



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 13 December 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

- POST 44/01** : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/06/2024**
Branch: Curriculum Policy, Support and Monitoring
Re-advert
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum, all-inclusive remuneration package
Pretoria
An appropriate recognised qualification at NQF level 8 qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; Extensive professional and practical experience in the field of education/curriculum; Candidate should be an effective communicator; Ability to develop curriculum and assessment for skills and competencies for a changing world; Ability to develop policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills. Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education, Policy support, Learner with Special Education Need, Curriculum Innovation, National Strategy for Learner Attainment (NSLA), Rural Education and E-Learning; Increasing learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the realization of schooling 2030;

Managing learner qualification improvement programmes; Providing strategic leadership to the Technical Support and Language Units; Implementing, supporting and monitoring curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools; Monitoring and supporting CAPS implementation and strengthening school based assessment; Monitoring and supporting the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning; Providing quality education for learners with Special Education Needs and home schooling; Ensuring that learners with severe to profound intellectual disabilities access quality publicly funded education and support; Implementing MST and Curriculum Enhancement programmes; Policy support including foundation of learning, Dinaledi, ICTs and NSLA.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note People with disabilities are encouraged to apply.

POST 44/02 : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/07/2024**
Branch: Teachers, Education Human Resources and Institutional Development
Re-advert

SALARY : R1 741 770 per annum, all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised qualification at (NQF level 8) as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; 8 years' experience in the Education sector; Ability to maintain labour peace in the sector; Ability to coordinate processes for managing demand and supply of Educators; Ability to coordinate processes for training and development of Educators; Process competencies: Knowledge Management; Service Delivery Innovation; Problem-solving and Analysis; Client Orientation and Customer Focus; and Communication skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.

DUTIES : The successful candidate will be responsible for developing policies and systems for managing teachers demand and supply in collaboration with provinces; Providing oversight to the Fundza Lushaka bursary scheme; Providing direction and strategic leadership to enable the recruitment, retention, utilization, support and development of educators; Providing guidance on the implementation of a coherent teacher development strategy, including the use of innovative practices to identify, record and respond to teacher development needs, including support to learners with special education needs; Providing strategic leadership in the management and administration of the Branch, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the Annual Performance Plans (APP); Providing reports to oversight structures as required; Managing the post provisioning process and other HR-

related matters; Managing systems and processes for the management of Educator and school performance; Managing staff performance in line with their performance agreements, as well as managing the budget of the Branch; Overseeing the development and management of a National Teacher Induction Programme; Overseeing processes for collective bargaining and ensure maintenance of labour peace within the education sector; Coordinating collaboration with different stakeholders within the Basic Education sector.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE

: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidate should have a vision, a mature sense of leadership and proven management abilities to ensure that the branch can meet the goals and targets as reflected in the National Development Plan (NDP) as well as the Action Plan to 2024, towards schooling 2030. A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note People with disabilities are encouraged to apply.

DEPARTMENT OF CORRECTIONAL SERVICES

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 filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/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.

APPLICATIONS : 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 NationalOfficeHRM@dcs.gov.za. 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. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 17 December 2024 at 15h45.

CLOSING DATE : 17 December 2024

NOTE : The Department of Correctional Services reserves the right not to fill any of these advertised posts. 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. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

OTHER POST

POST 44/03 : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT OFFICER**
REF NO: HO 2024/11/05

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

CENTRE : Office of the Minister

REQUIREMENTS : An appropriate degree or equivalent qualification at NQF level 7. Three (3) years' experience at Assistant Director/Middle management level. Computer literate. Valid Drivers' License. Competencies and Attributes: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Good verbal and written communication skills.

DUTIES : Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Liaise with structures such as the Portfolio and Standing Committees on matters that have a bearing on the portfolio of the Minister and brief the department on decisions taken. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Peruse documents such as the minutes of Cabinet and Cluster Committees and

monitor meetings of the executive structures that have a bearing on the portfolio of the Minister. Render an efficient and effective parliamentary service. Facilitate timeous and appropriate responses to the parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Manage and oversee the packing, dispatching and unpacking of official documents and equipment in the Pretoria and Cape Town offices. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes applicable to the Minister. Manage human resources, finance and assets. Management of performance information

ENQUIRIES

: Mr Y Naidoo Tel No: (012) 307 2079, Ms TP Ngobeni Tel No: (012)305 8589 or Ms NS Khumalo Tel No: (012) 307 2174.

NOTE

: Appointment under the Public Service Act.

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling 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.

<u>CLOSING DATE</u>	:	13 December 2024 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. The questions related to conditions that prevent re-appointment under Part F must be answered. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 44/04 : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: HR 4/24/11/01HO**

SALARY : R849 702 per annum, (all-inclusive)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Three (3) years Diploma NQF6/ Degree NQF7 in Public Administration/Public Management/ Business Administration/ Business Management/Office Management/ Developmental Studies. Five (5) years' functional experience in the Secretariat and Administrative /Support Services environment. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority, Job knowledge and technical skills, Working knowledge of political and parliamentary processes in South Africa, Proven management competencies, Government policies and planning systems, Government Program of Action, Public Service Regulatory Framework, Presidency policies and procedures on information management, Performance Management. Skills: Strategic capacity and leadership,

		Good communication skills (written and verbal), Report writing, Research, Operational management, Negotiation, Interpersonal relations, Facilitation, Conflict management, Presentation, Planning and execution, People management and empowerment, Financial management, Quality management, Project Management.
<u>DUTIES</u>	:	Manage the administrative support and coordination of activities within the office of the Executive Authority. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio to the Executive Authority. Render a Cabinet/ executive council support service to the Executive Authority. Quality check the work delivered and advise relevant stakeholders with regard to all aspects of quality the work required in the Office of the Executive Authority.
<u>ENQUIRIES</u>	:	Ms L Rudah Tel No: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 44/05</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: HR 4/24/11/02HO</u>
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma NQF 6/ Undergraduate Bachelor Degree NQF 7 in Public Administration/Public Management/ Business Administration/Business Management/ Office Management. Five (5) years' experience of which three (3) years' functional experience in secretariat and administrative/ support services. Knowledge: Public Service Regulation Act, Public Financial Management Act, Public Service Act, All Labour Legislations, Constitutional Law, working knowledge of the political/ legislative processes in South Africa, Broad knowledge and understanding of the functional areas covered by the Minister, Working knowledge of Ministry operations. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation Skills, Presentation, Report Writing, Conflict Resolution.
<u>DUTIES</u>	:	Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Provide an administrative Support regarding issues on Parliament/ Cabinet that requires the attention of the Minister. Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms L Rudah Tel No: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 44/06</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR 4/4/1/101</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF Level 6) in Operations Management /Public Management/ Business Administration/Public Administration/ Administration Management/ Public Relations Management /Financial Management. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory, Report Writing, People Management.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision

of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

- : Mr. TM Ramatsetse Tel No: (043) 701 3000
- : Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
- : Sub-directorate: Human Resources Management

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment
<u>CLOSING DATE</u>	:	13 December 2024 at 12 pm.
<u>NOTE</u>	:	Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities. Applicants who previously applied for the Team Leader: Project Management position in Circular 38 of 2024 which closed on 1 November 2024 need not re-apply.

MANAGEMENT ECHELON

<u>POST 44/07</u>	:	<u>TEAM LEADER: PROJECT MANAGEMENT (JOB FUND) REF NO: G04/2024</u> Term: 24-month fixed-term contract
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field. Postgraduate qualification or internationally recognised certification in Project Finance; Project Management or related field would be advantageous. A minimum of 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle/senior management position. At least 7 years' experience and track record in respect of economic project/programme development and support. Strong economics background (Development/Behaviour/Micro with experience in active labour market interventions. Strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well

as putting into practice the Batho Pele spirit. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resource Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Economic Development: Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/Grant Management: Specific areas of finance dealing with the financial decisions

corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds the cost of capital, without taking excessive financial risks. Policy Development Management and Dissemination: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to the National Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/Knowledge Management: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: To provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund. Management of Funding round including application, appraisal and approval: Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria. Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated projects including admin support related to project decision records, minutes etc. Support staff and applicants. Analyse the application financial model and advise on an appropriate structure. Input Financial Research and funding requirements into the Term Sheet and Application appraisal documents. Analysing Annual Financial Statements (AFS) and management Accounts and interpreting ratios. Assist with the Financial Appraisals. Analysis of the Applicant's past Annual Financial Statements, cash flows and cash flow projections. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensuring that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all figures are as per the Executive Summary. Ensuring that the Approved Financial Models are carried through the contracting documents. Reviewing of Matched funding agreements and documentation. Interrogation of Financial Models and ensuring that the contracted models are as per the Jobs Fund Operating Guidelines. Supporting the contracting process through training, negotiations and preparation/ Quality assurance of contracting documentation. Implementing effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring: Input at project monitoring committees -Project Implementation Review Meeting (PIRM), and participating in Project Close-out Reports (PCR), Post Implementation Monitoring Reporting Meetings etc. Participate in the Design and implement Year-End Review (YER) process. Communicate and manage audit logs in the Project Management Unit (PMU). Participate in finance processes and the preparation of documentation: Secondary Bank accounts and Surplus documentation. Quality assure that the implementing Financial Model is as per the approved model. Ensure the maintenance of the approved Matched Funding form and stature as per the approvals. Ensure proper maintenance of all financial evidence of projects. Quality Assure the maintenance of a separate set of Project Financials by the JFP. Assist in the Project Financial Audits and ensure that all submitted audits are per the Operating Guidelines. Monitor and resolve all Audit findings. Maintain and Quality Assurance of the Finance evidence Relationship Management: Implement relationship management mandate for the Jobs Fund. Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders. Provide oversight/ manage intermediaries. Develop governance frameworks and manage implementation. Knowledge Harvesting and Sharing: (Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs); Brown bags; Project Close -Out

