which 5 years must be at Senior Management Service (SMS) level in the Public Service. Key

Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, Strategic leadership, change management and project management skills, service delivery innovation, Compliance with the Public Service Act and regulations, legislation and regulations governing social issues, as well as the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent coordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. The ability to work under pressure and willingness to work long and irregular hours and travel extensively.

DUTIES

: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Enhancing universal access to resource for migrants, minorities, and other disadvantaged groups, implementing the accelerated Transformation Strategy, Implementing programmes to provide support to victims of crime, Strengthening efforts to combat drug and alcohol abuse and implementing targeted interventions in hotspots, provision of integrated community care-based programmes, Enhance social protection to those in greatest need, including older persons and vulnerable groups, Enhancing sustainable livelihoods through the expansion of social cooperatives, war on poverty interventions, welfare to work programme, income generating and skills development programmes (including community development interventions), Creating opportunities for access to information, programmes and knowledge through education.

ENQUIRIES APPLICATIONS

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

NOTE

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

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

CLOSING DATE : 02 August 2024

GAUTENG 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 : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted at Jobs.gpt@auteng.gov.za or professional jobcentre (GPG) site. Z83 and updated CV must be attached. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE : 5 August 2024 @00:00 midnight

NOTE : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only 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. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. 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. 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 two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). 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. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

POST 26/51 : **DEPUTY DIRECTOR GENERAL: GAUTENG AUDIT SERVICES REF NO: GPT 2024//07/01**
Directorate: Gauteng Audit Services

SALARY : R1 741 770.per annum (All-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate Honours Degree (NQF Level 8) as recognised by SAQA in Auditing. The candidate must be a Certified Internal Auditor (CIA) or Chartered Accountant (who has been practicing Internal Audit). 8-10 experience at a Senior Managerial level. 5 or more years' experience in Internal Audit environment public sector experience. Experience in computer/systems, performance auditing. Extensive knowledge of internal control systems. Experience in performing risk assessment and developing strategic audit plans.

DUTIES : To assist Accounting Officers of the Gauteng Provincial Government in the effective discharge of their responsibilities, specifically those relating to internal audit as provided for in the Public Finance Management Act and treasury regulations. To report to the relevant audit Committees as to status of the internal control environment in the Gauteng Provincial Government. Develop and manage a formalized risk base three-year strategic audit plan, based on the department's assessment of key areas of risk. Develop and manage an annual audit plan of the department for the year in prospect, which includes the scope of the planned audits. Ensure that all audits are properly planned and executed. Ensure that audit findings are appropriately reported and followed up ensuring that departmental clients undertake the required action. Ensure that standards set by the institute of Internal Auditors are adhered to. Develop and implement an effective strategy for the internal audit function to provide independent assurance on the adequacy and effectiveness of internal controls, risk management and governance processes and improve client relations. Where required assist as per request, in the provision of internal audit services to municipalities and entities. Review the adequacy of the existing Internal Audit Capacity, recommend and implement appropriate models in line with the standards of the Institute of Internal Auditors. Co-ordinate the activities of other assurances providers in line with the Combined Assurance best practices.

ENQUIRIES : Ms. B. Mtshizana Tel No: (011) 227-9000

POST 26/52 : **DEPUTY DIRECTOR GENERAL: SUSTAINABLE FISCAL RESOURCE MANAGEMENT REF NO: GPT 2024//07/02**
Directorate: Sustainable Fiscal Resource Management

SALARY : R1 741 770.per annum (All-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate Honours Degree (NQF Level 8) as recognised by SAQA in Finance or Economics. 8 -10 years of experience at a Senior Managerial Level (SMS). 7-10 years of experience in the Finance and/or Economics related field.

DUTIES : Optimise resource allocation, utilisation and revenue in order to maximise the net social benefits to Gauteng citizens. Conduct feasibility study on provincial taxation and advise on fiscal policy and determine the Medium Terms Fiscal Framework. Optimise the GPG's own revenue and produce regular provincial economic review and outlook reports; Compile credible and transparent budget for the GPG and ensure implementation of budget reforms. Review the budget process to inform efficiency and ensure availability of high integrity budget information for decision making within the GPG budget process. Plan, develop and analyse GPG Budget policies and ensure effective utilisation of provincial resources through monitoring and evaluation of GPG Budget and service delivery. Manage and advise on the implementation of PPP projects in GPG; Ensure municipal compliance with the Municipal Finance Management Act within the Local Government sphere in Gauteng.

ENQUIRIES : Ms. B. Mtshizana Tel No: (011) 227-9000

**PROVINCIAL ADMINISTRATION KWAZULU NATAL
DEPARTEMENT OF HEALTH**

OTHER POSTS

<u>POST 26/53</u>	<u>CLINICAL NURSE PRACTITIONER REF NO: PSH 09/2024 (2 POSTS)</u>
<u>SALARY</u>	Grade 1: R451 533 per. annum. Plus 12% rural allowance Grade 2: R553 545 per. annum. Plus 12% rural allowance
<u>CENTRE</u>	Assisi Clinic
<u>REQUIREMENTS</u>	Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality Other Benefits Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) Minimum Education Requirements For The Post Senior certificate Degree/Diploma in General Nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Registration with SANC as General Nurse and Midwife Current SANC receipt for 2024 Only shortlisted candidates will submit proof of working experience. Knowledge, Skills and Experience Knowledge of SANC rules and regulations Scope of practice Labour Relations Good communication and interpersonal skills Ability to function well within a team
<u>DUTIES</u>	Responsibilities/Kra's Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work overtime and extended hours.
<u>ENQUIRIES</u>	Ms R.K MPISI Tel No: (039) 682 3498
<u>APPLICATIONS</u>	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants Are Encouraged to Utilise Courier Services/ S'thesha WAYA WAYA or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies Should Be Submitted by Shortlisted Candidates Only)
<u>FOR ATTENTION</u>	Mr. Z.M Zulu
<u>NOTE</u>	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Detailed application for employment (Z83) and Curriculum Vitae.
<u>CLOSING DATE</u>	02 August 2024
<u>POST 26/54</u>	<u>OPERATIONAL MANAGER REF NO: PSH 10/2024</u>
<u>SALARY</u>	R656 964 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	Assisi Clinic
<u>REQUIREMENTS</u>	Matric/Senior Certificate. Degree / Diploma in General nursing science and or equivalent qualification that allows registration with SANC as professional Nurse. Registration with South African Nursing Council as a registered nurse and Primary Health Care Nurse. 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing and midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification Primary Health Care. Current registration with SANC for 2024. Computer literacy. Only shortlisted candidates will submit proof of working experience.

Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act

DUTIES

: Responsibilities/Kra's Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at the emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on a daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Provide strategic leadership in the delivery of PHC Package of services through DHS and relevant policy imperatives. Accelerate implementation of PHC engineering. Implement the Wellbeing and Health Promotion Strategy fully in your Institution. Ensure the effective, efficient and economical management of allocated resources. Provide strategic leadership role in the implementation of District Health Information relevant policies, guidelines and systems to produce data quality Detailed application for employment (Z83) and Curriculum Vitae.

ENQUIRIES

: Ms R.K Mpisi Tel No: (039) 682 3498

APPLICATIONS

: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants Are Encourage to Utilise Courier Services/ S'thesha WAYA WAYA or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies Should Be Submitted By Shortlisted Candidates Only)

FOR ATTENTION

: Mr. Z.M Zulu

NOTE

: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE

: 02 August 2024

POST 26/55

: **OPERATIONAL MANAGER REF NO: PSH 11/2024 (1 POST)**

SALARY

: R656 964 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE

: Madlala Clinic

REQUIREMENTS

: Matric/Senior Certificate. Degree / Diploma in General nursing science and or equivalent qualification that allows registration with SANC as professional nurse. Registration with South African Nursing Council as a registered nurse and Primary Health Care Nurse. 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in a nursing after registration as a professional nurse with SANC in general nursing and midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification Primary Health Care. Current registration with SANC for 2024. Computer literacy. Only shortlisted candidates will submit proof of working experience. Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act.

DUTIES

: Responsibilities / Kra's: Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient

service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Provide strategic leadership in the delivery of PHC Package of services through DHS and relevant policy imperatives. Accelerate implementation of PHC engineering. Implement the Wellbeing and Health Promotion Strategy fully in your Institution. Ensure the effective, efficient and economical management of allocated resources. Provide strategic leadership role in the implementation of District Health Information relevant policies, guidelines and systems to produce data quality Detailed application for employment (Z83) and Curriculum Vitae.

- ENQUIRIES** : Ms R.K Mpsi Tel No: (039) 682 3498
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants Are Encourage to Utilise Courier Services/ S'thesha WAYA WAYA or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies Should Be Submitted By Shortlisted Candidates Only)
- FOR ATTENTION** : Mr. Z.M Zulu
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications
- CLOSING DATE** : 02 August 2024

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367 Durban 4000, for attention of Mr. SD Mthethwa or hand delivered to 353 – 363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor. Applications may also be emailed to recruitment@kzndhs.gov.za
- CLOSING DATE** : 02 August 2024.
- NOTE** : Applications must be submitted on the New prescribed applications form signed Z83 (which must be signed and completed in full), accompanied by a detailed CV. Relevant qualifications, Identity documents and a valid South African driver's license (where necessary) will be required on or before the of interview from shortlisted candidates. 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 documents 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). 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, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

MANAGEMENT ECHELON

- POST 26/56** : **DIRECTOR: INFORMATION MANAGEMENT SYTEMS AND TECHNOLOGY REF NO: IMST/07/2024**
- SALARY** : R1 216 824.per annum (Level 13) Package (All Inclusive)
- CENTRE** : Durban
- REQUIREMENTS** : Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle management experience in IT and IMS environment. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). A valid driver's license. 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 competency-based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool. Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.

DUTIES

: Key Performance Areas: Ensure the provisioning of information technology services, equipment and software programs in the department; Ensure the provision of information system requirements in the department; Ensure the provision of information management support services in the department; Establish and maintain information resource centre in the department; Manage effective and efficient utilisation of human and financial resources of the directorate.

ENQUIRIES

: related to the post can be directed to: Mr. MOS Zungu Tel No: 033 392 6434.

OTHER POST

POST 26/57

: **ASSISTANT DIRECTOR: HOUSING FUND MONITORING AND RECONCILIATION REF NO: AD: HFMR 07/2024**

This post is being re-advertised; applicants who previously applied are encouraged to re-apply if they are still interested.

SALARY

: R444 036.per annum

CENTRE

: Durban

REQUIREMENTS

: Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with 3-5 years relevant experience and supervisory experience. Matric with accounting/mathematics. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of generally accepted Accounting Practice, Knowledge of Constitution of the Republic of South Africa, Knowledge of Promotion of Access of Information Act, Financial management skills, Project management skills, Communication skills (written & verbal), Problem solving skills, Conflict management skills, Facilitation skills, Interpersonal skills, Presentation skills, Analytical skills, Time management skills, computer literacy, customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Integrity, Quick thinker.

DUTIES

: Key Performance Areas: Reconcile all trust accounts of lenders, conveyances and housing associations trust accounts; Monitor subsidies administered by the Municipal Operating Account. Monitor and reconcile all establishment grants funding, special needs project, and any advance funds to municipalities and entities. Ensure timeous financial reconciliations for project close-out purposes. Effective and efficient management of financial and human resources of the component to ensure achievement of objectives.

ENQUIRIES

: Related To the Abovementioned Post Can Be Directed To: Mrs. GZ Myeni Tel No: 031 336 5415.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE DEPARTMENT OF HEALTH

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

CLOSING DATE : 02 August 2024

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/SMS-pre-entry-program>.