Reports. Implement external knowledge strategy for the Jobs Fund which includes the management and/or production of: Research papers/ Learning series; Community of Practice (COP/ Webinars); Creating a network of key influencers and stakeholders. Assist with project evaluation work and draft analytical pieces for the Jobs Fund. Conduct independent research on Active Labour Market policies and interventions. Strategic & Talent Management: Strategically lead, guide and manage the team with all deliverables. Assess staff skills gaps & align unit training plan to skills gaps. Deepen the skills and capacity of the team. Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and creating a high-performing team. Manage resourcing and balancing work allocations. Assess staff performance throughout the financial year. Organising and managing Staff events. Strategy Implementation and Risk Management: Implement the disbursement strategy and identify opportunities for improvement. Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Provide input into the strategic planning processes of the Jobs Fund. Adopt strategic projects and drive for better coordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc). Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and processes as per the Disbursement Framework. Contribute to the development of a risk management framework for the Jobs Fund. Lead the implementation of strategic assignments including the establishment of new programmes. Provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

- ENQUIRIES** : HR Enquiries: Kaizer Malakoane 066 250 7072 /kaizer.malakoane@gtac.gov.za
 Technical Job Enquiries: jobsfund@treasury.gov.za
- NOTE** : Calling all project management specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

**INTERNSHIP PROGRAMME
 PERIOD: 24 MONTHS**

OTHER POST

- POST 44/08** : **ECONOMICS INTERN REF NO: CPAU INTERNSHIP PROGRAMME/ 2024 (X2 POSTS)**
 Chief Directorate: Capital Projects Appraisal
 Division: Capital Projects Appraisal
 Purpose: Our 24-month internship programme offers opportunities to enhance skills and gain valuable work experience to complement their qualifications.

- STIPEND** : R154 077 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A completed Master's degree in Economics/Econometrics. Candidates with an interest in pursuing a career in GTAC and/or the Public Service. Candidates with a good academic study record (an overall minimum average of 60%). Candidates must be between the ages of 18-35 years and have not been exposed to an internship programme. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors, with research, and analysis skills. Applicant must be computer literate.

- ENQUIRIES** : HR Enquiries: Kaizer Malakoane 066 250 7072/ kaizer.malakoane@gtac.gov.za

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.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 13 December 2024
- NOTE** : 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 44/09** : **CHIEF DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 47/2024**
Chief Directorate: Non-Communicable Diseases
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R1 436 022 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences as recognized by SAQA. Postgraduate qualification (NQF 8) in Health Science or Public Health will be an advantage. At least (5) years' experience at Senior Management level in health environment. Experience in health policy development, the implementation of non-communicable diseases policies and strategies, monitoring mechanisms to facilitate target achievement, human resources management, and financial management. Knowledge of monitoring and evaluation system, research and information management, management and administration, project planning and management. Knowledge of the World Health Organisation

country strategies for combating NCDS. Knowledge and understanding of the Public Service Act, Public Service Regulations, Public Finance Management Act and National Health Act. Good communication (verbal and written), liaison, strategic capability and leadership, people management and empowerment, programme and project management, financial management, problem solving, analytical, planning, organization and computer skills (MS Office package). Ability to work independently and in a team. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Provides strategic leadership on the early detection, treatment and control of non-communicable diseases, disabilities and rehabilitation, older persons, eye health and palliative care. Improve standards and enhance access to health services. Provide policy and strategic direction in all areas pertaining to non-communicable diseases. Coordinate and lead problem identification (through research, monitoring and evaluation interventions). Oversee the management of mental health and substance abuse. Implement screening for mental health problem. Represent the Non-Communicable Diseases Clusters as required at local, regional and international levels as well as intradepartmental and interdepartmental level. Ensure stewardship and support to Provinces. Support provincial bids for financial resources to improve NCD interventions. Develop and implement risk mitigation strategies and manage human resources to ensure achievement of programme targets. Ensure that projects specifications are developed and that services are procured in line with the statutory prescriptions.

ENQUIRIES

: Ms JR Hunter Tel No: (012) 395 9657

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 17 December 2024

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 44/10 : **CHIEF EXECUTIVE OFFICER (DIRECTOR LEVEL): OFFICE OF THE LEGAL SERVICES OMBUD (OLSO) REF NO: 24/89/IDS**

SALARY : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at senior managerial level in litigation; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admittance as an Advocate/ admitted as Attorney with right of appearance at High Court; Knowledge of South African law, private law, constitutional law, criminal law, intellectual property, evidence and African Customary Law; Extensive knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and understanding of social dynamics related to OLSO mandate, investigation, litigation and office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provisioning of sound professional assessment and investigation of complaints and legal services; Manage and coordinate the provision of operations and strategic support; Manage the provision of communication, public information, stakeholder management services and corporate image of the OSLO; Manage, coordinate and facilitate the administration of HR, ICT, Finance and facilities related processes for the OSLO.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. or email to DOJ24-89-IDS@justice.gov.za

POST 44/11 : **DIRECTOR: POLICY AND STRATEGY REF NO: 24/90/MAS**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of The High Court: Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Bachelor of Science (BSc), BCom, LLB and Strategic Planning; 5 years' experience at middle/ senior management level; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of process, system and policy improvement techniques, project management, law and strategic management; Knowledge of procurement directives, procedures, legislative framework governing the Public Service, Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act and Constitution; Knowledge and experience in office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and implementation of the Master's modernization and digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's strategies; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr. J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. Or email to DOJ24-90-MAS@justice.gov.za

POST 44/12 : **DIRECTOR: JUSTICE OPERATIONS AND FACILITIES REF NO: 24/VA28/NW**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office North-West
: An NQF level 7 as recognized by SAQA in Public Management/Administration, Bachelor's of Science in Property Management, Bachelor of Science in Real Estate or Bachelor's Degree in Security Management, Bachelor's Degree in Public Management/Administration, Bachelors of Science in Property Management, Bachelor of Science in Real Estate OR Bachelor's Degree in Science Management at (NQF level 7); 5 years' experience at middle/senior level in a building environment and/ or property management field environment; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); Skills and Competencies: Strategic Leadership Capability; Programme and Project Management; Financial Management; Change

- Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage human, finance and other resources. Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Manage justice operations, Manage infrastructure, facilities and auxiliary services, Manage security service and monitor risk of all courts in the region, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the directorate.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-28-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.

OTHER POSTS

- POST 44/13** : **FAMILY ADVOCATE LP 7/8 REF NO: 69/2024/FA/WC**
- SALARY** : R884 268 – R1 459 071 per annum; (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate, Cape Town
- REQUIREMENTS** : An LLB Degree or recognised four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate; Attorneys with the right of appearance at the High Court. Skills and Competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolutions skills.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.
- ENQUIRIES** : Advocate S Ebrahim Tel No: (021) 426 1216
Ms T Buttress Tel No: (021) 426 1216
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-65-FA-WC@justice.gov.za DOJ24-69-FA-WC@JUSTICE.GOV.ZA
- FOR ATTENTION** : Ms P Paraffin
- NOTE** : Shortlisted applicants will be required to submit service certificates.
- POST 44/14** : **DEPUTY DIRECTOR: AREA COURT MANAGER: MOLOPO CLUSTER REF NO: 24/VA30/NW**
- SALARY** : R849 702 - R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ngaka Modiri Molema District
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Leadership and management capabilities; Strategic capabilities; Financial Management skills; Planning and

- organising skills; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-30-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/15** : **DEPUTY DIRECTOR: CONTRACT AND SUPPLIER PERFORMANCE MANAGEMENT REF NO:24/10/FMS**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply as the requirement changed)
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An NQF level 7 qualification as recognize by SAQA in Supply Chain Management, BCom Law; Public Procurement Management or equivalent qualification; A minimum of 3 years' experience in Contract Management environment at management (Assistant Director) level; Knowledge of Supply Chain Management (SCM) regulatory framework, Contract Law, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act, State Information Technology Act (SITA), Construction Industry Development Board (CIDB) and National Treasury prescript. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Provide supplier performance management services; Manage and enforce procurement contract processes to ensure compliance with the Contract Management framework; Manage contract management risk; Manage the functional operation of the Contracts and Supplier Performance Management Sub-directorate; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms A Van Ross Tel No: (012) 315 1094
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-10-FMS@justice.gov.za
- POST 44/16** : **DEPUTY DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/84/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Humanities/Social and Political Sciences as recognized by SAQA; A minimum of 3 years' experience in research environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act (PFMA); Knowledge of prescripts, Act and Regulations within the Justice and Constitutional Development area; Understanding of human Rights development, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate and facilitate research on matters relating to constitutional democracy, fundamental human rights and constitutional values; Conduct and facilitate the constitutional research and review process; Coordinate

		and facilitate an enabling environment for research and review in government; Coordinate stakeholder research and review platforms; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.D Modibane Tel No: (012) 315 1668 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-84-CD@justice.gov.za
<u>NOTE</u>	:	Preference will be given to women and people with disability.
<u>POST 44/17</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: 24/ 29/GP</u>
<u>SALARY</u>	:	R556 356 – R1 314 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office Gauteng An LLB degree or equivalent qualification; At least 8 years' appropriate post qualification legal/Litigation experience; Knowledge of South African Legal System; legal practices and related spheres with specific reference in civil litigation and the law of contract, Knowledge of criminal procedures, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filing skills; Report writing skills; Research ability; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Manage the vetting of contracts and provide legal advice and opinions relating to contracts; Manage the process of dealing with and managing Labour Litigation matter; Manage out of service debt; Manage and process losses in respect of State money and property; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or E-mail to: DOJ2024-29-GP@@justice.gov.za
<u>POST 44/18</u>	:	<u>COURT MANAGER (X4 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Lehurutshe Magistrate Court Ref No: 24/VA31/NW Coligny Magistrate Court Ref No: 24/VA35/NW Lichtenburg Magistrate Court Ref No: 24/VA36/NW (Incumbent To be stationed at Schweizer-Reneke Magistrate Court) Magistrate's Office: Thaba Nchu Ref No: DOJ24/15/FS Colesburg Magistrate Office Ref No: 77/24/NC/COL
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF Level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies of field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act(PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<u>DUTIES</u>	: Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management. : Key Performance Areas: Coordinate and manage the financial, human resources of the office; risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and Manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	: North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106. : Free State: Ms. N Dywili Tel No: (051) 407 1800/073 775 0709 : Northern Cape: Ms S. Segopa Tel No: (053) 802 1300
<u>APPLICATIONS</u>	: North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Lehurutshe Magistrate Court Email: Doj24-31-NW@justice.gov.za : Coligny Magistrate Court Email: Doj24-35-NW@justice.gov.za : Lichtenburg Magistrate Court Email: Doj24-36-NW@justice.gov.za , or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 : Free State: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 Email: DOJ24-15-FS@justice.gov.za or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300. : Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-77-NC@justice.gov.za
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 44/19</u>	: <u>ASSISTANT DIRECTOR: TRC VICTIM SUPPORT COORDINATION REF NO: 24/82/CD</u>
<u>SALARY</u>	: R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office, Pretoria : An undergraduate qualification (NQF level 7) in LLB/Political Science/Social Science as recognized by SAQA; A minimum of 3 years' experience in a Social cohesion or Human Rights redress environment; Knowledge of the Constitution of South Africa, Public Financial Management Act and other government prescripts; knowledge of Promotion of National Unity and Reconciliation Act and the Reparations Regulations; Understanding of Human Rights development. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	: Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. M. Modibane Tel No: (012) 315 1668 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-82-CD@justice.gov.za

- POST 44/20** : **ASSISTANT DIRECTOR HRM: TRAINING AND DEVELOPMENT REF NO: 24/VA21/NW**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North-West Provincial Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years experience in Human Resource Development work environment at a supervisory level. Skills and Competencies: Personal attributes; Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership; Computer literacy; Facilitation/ presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development of employees; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES** : Ms PM Seletedi Tel No: (018) 397 7088/ 7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-21-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/21** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2024/30/GP**
- SALARY** : R444 036 - R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng (Randburg Cluster)
- REQUIREMENTS** : A Bachelor's Degree/ National Diploma in Finance/ Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies. Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. Skills and Competencies: Computer literacy; Proven managerial skills; Verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; Facilitation, people, motivational and driving skills; Finance Management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings; Define and introduce financial control, procedure and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitoring and report on effective supply chain and asset management processes within the cluster.
- ENQUIRIES** : Ms RR Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or Email to: DOJ2024-30-GP@justice.gov.za
- POST 44/22** : **ASSISTANT DIRECTOR: RECRUITMENT AND APPOINTMENT REF NO: 2024/31/GP**
- SALARY** : R444 036 -R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in human resource administration with a specific emphasis on

		Recruitment and Employment Practice work environment at a supervisory level. Skills and Competencies: Applied strategic thinking; Applying technology; Budget and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the administration of recruitment process of human resources; Coordinate the implementation of selection processes for human resources; Coordinate the administration of human resources appointment and exit Processes; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or Email: DOJ2024-31-GP@justice.gov.za
<u>POST 44/23</u>	:	<u>ADMINISTRATION OFFICER REF NO: 24/VA10/NW (X4 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Madikwe Magistrate Court Ref No: 24/VA10/NW Hanover Magistrate office Ref No: 78/24/NC/HAN Vossman Magistrate Office Ref No: 2024/30/MP Magistrate Office, Bredasdorp Ref No: 44/2024/WC
<u>REQUIREMENTS</u>	:	Three year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources Management; Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (Microsoft packages); Organising and problem solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management.
<u>DUTIES</u>	:	Key Performance Areas: Co – ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain Management of the office; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of services.
<u>ENQUIRIES</u>	:	North-West Ms. PM Seletedi Tel No: (018) 397 7088/7106 Northern Cape: Ms S. Segopa Tel No: (053) 8021300 Mpumalanga: MS KN Zwane at 060 532 2006 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	North-West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-10-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Department of Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-78-NC@justice.gov.za . Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 Or email to DOJ24-30-MP@justice.gov.za Western Cape: Please direct your applications to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-44-WC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 44/24</u>	<u>COURT INTERMEDIARY (X9 POSTS)</u>
<u>SALARY</u>	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	Provincial Office: Gauteng Ref No: 2024/24/GP Magistrate Tembisa Ref No: 2024/25/GP Magistrate Tsakane Ref No: 2024/26/GP Magistrate Benoni Ref No: 2024/27/GP Magistrate Oberholzer Ref No: 2024/28/GP Magistrate's Offices: Harrismith Ref No: DOJ24/19/FS Magistrate Office: Colesburg Ref No: 82/24/NC/COL Magistrate office: Galeshewe Ref No: 83/24/NC/GAL Magistrate Office: Clanwilliam Ref No: 38/2024/WC
<u>REQUIREMENTS</u>	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: Provincial Office, Gauteng: English, Sepedi and Venda; Magistrate Tembisa: English, Venda and Tsonga; Magistrate Tsakane: English, Xhosa and Zulu; Magistrate Benoni and Magistrate Oberholzer: English and Afrikaans; Magistrate's Offices: Harrismith: English, Sesotho, IsiZulu and IsiXhosa; Magistrate Colesburg; English, Afrikaans and Sesotho; Magistrate Galwshewe; English, Afrikaans, Setswana and Xhosa; Magistrate Clanwilliam; English, Afrikaans and IsiXhosa. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<u>DUTIES</u>	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES</u>	Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr L A Swartz Tel No: (053) 802 1300 Western Cape: Mr D Xegwana Tel No: (022) 482 1121
<u>APPLICATIONS</u>	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or EMAIL TO: DOJ2024-24-GP@justice.gov.za , DOJ2024-25-GP@justice.gov.za , DOJ2024-26-GP@justice.gov.za , DOJ2024-27-GP@justice.gov.za and DOJ2024-28-GP@justice.gov.za Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: DOJ24-19-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings,

(Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-82-NC@justice.gov.za and DOJ24-83-NC@justice.gov.za.

Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor; Norton Rose House, Cape Town or email to DOJ24-38-WC@justice.gov.za For Attention: Ms P Paraffin

<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/25</u>	:	<u>PRINCIPAL COURT INTERPRETER (X6 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Johannesburg Ref No: 2024/32/GP (X1 Post) Magistrate Pretoria Ref No: 2024/33/GP (X1 Post) Magistrate Office Welkom Ref No: 24/24/FS (X1 Post) Magistrate Office; Atlantis Ref No:40/2024/WC (X1 Post) Magistrate Office: Caledon Ref No:42/2024/WC (X1 Post) Magistrate Office: Wynberg Ref No:43/2024/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Language requirements: Magistrate Johannesburg: English, IsiZulu and Setswana and Magistrate Pretoria: English, Afrikaans, Xitsonga, Setswana/Sepedi/Sesotho and Isizulu; Magistrate Welkom: Sesotho, Setswana, IsiXhosa, English and Afrikaans; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of Law (Civil, Criminal matters and Small Claim court; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA. Provide effective people management.
<u>ENQUIRIES</u>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 Free State: Ms N Dywili Tel No: (051) 407 1800/073 775 0709 Cape Town: Mr H Konkie Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg. E-Mail Address: DOJ2024-32-GP@justice.gov.za and DOJ2024-33-GP@justice.gov.za Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300, Email: DOJ24-24-FS@justice.gov.za or hand deliver at No 108 St Andrew Street, Bloemfontein Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to: DOJ24-40-WC@justice.gov.za for Atlantis, DOJ24-42-WC@justice.gov.za for Caledon DOJ24-43-WC@justice.gov.za for Wynberg. Please Note: Separate application must be made per centre and quoting the relevant reference number. For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/26</u>	:	<u>HUMAN RESOURCE PRACTITIONER: CONDITION OF SERVICES REF NO: 2024/35/GP (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Public Service Administration/ Industrial and Organisational Psychology; A minimum of 1 year experience in Human Resource

Conditions of Services work environment; Knowledge of human resource administration; Knowledge of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Computer literacy; Creative and thinking; Citizen service orientation; Decision making; Diversity citizen; Good communication (verbal and written); Reports writing skills; Problem solving skills; Self-Management; Team membership; Technical proficiency; Personal attribute.

DUTIES : Key Performance Areas: Implementation of general condition of service and service benefits; Develop and maintain HR System; Leave administration; Capture Appointments/ Transfers/ Promotions/ Terminations; Customer liaison and reporting.

ENQUIRIES : Ms. RR Moabelo Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Email: DOJ2024-35-GP@justice.gov.za

POST 44/27 : **MAINTENANCE INVESTIGATOR (X8 POSTS)**

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

CENTRE : Mankwe Magistrate Court Ref No: 24/VA14/NW
Magistrate Soshanguve Ref No: 2024/19/GP
Magistrate Tembisa Ref No: 2024/20/GP
Magistrate Booysens Ref No: 2024/21/GP
Magistrate Randburg Ref No:2024/22/GP
Magistrate Atteridgeville Ref No: 2024/23/GP
Kimberley Magistrate Office Ref No: 81/24/NC/KIM
Magistrate Office, Oudtshoorn Ref No: 36/2024/WC

REQUIREMENTS : Grade 12 Certificate or equivalent qualification: Relevant Administrative Experience in Family Law Matters; Knowledge of the Maintenance Act (Act Of 99 Of 1998); A valid drivers license; Skills and Competencies: Computer literacy (Ms Office); Numeracy skills; Communication skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and processes in simple language; Time management; Facilitation skills; Innovation; Ability to work under pressure.

DUTIES : Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under Oath; Render Administrative support to the Office.

ENQUIRIES : Gauteng: Ms R Moabelo Tel No: (011) 332 9000
North-West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300
Western Cape: Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : **Gauteng:** Quoting the Relevant Reference Number, Direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical Address: Department of Justice and Constitutional Development; 7th Floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or Email to DOJ2024-19-GP@justice.gov.za, DOJ2024-20-GP@justice.gov.za, DOJ2024-21-GP@justice.gov.za, DOJ2024-22-GP@justice.gov.za and DOJ2024-23-GP@justice.gov.za.
North-West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-14-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-81-NC@justice.gov.za

Western Cape: Quoting the relevant reference number, direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to DOJ24-36-WC@justice.gov.za

NOTE : Separate applications must be made quoting the relevant reference number.

POST 44/28 : **SENIOR COURT INTERPRETER (X4 POSTS)**

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

CENTRE : Klerksdorp Magistrate Court Ref No: 24/VA12/NW (X1 Post)
Magistrate Office: Vrede and Bethlehem Ref No: DOJ24/16/FS (X2 Posts)
Magistrate Office, De Aar Ref No: 84/24/NC/DA: (X1 Post)

REQUIREMENTS : A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid drivers's licence. Language Proficiency: Magistrate: Vrede and Bethlehem: English, Sesotho, IsiZulu and Afrikaans, Magistrate Klerksdorp; Setswana, English or IsiZulu or IsiXhosa or Afrikaans; Applicants will be subjected to a language test. Magistrate: De Aar: Language Requirements: English, Afrikaans and Setswana are compulsory. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.

ENQUIRIES : North West: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709
Northern Cape: Mr M. Mokgola Tel No: (053) 802 1300

APPLICATIONS : **North-West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-12-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng,2745.

Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: DOJ24-16-FS@justice.gov.za and DOJ24-17-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein.

Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-84-NC@justice.gov.za. Faxed applications will not be considered.

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

POST 44/29 : **PROVISIONING ADMINISTRATION OFFICER REF NO: 24/VA17/NW**

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

CENTRE : Provincial Office: North-West

REQUIREMENTS : Grade 12 or equivalent qualification; Three-year Bachelor's degree/National Diploma in Public Management/ Administration; A minimum of three (03) years appropriate experience in Government procurement systems, provisioning and office Services: supply chain management or purchasing; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Microsoft packages); Good interpersonal relations; Understanding of codified instructions, DFI and other related prescripts; Ability to work under pressure and deliver according to tight deadline; Customer service;

- Proven managerial and leadership skills; Accuracy and attention to detail; Project management.
- DUTIES** : Key Performance Areas: Manage transcription services in the Region; Compile monthly reports; Manage Projects; Complain management; Manage Service delivery improvement program; Render efficient and effective support to courts; Draft memoranda submissions and reports; Compile statistics to show performance and trends; Render administrative support to the directorate; Issue suppliers by checking the requisition form for completeness; Introduce internal control measures in the section; Make entries into all kinds applicable documents, registers, charts and books in order to determine the stock levels and to replenish stock; Manage the inventory of the office furniture, equipment and stationery of the directorate; Ensure suppliers are registered on the database; Perform any other duties necessary to ensure smooth running of the office.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-17-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/30** : **CHIEF ADMINISTRATION CLERK REF NO: 24/VA11/NW**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Odi Provincial Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; Three years relevant experience in the Court Environment. Skills and Competencies: Computer literacy (Microsoft packages); Good analytical skills; Communication skills (verbal and written); Team work; Good interpersonal relations; Action orientation; Planning and organizing skills; Flexibility; Adaptability; Numerical skills.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-11-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/31** : **MAINTENANCE OFFICER: MR3 – MR 5 (X3 POSTS)**
- SALARY** : R307 659 – R625 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Stilfontein Magistrate Court Ref No: 24/VA13/NW
Wolmaranstad Magistrate Court Ref No: 24/VA20/NW
Brits Magistrate Court Ref No: 24/VA37/NW
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; At least 2 years' post qualification legal experience; Knowledge of Maintenance Act; Understanding of all services and procedure in the area of Maintenance; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and ability to work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106

- APPLICATIONS** : Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Stilfontein Magistrate Court Doj24-13-Nw@Justice.Gov.Za; Wolmaranstad Magistrate Court Doj20-13-Nw@Justice.Gov.Za and Brits Magistrate Court Doj24-37-Nw@Justice.Gov.Za Or Hand Deliver It At 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POTS 44/32** : **REGISTRAR (MR1 – MR5) (X2 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg Ref No: 2024/34/GP
Office of the Regional Court President Ref No: 87/24/NC/KIM
- REQUIREMENTS** : An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license; Skills and Competencies: Co-ordinate Case Flow Management Support Service to the Judiciary and prosecution at Provincial level; Process and issue judgements by default; Issue court orders, procedures and practices and costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management
- ENQUIRIES** : Gauteng: Ms R Moabelo Tel No: (011) 332 9000
Northern Cape: Mr L A Swartz Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg, E-Mail Address: DOJ2024-34-GP@justice.gov.za
Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-87-NC@justice.gov.za.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 44/33** : **MAINTENANCE OFFICER MR1- MR5 (X7 POSTS)**
- SALARY** : R239 673 - R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Nigel Ref No: 2024/15/GP
Magistrate Springs Ref No: 2024/16/GP
Magistrate Tembisa Ref No: 2024/17/GP
Magistrate Palmridge Ref No: 2024/18/GP
Springbok Magistrate office (Will serve Garies, Port Nolloth and Pofadder) Ref No: 79/24/NC/SPR
Kudumane Magistrate Office, (Will serve Hartswater, Warrenton and Jan Kempdorp) Ref No: 80/24/NC/KUD
Magistrate Office, Hermanus Ref No: 39/2024/WC
- REQUIREMENTS** : An LLB Degree or a four (4) recognized years legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. Magistrate Nigel: English, Isizulu, Xhosa and Sesotho; Magistrate Springs: English, Isizulu, Afrikaans and Sesotho; Magistrate Thembisa: English, Xitsonga, Tshivhenda and Sepedi; Magistrate Palmridge: English, Sesotho and Xhosa.