MANAGEMENT ECHELON

POST 26/58 : **CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO: NCDOH 109/2024**

SALARY : R1 436 022. per annum (level 14) (all-inclusive package, salary)

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : An undergraduate qualification (NQF level 7), Qualification as recognized by SAQA, Postgraduate (NQF Level 8) Qualification as recognized by SAQA will be an added advantage, in an Administrative/clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid drivers licence is an inherent requirement Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative tertiary hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human

resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospital's risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES
APPLICATIONS**

: MR MG Mlatha, Tel no: (053) 8302 148
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthr@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

POST 26/59

: **CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL REF NO: NCDOH 110/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824.per annum (all-inclusive package)
 : Dr. Harry Surtie Hospital, ZF Mgcawu District
 : Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative/clinical field coupled with (5) years' experience in the Health Sector at Middle or Senior Management Level at Regional and District Hospital. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid drivers licence is an inherent requirements. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies

DUTIES

: To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative regional hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospital's risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES
APPLICATIONS**

: DR KA Kantani, Tel no (053) 8302 148
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 26/60 : **CHIEF EXECUTIVE OFFICER – COLESBERG (MANNE DIPICO) HOSPITAL, DE AAR HOSPITAL, SPRINGBOK HOSPITAL REF NO: NCDOH 111/2024**

SALARY : R1 003 890.per annum (All-inclusive package)
CENTRE : Colesberg (Manne Dipico) Hospital (Pixley Ka Seme District), De Aar Hospital (Pixley Ka Seme District), Springbok Hospital (Namakwa District)

REQUIREMENTS : Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative field coupled with (5) years' experience in the Health Sector at Junior/Middle Management Level at Regional and District Hospital. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid drivers licence is an inherent requirement. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative district hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : MS Z. Kiti Tel No: (053) 8300 633
APPLICATIONS : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 26/61 : **MEDICAL OFFICER REF NO: NCDOH 112/2024 (15 POSTS)**

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

CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years'

appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES : The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and provide treatment to patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials

ENQUIRIES APPLICATIONS : Dr DG Theys, Tel No (053) 8302 102
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 26/62 : **OPERATIONAL MANAGER (GENERAL) REF NO 113/2024 (1 POST)**

SALARY : R520 560.per annum
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, intersectoral and multi-disciplinary team). Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES APPLICATIONS : Dr. E Olivier/Ms. S. Langeveldt Tel no: (053) 802 2911
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 26/63 : **PHYSIOTHERAPIST, REF NO: NCDOH 114/2024 (1 POST)**

SALARY : Grade 1: R376 524.per annum
Grade 2: R439 755.per annum
Grade 3: R514 785.per annum
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Degree in Physiotherapy. Original registration certificate with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist: Independent Practice. Proof of Current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist: Independent Practice. Community service applicants must have independent Physiotherapist practitioner registration by the time of appointment. Experience: **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community Service, as required in South Africa. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.

DUTIES : Take responsibility for a clinical caseload – assessing, treating and rehabilitating patients, ensuring continuity of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records and daily statistics and write reports. Participate in afterhours duties which include weekend and public holidays. Promote good health practices and ensure optimal care of the patient. Function within a multi-disciplinary team. Implementation of departmental policies and procedures. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor. Provide assistance and training to junior staff and student physiotherapists.

ENQUIRIES APPLICATIONS : Dr. E Olivier/ Ms. A. Paulsen, Tel no: (053) 802 2911
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

POST 26/64 : **RADIOGRAPHER, REF NO: NCDOH 115/2024 (2 POSTS)**

SALARY : Grade 1: R376 524.per annum
Grade 2: R439 755.per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R514 785.per annum</p> <p>Robert Mangaliso Sobukwe Hospital</p> <p>Diploma/B Tech Degree in Diagnostic Radiography. Current Proof of Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic Radiographer. Experience: Grade 1: None after registration with HPCSA in the relevant profession. Grade 2: A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years relevant experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge And Skills: Computer literacy is essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the health sector and Radiograph and profession. Experience in Digital Radiography. Experience in utilisation of computerised Radiography system is recommended. Excellent time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance, National Core standards, Safety and Infection control principles. Training and supervision of students. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public.</p>
<u>DUTIES</u>	<p>Provide and manage imaging procedures as requested by the doctors. Evaluate requests forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices at all times. Protect patient and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patient safety at all times. Protect patient confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedures. Train junior staff. Report machine faults to Radiographers in charge. Ensure staff/student development. Present for in-service training sessions. Training junior staff at CT/MRI. Develop protocols for CT/MRI.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Dr. E Olivier/ Ms. J. Du Plooy, Tel no: (053) 802 2911</p> <p>Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.</p>
<u>POST 26/65</u>	<u>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 116/2024 (7 POSTS)</u>
<u>SALARY</u>	<p>Grade 1: R307 473.per annum</p> <p>Grade 2: R375 480.per annum</p> <p>Grade 3: R451 533 per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>Robert Mangaliso Sobukwe Hospital</p> <p>Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.</p>
<u>DUTIES</u>	<p>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Dr. E Olivier/ Ms. S. Langeveldt Tel No: (053) 802 9111</p> <p>Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.</p>
<u>POST 26/66</u>	<u>STAFF NURSE, REF NO: NCDOH 117/2024 (3 POSTS)</u>
<u>SALARY</u>	<p>Grade 1: R209 112.per annum</p> <p>Grade 2: R248 613.per annum</p> <p>Grade 3: R290 805.per annum</p>
<u>REQUIREMENTS</u>	<p>Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.</p>
<u>DUTIES</u>	<p>Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.</p>

<u>ENQUIRIES</u>	:	Dr. E Olivier/ Ms. S. Langeveldt, Tel no: (053) 802 2911
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the HRM 3 rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 26/67</u>	:	<u>DATA CAPTURER REF NO: NCDOH 118/2024 (37 POSTS)</u>
<u>SALARY</u>	:	R183 279.per annum
<u>CENTRE</u>	:	Frances Baard District: Lerato Park Clinic (1 Post) Ritchie Clinic (1 Post) Phutanang Clinic (1 Post) Floors Clinic (1 Post) Warrenton Clinic (1 Post) Sakhile Clinic (1 Post) Kimberley Clinic (1 Post) Mental Hospital (2 Post) John Taolo Gaetsewe District: Maruping Clinic (1 Post) Tshwaragno Clinic (1 Post) Seoding Clinic (1 Post) Jan Witbooi Clinic (1 Post) Gothusamang Winter Maroro Clinic (1 Post) Kuruman Clinic (1 Post) Padstow Clinic (1 Post) Olifantshoek Clinic (1 Post) Dingleton Clinic (1 Post) Kagung Clinic (1 Post) Mecwetsaneng Clinic (1 Post) Namakwa District: Okiep Clinic (1 Post) Concordia Clinic (1 Post) Komaggas Clinic (1 Post) Lekkersing Clinic (1 Post) Hondekliipbaai Clinic (1 Post) Pixley Ka Seme District: Hopetown Clinic (1 Post) De Aar Clinic (1 Post) Schmitsdrift Satellite Clinic.(1 Post) ZF Mgcawu District: Kenhardt CHC X (1 Post) Augrabies Satellite (1 Post) Keimoes Clinic (1 Post) Lingelethu Clinic (1 Post) Boichoko Clinic (1 Post) Dr Harry Surtie Hospital (2 Posts) Karos Clinic (1 Post) Vilandersbrong Satellite Clinic (1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate or equivalent. Skills Profile: Good interpersonal and communication skills. Basic computer literacy skills. Experience in data capturing or information systems will be an added advantage. Competency Profile: Computer literacy: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such as MS Access, PowerPoint, MS Excel and MS Word as well as a working knowledge of E-Mail). Knowledge of customer care relations. Knowledge of minimum information standards and how data is collected. Knowledge of DHIS or other information systems used in the public health. Good inter-personal relationship skills. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure collection of data according to the National Indicator Data Set (NIDS) – comply with standard data element definitions and data collection tools. Ensure use of standard data recording registers/tools. Ensure adherence to the National Information Management Policy. Ensure all facility data is correct, complete and consistent. Ensure timeous reporting of facility monthly reports to districts i.e. Tier.Net dispatch files. Ensure that monthly input forms correspond to source documents e.g. registers on a regular basis. Proper file keeping in health care facilities. Capturing of data into WebDHIS (including DHIS Daily Capturing), Tier.Net, EDRweb and other patient management systems. Run Validation checks, data integrity checks to ensure quality. Conduct regular data quality audits and participate in external audit activities. Export data and send to next level according to Provincial data flow procedure. Prepare and update graphs on key indicators on monthly basis. Prepare monthly reports on key indicators and targets for presentation at facility meetings (in accordance to facility monthly plans). Provide feedback through the facility manager to all staff involved in data collection on the quality of the data. (once a month). Perform administrative/clerical duties as required.
<u>ENQUIRIES</u>	:	Frances Baard District: Mr M. Joka Tel No: (053) 861 4770 John Taolo Gaetsewe District: Mr KM Taolo Tel No: (053) 775 1149

Namakwa District: Mr D. Grootboom Tel No: (027) 7121601
Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406
ZF Mgcawu District: Mr. M. Beketsana, Tel No: (054) 337 0600.

APPLICATION

: must be e-mailed to nchealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.

Applications for John Taolo Gaetsewe District: Application must be e-mailed to Imoemedi@ncpg.gov.za, hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

Applications for Namakwa District: Application must be e-mailed to eacloete@ncpg.gov.za and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag x10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

Applications for Pixley Ka Seme District: Application must be e-mailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered

Applications for ZF Mgcawu District: Applications: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordon Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE, PROVINCIAL GOVERNMENT
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

OTHER POSTS

- POST 26/68** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Khayelitsha District Hospital (1 post)
New Somerset Hospital (1 post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration as a Specialist Orthopaedic Surgeon with the Health Professions Council of South Africa. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 2**: A minimum of 5 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Ability to successfully run an extremely busy orthopaedic service on a district level. Valid driver's licence. Willingness to partake in the Commuted overtime system if required. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Orthopaedic Surgery as well as district-level elective orthopaedics. Experience in hip arthroplasty on the district level.
- DUTIES** : (key result areas/outputs): Provision of clinical service delivery at the specialist level across the full spectrum of general Orthopaedic Surgery. The specialist primary responsibility would be trauma and emergency Orthopaedics at the district level Trauma and orthopaedic after-hours calls at hospitals within the regions as specified by the employer Provision of clinical service delivery at the specialist level of elective Orthopaedic Surgery (district level) Participation in appropriate outreach programmes Supervision of clinical and operative activities of orthopaedic surgeons- in- training Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervising research projects Training and Teaching of medical officers and orthopaedic registrars and relevant burden of disease Research and Audits.
- ENQUIRIES** : Prof. J du Toit, tel. no. (021) 938-9266 (Khayelitsha District Hospital post)/Dr D Stokes, tel. no. (021) 402-6408 (New Somerset Hospital)
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical and competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
- CLOSING DATE** : 02 August 2024
- POST 26/69** : **MEDICAL SPECIALIST GRADE 1 TO 3 (CLINICAL PHARMACOLOGY) (CONTRACT POST UNTIL 30 APRIL 2025)**
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist in Clinical Pharmacology. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Clinical Pharmacology. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist. **Grade 2**: A minimum of 5 years

of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Clinical Pharmacology. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Clinical Pharmacology. Inherent requirement of the job: Ability to work independently and initiate service and research-related projects. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Clinical Pharmacology. Evidence of ability to supervise registrars in Clinical Pharmacology, including preparation for their Fellowship examination. Excellent communication skills.

DUTIES

: (key result areas/outputs): Provision of clinical service delivery at the specialist level across the full spectrum of Clinical Pharmacology. Initiate and lead Clinical pharmacology-specific clinical service initiatives aligned with the Tygerberg Hospital's service provision strategy, including across disease and age spectrum. Lead target concentration intervention service to optimise dosing across disease and age spectrum. Lead rational and cost-effective medicine selection as part of the pharmaceutical and therapeutics committee functioning as a core duty of the Division of Clinical Pharmacology. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Clinical Pharmacology. Develop, conduct and supervise research projects.