<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their function; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; compile statistics.
<u>ENQUIRIES</u>	:	Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000 Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300 Western Cape: Mr A Lupondwana Tel No: (021) 859 4461
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg. EMAIL: VShiburi@justice.gov.za , or DOJ2024-15-GP@justice.gov.za , DOJ2024-16-GP@justice.gov.za , DOJ2024-17-GP@justice.gov.za , DOJ2024-18-GP@justice.gov.za Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR email to DOJ24-79-NC@justice.gov.za and DOJ24-80-NC@justice.gov.za . Western Cape: Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-39-WC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/34</u>	:	<u>COURT INTERPRETER (X18 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Palmridge Magistrate Ref No: 2024/12/GP (X1 Post) Palmridge Magistrate Ref No: 2024/13/GP (X1 Post) Palmridge Magistrate Ref No: 2024/14/GP (X1 Post) Diepsloot Magistrate Ref No: 2024/36/GP (X1 Post) Randburg Magistrate Ref No: 2024/37/GP (X1 Post) Randburg Magistrate Ref No: 2024/38/GP (X1 Post) Wolmaranstad Magistrate Ref No: 24/VA23/NW (X2 Posts) Klerksdorp Magistrate Ref No: 24/VA25/NW (X1 Post) Kgomotso Magistrate Ref No: 24/VA26/NW (X1 Post) Orkney Magistrate Ref No: 24/VA27/NW (X1 Post) Magistrate Office: Harrismith Ref No: DOJ24/22/FS (X1 Post) Magistrate Office: Winnie Mandela (Brandfort) Ref No: DOJ24/17/FS (X1 Post) Keimoes Magistrate Ref No: 85/24/NC/KEI (X1 Post) Upington Magistrate Ref No: 86/24/NC/UPT (X1 Post) Atlantis Magistrate Ref No: 29/2024/WC (X1 Post) Calitzdorp Magistrate Ref No: 30//2024/WC (X1 Post) Wynberg Offices Ref No: 32/2024/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Palmridge Magistrate: English and Afrikaans; Palmridge Magistrate: English and Setswana; Palmridge Magistrate: English and Xhosa; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa and IsiZulu ; Randburg Magistrate: English, Sesotho and Setswana; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa, IsiZulu; Sesotho or Setswana; Wolmaranstad Magistrate: Setswana, English, isiZulu or Afrikaans; Klerksdorp Magistrate, Kgomotso Magistrate and Orkney Magistrate: Setswana ,English, isiZulu or IsiXhosa; Harrismith: English, Sesotho, IsiZulu Afrikaans; Winnie Mandela (Brandfort): English, Sesotho, IsiXhosa and Afrikaans; Keimoes Magistrate and Upington Magistrate: Afrikaans, English & Setswana is compulsory. Three months Practical experience will be an added advantage; Drivers license will be an added advantage. Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy;

		Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 North-West: Ms.PM Seletedi Tel No: (018) 397 7088/ 7106 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr N. Leshage Tel No: (053) 802 1300 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or email to DOJ2024-12-GP@justice.gov.za or DOJ2024-13-GP@justice.gov.za or DOJ2024-14-GP@justice.gov.za or DOJ2024-36-GP@justice.gov.za or DOJ2024-37@justice.gov.za or DOJ2024-38-GP@justice.gov.za North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-23-NW@justice.gov.za / Doj24-25-NW@justice.gov.za / Doj24-26-NW@justice.gov.za / Doj24-27-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300, Email: DOJ24-22-FS@justice.gov.za and DOJ24-17-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300, or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR email to DOJ24-85-NC@justice.gov.za and DOJ24-86-NC@justice.gov.za . Western Cape: Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to: DOJ24-29-WC@justice.gov.za for Atlantis DOJ24-30-WC@justice.gov.za for Calitzdorp DOJ24-32-WC@justice.gov.za for Wynberg.
<u>POST 44/35</u>	:	<u>LEGAL ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 24/VA22/NW</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Provincial Office: North-West
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing; Attention to detail; Interpersonal relation
<u>DUTIES</u>	:	Key Performance Areas: Processing of applications for appointment of Commissioner's of Oath applications and prepare memorandum for appointments; Process applications for expungements of criminal records (section 271B (1) of the criminal procedure Act. 1977(act no 51 of 1977) form A, form B and form C; Assist /coordinate LGBTIQ+ meetings which include – provincial task team, Rapid response team; Process applications for Justice of peace and pardon to the president as prescribed; Render general administrative services to the Legal directorate; Provide secretariat/receptionist support services to the Legal directorate; Liaise with other departments and communities on programmes around crime prevention; Assist with NRSO administration and capturing; Attend to walk ins and refer to the relevant office; Initiate , plan, implement and conduct community awareness campaign.
<u>ENQUIRIES</u>	:	Ms PM Seletedi Tel No: (018) 397 7088/ 7106

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-22-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.

POST 44/36 : **ADMINISTRATION CLERK (X6 POSTS)**

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

CENTRE : Orkney Magistrate Court Ref No: 24/VA09/NW
 Bushbuckridge Magistrate Office Ref No: 2024/29/MP
 Magistrate Offices: Caledon Ref No: 10/2024/WC
 Magistrate Office: Goodwood Ref No: 14/2024/WC
 Magistrate Office: Swellendam Ref No: 22/2024/WC
 Magistrate Office: Wynberg Ref No: 25/2024/WC

REQUIREMENTS : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.

DUTIES : Key Performance Areas: Render general clerical support services; Provide the financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

ENQUIRIES : North-West: Ms PM Seletedi Tel No: (018) 397 7088/ 7106.
 Mpumalanga: Mr TV Mavundla at 078 802 0741
 Western Cape: Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : **North-West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-09-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 Or email to DOJ24-29-MP@justice.gov.za.
Western Cape: Quoting the relevant reference number, direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to: DOJ24-10-WC@justice.gov.za
 Caledon, DOJ24-14-WC@justice.gov.za
 Goodwood, DOJ24-22-WC@justice.gov.za
 Swellendam and DOJ24-25-WC@justice.gov.za for Wynberg.

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

POST 44/37 : **ADMINISTRATION CLERK: PARTICIPATORY DEMOCRACY REF NO: 24/85/CD**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent; Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Key Performance Areas: Render general clerical support services; Provide financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-85-CD@justice.gov.za

POST 44/38 : **ADMINISTRATION CLERK: TRUTH AND RECONCILIATION UNIT REF NO: 24/81/CD (X4 POSTS)**

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

CENTRE : National Office; Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy; Creative thinking; Customers service orientation; Problem analysis; Self - management; Team membership; Technical proficiency; Planning and organizing; Communication skills (verbal and written).

DUTIES : Key Performance Areas: Render general clerical support services; Administer documents and validate the data; Engage with stakeholders for verification and finalization of information.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to DOJ24-81-CD@justice.gov.za

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (Race, Gender and Disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. Email Address: E-mailed applications will be accepted: Hra@dmv.gov.za
- FOR ATTENTION** : All enquiries should be directed to: Ms Lerato Sono Tel No: (012) 765 9493/9314
- CLOSING DATE** : 20 December 2024 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement for SMS appointment posts. 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>. All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel 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 incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 44/39** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/11/2024**
(five (5) year fixed term contract)
- SALARY** : R2 259 984 – R2 545 854 per annum (Level 16), (an all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

**CENTRE
REQUIREMENTS**

: Pretoria
: A senior Certificate, appropriate postgraduate qualification in Public Administration, Public Management or Social Services or relevant post graduate qualifications (NQF level 8) as recognised by SAQA. 10 years of relevant experience at a senior management level. The candidate must have executive management experience and experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the Constitution, Public Service Act, 1994, Public Finance Management Act, 1999, and the National Development Plan, Deep knowledge of relevant Government legislation, policies, and priorities, Ability to interpret and apply policies and legislations. People Management and Empowerment. Financial management, Project and Programme Management and Change management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical at macro as well as micro level, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management, and strategic thinking.

DUTIES

:
: Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DMV adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements (SLA's) , Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Provide strategic direction and guidance on the provision of Military Veterans socio economic support services; research and policy services; beneficiary support services; provision and coordination of housing, pension, compensation and healthcare, wellness support services benefits for Military Veterans. Guide and direct efficient and effective delivery of Military Veterans empowerment and stakeholder management programmes as well as oversee the implementation of Military Veteran's Skills development and empowerment programmes. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister Defence and Military Veterans for in line with the mandate of the Minister. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, implementation of government policies and legislative compliance. Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts for financial management, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations:

Participate and represent the department in various fora, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the relevant Government Clusters and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister. Manage the performance of staff reporting directly to the Director-General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.