ENQUIRIES
APPLICATIONS
NOTE

: Prof E Decloedt, tel. no. (021) 938-9331
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
: "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE

: 02 August 2024

POST 26/70

: **MEDICAL OFFICER GRADE 1 TO 3**
Overberg District

SALARY

: Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum (Plus, 18% non-pensionable rural allowance of your annum basic salary) (A portion of the package can be structured according to the individual's personal needs).

CENTRE
REQUIREMENTS

: Swellendam Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. A commuted overtime contract is compulsory, as well as the ability to work after hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office is mandatory. Surgical and anaesthetic skills applicable in rural settings e.g. Cesarean sections, sterilizations, spinal and other regional blocks.

DUTIES

: (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to, train- and mentor the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES
APPLICATIONS
NOTE

: Dr JP Du Toit, tel. no. (028) 514-8400
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only

be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/71</u>	:	<u>REGISTRAR (MEDICAL) GRADE 1 (PAEDIATRIC MEDICINE) (7 POSTS)</u>
<u>SALARY</u>	:	R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital (4 posts) Groote Schuur Hospital (2 posts) New Somerset Hospital (1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Must provide after-hours emergency service. Valid driver's licence. Competencies (knowledge/skills): 12 months post-internship experience in paediatrics (under onsite supervision of a registered paediatrician), including at least 6 months of clinical experience in general paediatrics and clinical experience with neonatal intubation and ventilation, is required. Applicants must have a valid APLS as well as a valid FC Paeds part 1. The Diploma in Child Health, the NALS certificate and additional paediatric/ neonatal experience are strongly recommended. Ability to work in a professional team. Post-internship experience in general paediatrics (under onsite supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	(key result areas/outputs): Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCPaed II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Paediatrics) degree prior to the end of the four-year contract. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of registrar rosters and the teaching program. Improve professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES</u>	:	Dr M Salie, tel. no. (021) 658-5430 or Email: Moegamad.salie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment of Registrars will be for a maximum contract period of 4 years. Preference will be given to SA citizens/permanent residents with a valid identity document No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/72</u>	:	<u>COUNCILLOR GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	R675 450 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Registered Counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willing to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and

analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.

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

ENQUIRIES : Ms ME Ramokgadi, tel. no. (022) 913-3062
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 12 August 2024

POST 26/73 : **OPERATIONAL MANAGER: NURSING (SPECIALTY: WARD)**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post-basic qualification, with duration of at least 1-year, accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): 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. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy in MS Office (Word and Excel). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working with in the Acute Psychiatric Services.

DUTIES : (key result areas/outputs): Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr ST Mndende, tel. no. (021) 370-1400 / Mr M Banzi, tel. no. (021) 370-1248
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Operational Manager Nursing: Speciality Psychiatry posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 12 August 2024

POST 26/74 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY AND NEONATAL)**
 Cape Winelands Health District

SALARY : R656 964 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirements of the job: Current annual practising certificate. Will be required to work shifts, weekends and public holidays. Will be required to deliver standby duties for the Hospital. Will be required to deliver standby duties for Obstetric Theatre cases. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.

DUTIES : (key result areas/outputs): Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations and professional practices. Managing, planning, co-ordinating and maintaining Quality patient Care in an Obstetric unit. Quality assurance management by ensuring the implementation of relevant programmes and practises. Utilize the information management systems to enhance patient care and service delivery. Effective management and utilisation of human and financial resources to ensure optimal operational functions.

ENQUIRIES : Ms. SM Kortje, tel. no. (023) 626-8548
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 August 2024

POST 26/75 : **ASSISTANT MANAGER NURSING (AREA): FACILITY BASED SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : Western/ Southern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as within a multi-disciplinary team. Appropriate experience in health programmes: Maternal/Women/Child/Adolescent & Nutrition services. Appropriate financial planning and management experience. Knowledge of the District Health Services (DHS), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Extensive knowledge of Financial Management environment and Health Service-related contract management. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

DUTIES : (key result areas/outputs): Management, facilitation, co-ordination and implementation of Facility-Based Services. Maternal/Women/Child/Adolescent/Nutrition/ HIV & TB Programmes. Support, strengthening and development of the DHS, priority health services and community-orientated primary care. Management of Human Resources and effective, and sustainable financial management of the National Conditional Grant/Donor funding/provincially earmarked/NPO funding. Monitoring and evaluation of priority service objectives, performance indicators and targets. Manage the implementation of continuous quality improvement and quality assurance initiatives and provide, related support to the service platform. Management of training programmes in conjunction with Human Resource Development and Training Department.

ENQUIRIES : Ms Y Cottee, tel.no. (021) 202-0925
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment. The pool of candidates may be utilized for other Assistant Manager Nursing posts within the Chief Directorate Metro Health Services for a period of 3 months.

CLOSING DATE : 12 August 2024

POST 26/76 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R545 262 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an Occupational Therapist. Experience: A minimum of 3 years' appropriate experience in Occupational Therapy after registration with the HPCSA. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in a Rehabilitation Health environment. Strong leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. Competency in Public Sector People Management, including Supervisory and Managerial skills in Health-related setting, Recruitment and Selection, Performance Management, and Labour relations. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.

DUTIES : (key result areas/outputs): Comprehensive and Operational Management of Occupational therapy services and an Interdisciplinary Team within a Rehabilitation environment. Financial and Asset Management within resources and according to the prescripts of the Western Cape Department of Health and Wellness. Comprehensive People Management and development of staff in relevant and delegated sections. Information Management to promote service delivery policy development and implementation at WCRC. Liaison with internal (DOH) stakeholders to improve continuity of care. Liaison with external stakeholders in respect with training, research and innovation in the field.

ENQUIRIES : Ms Janine Y White, tel. no. (021) 370- 2317
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test and competency assessment. The pool of applicants will be considered for other vacant Chief Occupational Therapist posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.

CLOSING DATE : 12 August 2024

POST 26/77 : **OPERATIONAL MANAGER NURSING (GENERAL: ARV/HIV)**
 Chief Directorate: Metro Health Services

SALARY : R520 560 per annum
CENTRE : Elsies River Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to work after hours. Competencies (knowledge/skills): Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Experience in working in an ARV/HIV setting. Disciplinary and conflict management skills, computer literacy (MS Word and Excel).

DUTIES : (key result areas/outputs): Supervise the unit and ensure proper utilization of physical, human and financial resources in accordance with legislation and policies. Provide management support, guidance, and direction to personnel under her/his supervision towards the realization of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary teamwork and other relevant stakeholders. Participate in health promotion initiatives, and HAST audits and contribute to their evaluation and improvement plans. Effective operational management at the clinic level. Professional development, i.e. assessing, in-service training needs, planning the implementation of training programmes.

ENQUIRIES : Ms. G. Naude, tel. no. (021) 204-9400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Operational Manager Nursing General (ARV/HIV) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 12 August 2024

POST 26/78 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : Grade 1: R451 533 (PN-B1) per annum
 Grade 2: R553 545 (PN-B2) per annum
CENTRE : Sedgfield Clinic, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as a

Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills (i.e., MS Word, Excel, Outlook).

DUTIES : (key result areas/outputs): Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.

ENQUIRIES : Ms PM Peters, tel. no. (044) 302-8400

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.

CLOSING DATE : 12 August 2024

POST 26/79 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: PSYCHIATRY)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Ability to communicate (verbal and written).

DUTIES : (key result areas/outputs): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district, including hospitals and clinics. Make bio-psychosocial health assessments that are culturally sensitive design and implement treatment plans and critically evaluate outcomes. Prescribe appropriate medication within the scope of the mental health care nurse in the rural district setting. Incorporate and implement the mental health care protocols in the Stellenbosch Sub-district. Competent with implementing the Mental Health Care Act when applicable and available to train others on how to implement it appropriately. - Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers and collaborate cohesively within the mental health care multidisciplinary team.

ENQUIRIES : Dr LB Eksteen, tel. no. (021) 808-6135

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council."

CLOSING DATE : 12 August 2024

<u>POST 26/80</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital
	:	Minimum educational qualifications: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Trauma and Emergency Nursing. Registration with a professional council: Proof of current annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma and Emergency Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Trauma & Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LK De Goede tel. no. (044) 802-4352
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/81</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum (Plus, an 8% non-pensionable rural allowance of your annum basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Villiersdorp Clinic
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Excellent communication skills (written and verbal). Problem-solving, report writing, liaison and facilitation skills. Basic computer skills (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Management of the Burden of Disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Human, tel. no. (028) 814-3717
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 12 August 2024
- POST 26/82** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE** : Sandy Point Clinic
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification with the SANC. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation. (key result areas/outputs): Effective management and execution of relevant Curative Programmes within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Child Health within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care.
- DUTIES** :
- ENQUIRIES** : Ms A Louw, tel.no. (022) 7095-066
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 12 August 2024
- POST 25/83** : **BED MANAGER (NIGHT DUTY)**
- SALARY** : R444 036 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three National Diploma/ Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a hospital setting in Nursing, Healthcare or Therapy. Appropriate managerial experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to work shifts – Monday – Friday 3 pm- 11 pm. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to bed management within the public sector, and the ability to deliver quality service. Ability to promote quality service through the setting, implementation and monitoring of policy and standards. Physical fitness and endurance to stand and walk for extended periods of time. Ability to think and function independently must have computer literacy skills, to collect and collate information, to critically analyse data and produce reports. (key result areas/outputs): Responsible for planning, managing, coordinating and maintaining patient flow activities relating to bed management at Groote Schuur Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development, quality improvement initiatives and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of Hospital inpatient facilities and resources. Manage, evaluate and report on all aspects of patient flow management.
- DUTIES** :
- ENQUIRIES** : Mrs R. Sutcliffe, tel. no. (021) 404-2092
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.

<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/84</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SYSTEMS)</u> Directorate: Supply Chain Management (Service Desk)
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Based in Bellville)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management Systems. Appropriate advanced LOGIS and IPS/e-PS experience. Inherent requirements of the job: Ability to communicate effectively (written and spoken). A valid (Code B/EB) driver's licence. Willingness to travel. Office base at Bellville. Competencies (knowledge/skills): Knowledge and application of relevant Supply Chain Management legislation/policies. Proficient in advanced computer skills, particularly in the Microsoft Office Suite (Word, Excel, PowerPoint), with expertise in advanced functions and features. Understanding and hands-on experience in reporting Supply Chain Management (SCM) data to both internal and external stakeholders. Skilled in data analytics, advanced reporting techniques, and the ability to interpret reporting data to draw meaningful insights and make informed decisions. Advanced knowledge and experience in working with systems such as LOGIS and e-PS, with a deep understanding of their functionalities and capabilities as well as the capability to analyse and interpret data within these systems for effective decision-making. Knowledgeable about additional systems like CSD and WCSEB, with the capability to analyse and interpret data within these systems for effective decision-making. Capable of presenting data in a clear, organized, and insightful manner, utilizing advanced features of presentation software to visualize data effectively. Proficient in advanced problem-solving techniques, leveraging computer tools and resources effectively to analyse complex issues and make strategic decisions. Capacity to adapt quickly to new technologies and software applications, ensuring optimal productivity and efficiency while utilizing advanced systems for data analysis and interpretation. Ability to work independently and as part of a team, Work under pressure and cope with a high workload. Excellent human relations abilities.
<u>DUTIES</u>	:	(key result areas/outputs): Manage Systems Team. Manage Reporting of Supply chain information. Perform data analytics to inform strategic decision-making. Ensure audit compliance with all statistics and data set reporting requirements. Manage utilization and implementation of all Supply Chain systems including enhancements. Coordinate training on systems. Management of Departmental LOGIS System Controller function. Compilation and Maintenance of departmental manuals and procedures on Supply Chain Systems. Management of Supply Chain Management Support Desks. Management of LOGIS contract module for the Department. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration.
<u>ENQUIRIES</u>	:	Mr S Appolis, tel. no. (021) 483-3862
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may also be required to undergo competency assessments/proficiency tests.
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/85</u>	:	<u>CHIEF FORENSIC OFFICER</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management, Supply Chain and Finance experience. Appropriate Supervisory experience in a Forensic Mortuary. Extensive Forensic Pathology Operational experience. Inherent requirements of the job: Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Valid Code B/EB Driver's license. Will be required to deliver testimony in court proceedings. Will be required to wear a uniform. Will be required to work standby (after hours). Competencies(knowledge/skills): Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy in at least MS Excel and Word. Competent in numerical assessment, planning, forecasting and checking (budget, procurement, stores, claims, etc.). Good working knowledge of IT Packages (FPS Business System, Live Link). Knowledge and application of policies. Planning skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective Clinical Service delivery and management of Major Incidents in the service area. Effective Electronic Information and Document Management. Effective Human Resource Management. Effective Management of Finance, Assets and Infrastructure. Manage the facility and service area through strategic operational planning, communication and resource allocation.
<u>ENQUIRIES</u>	:	Sean.Fyfe@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation.