ENQUIRIES

: Mr P.J Sengwane Tel No: (012) 765 9358

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or use the link provided, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically. Email to Recruitment.MMS2@thensg.gov.za, or use the link here or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 13 December 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POST

- POST 44/40** : **ASSISTANT DIRECTOR: DEBTORS MANAGEMENT REF NO: NSG 20/2024**
- SALARY** : R444 036 per annum (Level 09), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in the field of Financial Accounting or Management Accounting. Experience: Minimum of three (3) years relevant experience in financial management, including supervisory experience. Knowledge Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. In-depth knowledge of public finance landscape. Advanced computer literacy, including excellent working

knowledge of MS Office suite and relevant software for data analysis. Administration of LOGIS, PERSAL, BAS and other financial systems. Strategy development, analysis, and implementation. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Competencies/skills: Financial management and reporting skills. Strong analytical skills. Strong interpersonal skills, including written and verbal communication. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Strong writing and presentation skills. Digital skills with digital systems, management and reporting tools. Conflict management skills. Personal Attributes: professional knowledge and staying current with curricular trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness work extended hours, as and when required.

DUTIES

: Implement and monitor debtors' management related policies, standard operating procedures, directives, and frameworks for the NSG. Support the development of a debtor's management strategy and implementation plan for the NSG. Monitor the implementation of debtor's management standards, practices, and guidelines. Manage debtor's management compliance reporting in line with policies and frameworks. Undertake research and benchmarking of new management accounting practices and methodologies. Develop and maintain strategies to minimize overdue accounts and bad debts. Coordinate and ensure prompt invoicing and follow-up on receivables. Oversee efficient debtor collection procedures, including negotiation of repayment terms where necessary. Institute legal or collection agency intervention where standard recovery procedures fail. Prepare reports on debt recovery efforts and their effectiveness for senior management. Coordinate debtor billing cycles to ensure timely and accurate invoicing. Oversee collection processes and implement strategies to reduce days sales outstanding (DSO) and improve cash flow. Manage communications with debtors to negotiate payment terms and resolve billing disputes. Supervise the maintenance of debtor accounts to ensure accurate and up-to-date information. Implement effective recovery procedures for overdue accounts, including the coordination of legal action where necessary. Oversee the regular analysis of debtor accounts to ensure timely collections. Develop and implement procedures for continuous debtor account monitoring and reporting. Generate accurate and timely debtor reports to inform management decision-making. Provide critical insights into debtor trends and recommend improvements to debt collection strategies. Coordinate the reconciliation of debtor statements with the general ledger. Provide reports that contributes to the preparation of the Financial Statements. Manage the resources (people, finance, systems, assets) allocated within the business unit. Training and upskilling the team under supervision. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Manage employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017

NATIONAL TREASURY

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



<u>APPLICATIONS</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success.
<u>CLOSING DATE</u>	:	10 January 2025 at 12:00 am (Midnight)
<u>NOTE</u>	:	The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

OTHER POSTS

<u>POST 44/41</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL GOVERNMENT INFRASTRUCTURE REF NO: S054/2024</u> Division: Intergovernmental Relations (IGR) Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum, (excluding benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) / Bachelor's degree (equivalent to NQF 7) in the following disciplines: in Economics, Public Finance Management, Built Environment. A minimum 3 years' experience obtained in government's policy framework on funding and infrastructure development. Experience in the functioning of the municipal infrastructural environment. Experience and exposure in built environment.
<u>DUTIES</u>	:	Some key Outputs include: Review of Municipal plans and budgets: Participate in national and municipal policy implementation and review processes. Contribute to

the budgeting determination of infrastructure allocations for municipalities. Provide inputs to the development and review of municipal grant framework. Compile reports on municipal infrastructure backlogs and track progress. Improve information on infrastructure backlogs; compile reports on municipal planned projects and budget allocations to determine alignment with sector targets. Implement reforms for delivery of municipal infrastructure: Assist in the development and refinement of guidelines on municipal infrastructure delivery management to give effect to MFMA. Assist in the monitoring and piloting of best practises to support reforms on municipal infrastructure delivery management and budgeting. Researching tools for utilisation and guidance on the implementation of municipal infrastructure delivery reforms. Verification of financial data: Initiate processes to formulate and refine municipal borrowing reporting format. Assist in the coordination of reports in line with prescribed reporting system. Assist in the analyses of data and verification of their correctness pertaining to allocated budgetary expenditure and municipal borrowing. Monitor budgets and expenditure: Prepare reports on progress in spending and delivery of municipal infrastructure. Assist in the monitoring and piloting of best practises in support reform pertaining to municipal infrastructure delivery and budgeting. Analyse and assess data formulation in the comparison of progress in municipalities' expenditure against allocated budgets.

ENQUIRIES : Enquiries for only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : [To apply visit: https://erecruitment.treasury.gov.za/eRecruitment](https://erecruitment.treasury.gov.za/eRecruitment)

POST 44/42 : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: S050/2024**
 Division: Office Of the Chief Procurement Officer (OCPO)
 Purpose: To provide strategic procurement support services to improve the performance and efficiency of the State procurement system including value for money and leveraged benefits.

SALARY : R552 081 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Supply Chain Management/ Logistics/ Purchasing / Commerce. A minimum 3 years' experience obtained in the supply chain management environment. Knowledge of strategic procurement. Knowledge of the broader public service SCM legislative framework. Experience of data gathering and analysis. Knowledge of project management.

DUTIES : Some key Outputs include: Strategy and Policy: Contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes and standards for strategic procurement; and a strategic procurement monitoring and evaluation system. Assist with the dissemination of the strategic procurement framework of government. Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Engage stakeholders and facilitate and coordinate the development and implementation of strategic procurement strategies and plans. Engage with public sector-specific strategic and external partners to support the development and implementation of strategic procurement strategies and plans. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres. Client engagement: Monitoring and evaluation. Perform and manage analyses on commodity spend, market and industry, suppliers, specification and demand, total cost of ownership and any other matter as may be required. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required). Analyse information sources for the identification of key strategic procurement project opportunities for targeting based on the importance of the commodity/service to achieve service delivery, and the complexity of the supply market. Contribute to the identification and recommendation of new and alternative solutions to strategic procurement

services. Contribute to the client environment and strategic procurement-related reports and diagnostics. Conduct research, and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including strategic procurement best-practices, strategic procurement spend analysis and research, strategic procurement recommendations, strategic procurement recommendations facilitation and implementation.

ENQUIRIES
APPLICATIONS

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

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 13 December 2024 at 16:00

NOTE : Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to the post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

OTHER POSTS

POST 44/43 : **ADMINISTRATION CLERK REF NO: VPO E4/2024 (X1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Be fluent in at least two official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification, Degree / Diploma in the field of the post will be an added advantage. Relevant courses in the field of the post will serve as an advantage. Be willing to work under pressure and extended hours.

DUTIES : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner. Keep records of collected documents for the office of

the Divisional Commissioner. Scrutinize and capturing of all incoming and outgoing correspondence for the office of the Divisional Commissioner; Complete and submit monthly vehicle returns; Assist with secretarial and administrative support functions; Assist to manage the diary, receive and host visitors of the Divisional Commissioner; Assist in arranging travelling and subsistence allowance for the Divisional Commissioner; Effective administration of a bring forward system.

ENQUIRIES : LT Col Nukeri / Capt Ramokgopa / PO Ngobeni / PO Rambau at Tel No: (012) 421 8435 / (012) 421 8147 / (012) 421 8033

APPLICATIONS : Applications can be forwarded to the following addresses: Hand delivered applications: 540 Pretorius Street, Arcadia, Pretoria, 0007 Posted applications: Private Bag X12, Arcadia, 0007 Email: RamokgopaMM@saps.gov.za / MakuwaT@saps.gov.za

POST 44/44 : **MESSENGER REF NO: VPO E5/2024 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; A Grade 10 qualification as well as a valid light vehicle driver's license will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Willing to work extended hours when necessary; Be proficient in at least two official languages, of which one must be English; Must be a SA citizen Must have no previous criminal convictions or criminal cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Render messenger services to the Office of the Divisional Commissioner; Provide driving services for the Office of the Divisional Commissioner; General administration duties allocated to the post; Keep record of collected documents for the Office of the Divisional Commissioner; Complete vehicle log book and submit monthly returns; Deliver/Collect mail, documents and parcels and insure acknowledgement of receipts.