CLOSING DATE : 12 August 2024

POST 26/86 : **CASE MANAGER**
West Coast District

SALARY : R376 413 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid Code (B/EB) Driver's Licence. Competencies (knowledge/skills): Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). 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. Ability to work with Excel spreadsheets, Microsoft Word, and web-based programs (medical aids).

DUTIES : (key result areas/outputs): Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. 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. Provide quotations to privately funded and foreign patients.

ENQUIRIES : Ms JE Basson, tel. no. (022) 709-7276
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.

CLOSING DATE : 12 August 2024

POST 26/87 : **OCCUPATIONAL THERAPIST: GRADE 1 TO 3**
West Coast District

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

CENTRE : Bergriver Sub-District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with HPCSA as an Occupational Therapist. Minimum of 1 year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good Computer Skills (MS Word, Excel, Outlook). Good interpersonal and organisational skills and the ability to function under pressure. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.

DUTIES : (key result areas/outputs): Delivery of optimal outcomes-based intervention to patients in the community according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the community. Facilitation of training for health personnel, clients, their families, volunteers, and inter-departmental personnel. Perform administrative tasks relating to department and skills developmental and training for Occupational Therapist. General support to supervisor and colleagues within the subdistrict.

ENQUIRIES : Ms ME Ramokgadi, tel. no. (022) 913-3062
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant

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

CLOSING DATE : 12 August 2024

POST 26/88 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources field. Experience: Appropriate Human Resource Administration experience. Appropriate Supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies (Knowledge/Skills): Sound practice knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices. Proficient in MS Office (Word, Excel, Email and PowerPoint).

DUTIES : (key result areas/outputs): Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance with Human Resources policies. Manage and supervise the general staff office including the development of Human Resource Officials in all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR-related statistics and the effective usage of PERSAL system.

ENQUIRIES : Mr S Petersen, tel. no. (021) 850-4700
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 August 2024

POST 26/89 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate supervisory experience. Competencies (knowledge/skills): Good managerial, reporting and report-writing skills. Computer literacy (Microsoft Office). Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Proven ability to work independently in a high-pressure environment, managing multiple projects while complying with due dates. Extensive knowledge of the LOGIS system.

DUTIES : (key result areas/outputs): Ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalisation of proper SCM practices. Responsible for assessing and improving SCM performance and risk management, including establishing and adhering to internal controls. Responsible for timely and accurate reporting, including reporting on the financial treatment and disclosure of assets, inventories and SCM-related indicators. Ensure compliance with PFMA, Treasury-, Financial- and SCM Instructions. Perform SCM leadership functions by advising and guiding all staff in the hospital as well as management and control of logistical and support services for the Supply Chain Department. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Supply Chain Management functions.

ENQUIRIES : Mr G Marola, tel. no. (021) 503-5069.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Senior Administrative Officer: SCM posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert.

CLOSING DATE : 12 August 2024

POST 26/90 : **ARTISAN FOREMAN GRADE A**
Chief Directorate: Metro Health Services

SALARY : R362 130 per annum
CENTRE : Victoria Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Artisan Foreman 5 years' experience as an Artisan after obtaining the Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good computer literacy skills. Knowledge of Maintenance in the health sector. Knowledge and understanding of relevant policies and legislation related to the Health Department, in particular the Occupational Health and Safety Act. Experience in customer care and reporting on Maintenance issues.
<u>DUTIES</u>	:	(key result areas/outputs): Effectively coordinate and manage the Maintenance department at Victoria Hospital. Ensuring the development of staff within the Maintenance department. Repair of all equipment and installations. Production work. Ensure the efficient maintenance of hospital equipment.
<u>ENQUIRIES</u>	:	Mrs Y. Nelukalo tel. no. (021) 799-1123
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be required to undergo a competency assessment. The pool of applicants will be considered for other vacant Artisan Foreman posts within the Chief Directorate Metro Health Services, for a period of 3 months from the date of advert. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/91</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willing to work shifts and overtime. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Provide optimal, holistic nursing care. Provision of effective control and management of equipment and stock. Administrative responsibilities and information management. Effective utilization of resources. Participate in training and research. Provide support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms S Frieslaar, tel.no. (023) 814-2982
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/92</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum (Plus, 8% non-pensionable rural allowance of your annum basic salary)
<u>CENTRE</u>	:	Swellendam PHC (HAST), stationed at Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the hospital. Competencies (knowledge/skills):

Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently.

ENQUIRIES : Ms F Vermeulen, tel. no. (028) 514-1142

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

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

CLOSING DATE : 12 August 2024

POST 26/93 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum

CENTRE : Kwanokuthula CDC, Knysna/Bitou Sub District
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus the Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. **Grade 3:** A minimum of 13 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good computer literacy. Fluent in JAC. Ability to work as part of a team or independently. Ability to work under pressure.

DUTIES : (key result areas/outputs): Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a Pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assist with the packing of pharmaceutical products. Assist with the control and distribution of finished pharmacy products. Assist with the collation and organising of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.

ENQUIRIES : Ms GA Turner, tel. no. (044) 302-8400

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed.

CLOSING DATE : 12 August 2024

POST 26/94 : **ADMINISTRATION CLERK: SUPPORT (SCM)**
West Coast District

SALARY : R216 417 per annum

CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Area's (KRA's) of the post. Experience: Appropriate administrative experience in line with the Duties (key result areas/outputs). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Computer

literacy (MS Word, Excel and Outlook). Willingness to perform overtime/standby duties when required. Competencies (knowledge/skills): Knowledge of registry, the LOGIS system, and contract management. Good communication, interpersonal skills and ability to work under pressure.

DUTIES : (key result areas/outputs): Render an effective daily registry, posting, banking, archiving and other administrative-related duties function for Vredenburg Hospital. Assist in effective and efficient control of Equipment and Consumables within the Support Services component. Assist and support in rendering an effective and responsive function w.r.t Telecom Operator Service, Spectacle Service and Transport officer with managing of GG transport. Provide an effective support function to the AO of Support Services with daily tasks pertaining to the following: (Laundry, Cleaning Services, Security, Grounds Maintenance and Contract Management).

ENQUIRIES : Mr A Van Vuuren, tel. no. (022) 709-5069

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

NOTE : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 12 August 2024

POST 26/95 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
West Coast District

SALARY : R216 417 per annum

CENTRE : Saldahna PHC

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : (key result areas/outputs): Responsible for recruitment and selection, appointments, sessional appointments, service terminations, promotions, translation in rank and transfers of personnel on the PERSAL system, SPMS and OSD-related matters. Handle all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People Management policies.

ENQUIRIES : Mr D Pekeur, tel. no. (022) 814-0339

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

NOTE : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 12 August 2024

POST 26/96 : **ADMINISTRATION CLERK: WARDS (ADMISSIONS)**
Overberg District

SALARY : R216 417 per annum

CENTRE : Otto du Plessis Hospital

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS & CLINICOM System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of HECTIS & Clinicom. Knowledge of Hospital Fees Memorandum 18 and UPFS. Computer literacy (MS Word and Excel) and knowledge of record-keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : (key result areas/outputs): Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend to patient queries and folder management. Medical records functions: Keep records, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.

ENQUIRIES : Ms S Laubscher, tel.no. (028) 425-1168

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/97</u>	:	<u>STAFF NURSE (GRADE 1 TO 3) (SPECIALISED NURSING)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good communication skills (written and verbal).
<u>DUTIES</u>	:	(key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms F Vermeulen, tel. no. (028) 514-8419
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/98</u>	:	<u>EMS EMERGENCY CARE OFFICER: GRADE 1 AND 3 (BAA/AEA)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Central Karoo
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as a Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa as a BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own well-being.
<u>ENQUIRIES</u>	:	Mr J Jansen (District Manager – Central Karoo) – tel. no. (044) 802-2500, Ms L Fortuin, tel.no. (023) 449-8249
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/99</u>	:	<u>EMS EMERGENCY CARE OFFICER GRADE 1 AND GRADE 3 (BAA/AEA)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Cape Winelands
<u>REQUIREMENTS</u>	:	Minimum educational requirements: Grade 1: Registration with the Health Professions Council of South Africa as a BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Registration with a professional council: Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa as a BAA.

Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirements of the job: Valid code C1 driver's licence. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills. Ensure effective communication with regard to patients, colleagues, other services and members of the Public.

DUTIES : (key result areas/outputs): Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. -Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. -Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own well-being.

ENQUIRIES : Mr I. Naidoo (District Manager – (Cape Winelands) – tel. no (023) 346- 6022 /Ms A. Botha, tel. no. (023) 346-6022

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE : 12 August 2024

POST 26/100 : **NURSING ASSISTANT: GRADE 1 TO 3 (3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum

CENTRE : Ceres Hopsital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nurse Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to communicate (verbal and written). Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : (key result areas/outputs): Monitor patient vital signs and report any abnormal findings. Provide bed and pressure care to patients. Reporting on patient safety and adverse incidents. Actively participating in In-service training interventions.

ENQUIRIES : Mr GH Vermeulen, tel. no. (023) 316-9600

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

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

CLOSING DATE : 12 August 2024

POST 26/101 : **NURSING ASSISTANT: GRADE 1 TO 3 (FEMALE/CHILDREN'S WARD)**
Garden Route District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE : Mossel Bay Hospital, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years of appropriate/recognisable experience in nursing after registration as a Nursing Assistant with the SANC. Inherent requirement of the job: Willing to work shifts, day and night duty and overtime. Competencies:(knowledge/skills): Good communication skills (written and verbal). Self-discipline and motivation.

DUTIES : (key result areas/outputs): Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene,

	:	Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu, tel. no. (044) 604-6104
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/102</u>	:	<u>NURSING ASSISTANT: GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nurse Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.
<u>DUTIES</u>	:	(key result areas/outputs): Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms F Vermeulen, tel. no. (028) 514-1142
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/103</u>	:	<u>STERILIZATION OPERATOR PRODUCTION (CSSD) (3 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to work in any department within CPD (CSSD & Gas). Basic understanding of disinfection, decontamination and sterilization. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department. Good interpersonal relations skills.
<u>DUTIES</u>	:	(key result areas/outputs): Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilize instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner.
<u>ENQUIRIES</u>	:	Ms R. Sutcliffe, tel.no. (021) 404-2092
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	12 August 2024
<u>POST 26/104</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (CONTRACT UNTIL 31 MARCH 2025)</u> Cape Winelands Health
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour

- CENTRE REQUIREMENTS** :
- Drakenstein PHC Support and Outreach
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability to communicate (verbal and in written). Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.
- DUTIES** :
- (key result areas/outputs): Provide quality outpatient care to patients in Drakenstein Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda). Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
- ENQUIRIES APPLICATIONS** :
- Dr P van Wyk (Medical Specialist) or Dr R Gaffoor (Clinical Manager) (021) 877-400
- Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** :
- No payment of any kind is required when applying for this post.
- CLOSING DATE** :
- 12 August 2024