ENQUIRIES : LT Col Nukeri / Capt Ramokgopa / PO Ngobeni / PO Rambau at Tel No: (012) 421 8435 / (012) 421 8147 / (012) 421 8033

APPLICATIONS : Applications can be forwarded to the following addresses: Hand delivered applications: 540 Pretorius Street, Arcadia, Pretoria, 0007 Posted applications: Private Bag X12, Arcadia, 0007 Email: RamokgopaMM@saps.gov.za / MakuwaT@saps.gov.za

POST 44/45 : **SECURITY GUARD**

SALARY : R131 265 per annum (Level 03)

CENTRE : Corporate Support Services
Gqeberha Ref No: DPCI/EC/86/2024 (X4 Posts)
Bellville Ref No: DPCI/WC/87/2024 (X2 Posts)

REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Diploma/Degree in the field of security may be an advantage. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No 53/1985); Positive identification of officers, employees, visitors and maintenance personnel before they are allowed to enter the premises; Issue admission control cards to visitors and receive them back; Keep the necessary visitors register; Check suppliers, articles and objects where necessary before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Control the admission of vehicles and equipment in the field; Supervise cleaners and maintenance personnel – only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to

		the attention of senior security personnel; Render assistance to security offices in the performance of duties; Be willing to work shift and irregular hours
<u>ENQUIRIES</u>	:	Eastern Cape: Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527
<u>APPLICATIONS</u>	:	Captain Xhego and HRCS Matlou at (071) 481 3252 / (082) 411 2104 DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London Email applications to: BatyiNP@saps.gov.za DPCI: Western Cape: Hand delivered or couriered to: 4 th Floor AJ West Street, Old SARS Building, Bellville Email applications to: SibelekwanaS@saps.gov.za
<u>POST 44/46</u>	:	<u>CLEANER</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Supply Chain Management: Head Office: Pretoria Ref No: DPCI/HO/85/2024 (X3 Posts) East London Ref No: DPCI/EC/88/2024 Bloemfontein Ref No: DPCI/FS/89/2024 Germiston Ref No: DPCI/GP/90/2024 Port Shepstone Ref No: DPCI/KZN/91/2024 Phalaborwa Ref No: DPCI/LIM/92/2024 Nelspruit Ref No: DPCI/MP/93/2024 Kimberley Ref No: DPCI/NC/94/2024 Klerksdorp Ref No: DPCI/NW/95/2024 George Ref No: DPCI/WC/96/2024
<u>REQUIREMENTS</u>	:	A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Maintaining of high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials.
<u>ENQUIRIES</u>	:	Head Office: Colonel A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha at Tel No: (012) 846 4067/4110. Eastern Cape: Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 Free State: Lieutenant Colonel Vethezo, Captain Moyana and Warrant Officer Mkumla Tel No: (051) 503 2753 Gauteng: Colonel Mashakane and Captain Rasekganya Tel No: (011) 776 5527 / 5305 KwaZulu Natal: Colonel Zikhali and Lieutenant Colonel Phungula Tel No: (031) 325 6105 / 4713 Limpopo: Lieutenant Colonel Seabi and Warrant Officer Machete Tel No: (015) 293 7235 / 7236 Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1377 / 1465 Northern Cape: Lieutenant Colonel Ntho and Captain Damons Tel No: (071) 604 5825/ (071) 481 3000 North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5317 / 5350 Western Cape: Captain Xhego and HRCS Matlou Cell phone number: (071) 481 3252 / (082) 411 2104
<u>APPLICATIONS</u>	:	Head Office: Applications may be hand-delivered, as follows: Main Security gate at 01 Cresswell Road, Promat Building, Silverton. Applications forwarded by post to be addressed as follows, for attention The Section Commander: Personnel Management, (Attention: Col A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha , Private Bag X1500, Silverton, 0127. Email applications to dpcivacancies@saps.gov.za DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email applications to: BatyiNP@saps.gov.za

DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein Email applications to: VethezoX@saps.gov.za

DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston Email applications to: RasekganyaCS@saps.gov.za

DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban Email applications to: MoodleyP4@saps.gov.za

DPCI: Limpopo can be posted to: Hand delivered or couriered to: 106 Hans van Rensburg Street, Empire Place Suite 02, Polokwane Email applications to: SeabiMJ2@saps.gov.za

DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit Email applications to: NgwenyaTP@saps.gov.za

DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, Old De-Beers Head Quarters (Opposite Keipoletse Funerals), Kimberley Email applications to: DamonsM@saps.gov.za

DPCI North-West: Hand delivered or couriered to: 51 Leask Street, Westend Building, Klerksdorp Email applications to: MokoenaN7@saps.gov.za

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

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

OTHER POSTS

<u>POST 44/47</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – PAEDIATRIC INFECTIOUS DISEASES (PID) REF NO: GS 27/24</u> Component: Paediatrics & Child Health
<u>SALARY</u>	:	R1 976 070.per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<u>CENTRE</u>	:	Reys Hospital, PMB Metropolitan Hospitals Complex (including Greys, Harry Gwala Regional and Northdale Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent MBCHB or Equivalent qualification Plus FC Paeds (SA) OR equivalent Plus 5 years' experience working as a Paediatric Infectious Diseases sub-specialist preferably at a tertiary, academic site post registration Subspecialty Certificate in Paediatric Infectious Diseases Plus Current Registration with Health Professions Council of South Africa as a Paediatric Infectious Diseases sub-specialist (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: Prior experience in the public service at a tertiary site will be an advantage Prior experience working at an academic site in Paediatrics & Child Health linked with a SA University will be an advantage Knowledge, Skills, Attributes And Abilities Strategic and Operational planning with M&E Financial management Human resource management; Program planning, implementation and evaluation, Information management; Quality assurance programmes Specialist medical knowledge, skills & competence in Paediatrics and Child Health Sub-specialist medical knowledge, skills & competence in Paediatric Infectious Diseases Current health and public service legislation, regulations and policy Medical ethics, epidemiology, research and statistics Medical education training and experience (an advantage) Research publications, research knowledge, skills & competence (an advantage)
<u>DUTIES</u>	:	Employer Performance Management and Development Process (EPMDS) based workplan will cover clinical care, scholarship, professionalism, governance, admin & management and generic assessment factors aligned to HPCSA Medical Practitioner competencies) The administration and management of Paediatric Infectious Diseases services and team at Grey's Hospital Participate in the provision of clinical care services as part of a team in Pietermaritzburg Metropolitan Hospitals Complex Participate in after-hours specialist cover in Pietermaritzburg Metropolitan Hospitals Complex including in disciplines other than Paediatric Infectious Diseases Participate in specialist Paediatric Infectious Diseases and Paediatric multi-disciplinary out-patient clinics. Facilitate the development and sustainability of Paediatric Infectious Diseases services or component(s) in all hospitals in the Pietermaritzburg catchment area. Participate in the departmental Outreach program for the development, delivery, supervision and support of Paediatric Infectious Diseases, Neonatal and Paediatric services in the Pietermaritzburg catchment area. Ensure appropriate standards of care and oversee quality improvement programmes within the service and department. Participate fully in the training and development of undergraduate, vocational and postgraduate students and staff in Pietermaritzburg and its catchment area. Join the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health Participate in the departmental academic and training programme/s, Assist with the administration and management of the Paediatric Infectious Diseases service and/or other component(s) of the paediatric department in Pietermaritzburg Undertake appropriate clinical research and support the research efforts of all staff.
<u>ENQUIRIES</u>	:	Dr BL Dhada / MS P Mathebula Tel No: (033) 897 3264

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/Khazimula.goba@kznhealth.gov.za

FOR ATTENTION NOTE : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity target for this post is: African Male, African Female.

CLOSING DATE : 13th December 2024

POST 44/48 : **LECTURER PND1/PND2 (POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING: R.635) REF NO: PMMC03/2024 (X1 POST)**

SALARY : Grade 1: R451 533 per annum
: Grade 2: R553 545 per annum
: 8% Rural Allowance
: 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet Prescribed requirements)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Campus
: Senior Certificate/Grade 12. A Diploma /Degree in Nursing or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Clinical Nursing Science, Health Assessment, and Treatment and Care (R.48). A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC). Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC). Unendorsed valid Code EB driver's license. A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of **grade 1**). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of **grade 2**). Recommendations: Master's degree in Nursing, Basic Computer Literacy. A minimum of 2 years clinical experience in Primary Health Care Nursing. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes related to Primary health care nursing. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Implementation of R.635 programme (Primary Care Nursing); including teaching and learning and assessment of R174, R171 and R1497 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) and Recognition of Prior Learning (RPL) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

ENQUIRIES APPLICATIONS : Mrs R Bridgemohan Tel No: (031) 907 8314
: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to

apply for posts through the online e-Recruitment System at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: Nompumelelo.Mkhwanazi@kznhealth.gov.za. Applications should be directed to: The Campus Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeneni, 4060.

**FOR ATTENTION
NOTE**

: Miss.NP Mkhwanazi
: Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

CLOSING DATE

: 13 December 2024

POST 44/49

: **LECTURER PND1/PND2 REF NO: PMMC04/2024 (X2 POSTS)**

SALARY

: Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
8% Rural Allowance
13th Cheque, Medical Aid (optional) and Housing Allowance (employees must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Campus
: Senior Certificate/Grade 12. A Diploma /Degree in Nursing (General, Psychiatry and Community) and Midwifery registered with the South African Nursing Council (SANC) as a Professional Nurse. A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC). Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC) 2023. Unendorsed valid Code RSA driver's license (code EB/08). A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of **grade 1**). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of **grade 2**). Recommendations: Master's Degree in nursing. Basic Computer Literacy Knowledge, Skills and Experience Have in-depth knowledge of procedures and processes of General Nursing and Midwifery Nursing Programmes. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Implementation of R174, R171 and R1497 programmes including teaching and learning and assessments. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) and Recognition of Prior Learning (RPL) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

ENQUIRIES : Mrs R Bridgemohan Tel No: (031) 907 8314
APPLICATIONS : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment System at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: Nompumelelo.Mkhwanazi@kznhealth.gov.za. Applications should be directed to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.

FOR ATTENTION : Miss.NP Mkhwanazi
NOTE : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

CLOSING DATE : 13 December 2024

POST 44/50 : **LECTURER: PND1-PND2 REF NO: MADNC 2024/1 (X2 POSTS)**
Component: Madadeni Campus

SALARY : R451 533 – R530 376 per annum (PND1)
R553 545 – R726 717 per annum (PND2)
Other Benefits: 13th Cheque, Medical Aid (Optional), Rural allowance. Housing Allowance – Employee must meet the prescribed requirements

CENTRE : Madadeni Regional Hospital, Component: Madadeni Nursing Campus
REQUIREMENTS : Senior Certificate/Grade 12. A Degree/ Diploma in Nursing: (General, Psychiatric and Community) and Midwifery. Plus A Diploma/Degree in Nursing Education registered with SANC. Current Registration (2024) with SANC. A minimum of 4 (four) years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing (in the case of **Grade 1 - PND1**) or A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which ten (10) years of the period referred to above must be in Clinical Nursing

and / or Nursing Education after obtaining the 1 year post qualification (in the case of **Grade 2 – PND2**). Unendorsed valid RSA Driver's license (EB/C1). Basic computer course. Verification for relevant experience – as per HRM Circular 94/2008. Recommendations: Experience in Clinical Nursing Practice. Recommendation: Masters' Degree in Nursing, Basic computer course. Knowledge, Skills and Competencies Required: Knowledge of the relevant legislation, Acts, Prescripts and policy frameworks informing the area of operation. In-depth knowledge of procedures and processes related to nursing and nursing education. Sound knowledge and understanding of nursing code of ethics and professional practice. In-depth knowledge of teaching and clinical approaches. Good research and analytical skills. Competence in conflict management and problem solving skills. Good communication and interpersonal skills. Willingness to travel

DUITES : Responsible to coordinate, implement and monitor an effective and efficient Clinical training system. Provide effective and efficient clinical teaching of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of nurse learner between the Campus and clinical area. Support the mission and promote image of the College/Campus. Implement assessment strategies to determine nurse learners' competencies. Exercise control over nurse learners. Implement the quality management system for the Nursing Education Institution.

ENQUIRIES APPLICATIONS : Mrs J.N. Mthembu Tel No: (034) 314 4431 / 034 314 4617
 : Completed applications must be forwarded to: Post: The Registrar: Academic. Madadeni Nursing Campus. Private Bag X6642, Newcastle, 2940 or Hand deliver to: Office No. GF5 (Registrar: Academic). Madadeni Nursing Campus. Majuba TVET College. Section 2 (CPD). Dr Nelson Mandela Road, Madadeni, 2951 or email to: lucky.sithole@kznhealth.gov.za

FOR ATTENTION NOTE : Mr M.L. Sithole
 : Direction to Candidates: the following documents must be submitted: Application for Employment form new (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form new (Z83) must be accompanied by detailed Curriculum Vitae, The reference number must be indicated in the column provided on the new Z83 form and on the back of the envelope, e.g. MADNC 2024/01. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Only Shortlisted candidates will be required to submit certified copies of qualifications, copy of ID, and proof of work experience endorsed and stamped by employers prior to the date of the interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 27 December 2024

POST 44/51 : **ASSISTANT DIRECTOR: MEDICAL/DENTAL REGISTRAR, CLINICAL INTERNSHIP AND COMMUNITY SERVICE PROGRAMME: HUMAN RESOURCE MANAGEMENT SERVICES REF NO: G73/2024**
 Cluster: Human resource Management Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum
 : Head Office: Pietermaritzburg
 : Matric/ Grade 12. Plus Degree/National Diploma in Office Management / Public Management / Administration, Human Resource Management PLUS 3-5 years supervisory experience in a Community Service, Clinical Internship and Medical/Dental Registrar programme environment, of which, at least one (1) year must be in the management of a Conditional Grant Management environment. Plus

A valid unendorsed Driver's License (at least code EB). Knowledge, Skills, Training and Competencies Required: Public Service Act, 1994, Public Service Regulations, 2016, Basic Conditions of Employment Act, Health Professions Act, KwaZulu-Natal Health Act, National Health Act, Employment Equity Act, Community Service Officer Policy, Division of Revenue Act, Grievance and Dispute Resolution processes, All policies and prescripts governing the area of operation including but not limited the Recruitment and Selection Policy, HPCSA Internship, Community Service and Registrar requirements, Sound working knowledge of PERSAL, Sound working knowledge of Intern and Community Service Programme (ICSP) system, Project management, Time management, Information management, Planning, Organising, Communication (written and oral), Computer literacy- MS Office suite at intermediate level, Change management, Interpersonal skills, Decision making, Self-discipline and Problem-solving skills.

DUTIES

: Manage the allocation processes and systems to ensure adherence to policies and guidelines for the Clinical Internship, Community Service and Medical/Dental Registrar Programme. Ensure the effective and efficient management of the Departmental Statutory Human Resource and Training Grant (SHRTG). Manage the implementation and maintenance of administrative processes to ensure professionalism when delivering services to the stakeholders of the Clinical Internship, Community Service and Medical/Dental Registrar Programme. Provide administrative support and professional secretariat services for the Clinical Internship, Community Service and Medical/Dental Registrar Programme. Ensure the effective, efficient and economical management of allocated resources of the Division.

**ENQUIRIES
APPLICATIONS**

: Mr A Innerjeeth Tel No: (033) 395 3179
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200, or email: HeadOffice.HRJobApplication@kznhealth.gov.za or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Miss L Mthlane
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 13 December 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism 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 candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 or posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 13 December 2024 at 16h30
- NOTE** : All costs associated with an application will be borne by the applicant. Applications must be submitted on new Z83 form (update version that came into effect on 01 January 2021), obtainable from any Public Service Department or downloaded from www.dpsa.gov.za and must be accompanied by a detailed Curriculum Vitae (CV). The new Z83 form must be fully completed and signed up by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, 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. Three (3) references must be included stating their contact details (landline, cellular number and e-mail address). If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver’s licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. No faxed or emailed applications will be considered. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has

been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered / possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 44/52** : **CHIEF DIRECTOR REF NO: C5/24/25/1**
 Chief Directorate: Trade & Sector Development
 (Re-Advertisement: All applicants who previously applied need to apply again as the previous applications will not be considered.
- SALARY** : R1 436 022 – R1 716 933 per annum (Level 14), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
 : An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability). Competencies:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills And Knowledge: Knowledge in the legislative framework governing public service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.

DUTIES

:
Oversee and contribute to policy development, strategic and business planning. Ensure development of industrial and trade strategies and plans. Facilitate implementation of strategic goals and economic cluster programmes. Coordinate the industrialisation programmes and enhance the competitiveness of the industries. Ensure the facilitation of trade and investment promotion services. Ensure the stimulation of the economy through sector and industry development. Manage team and work with stakeholders.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE : 13 December 2024

NOTE : 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications Will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

POST 44/53 : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: MPDOH/DEC/24/570 (X2 POSTS)**

SALARY CENTRE : R827 211 - R907 392 per annum
: Tintswalo Hospital (Ehlanzeni District)
: Impungwe Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HCPA) as a Clinical Psychologist (2024). Knowledge, Skills and Competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental Health Care services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and forensic Mental Health. Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence

		based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's license.
<u>DUTIES</u>	:	Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/54</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL WARD REF NO: MPDOH/DEC/24/571</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R656 964 – R748 683 per annum Tintswalo Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and

<u>ENQUIRIES</u>	:	participate in health promotion activities and monitor and evaluation of data. Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/55</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): MARTENITY REF NO: MPDOH/DEC/24/572</u>
<u>SALARY</u>	:	R656 964 – R748 683 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

POST 44/56 : **ASSISTANT MANAGER (PN-A7): COMMUNICABLE DISEASE CONTROL (CDC) REF NO: MPDOH/DEC/24/573**

SALARY CENTRE REQUIREMENTS : R656 964 – R748 683 per annum
: Nkangala District Office, Emalahleni
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level and disease surveillance. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Knowledge of National Health Act, National Development Plan, Financial and Human resources. Management report writing and presentation skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management and human resource management. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work. Be able to work under pressure. Valid driver's license.

DUTIES : Support in VPDS and other reportable disease surveillance in the province. Provide technical assistance in disease case notification and investigation in all districts. Provide technical assistance in cases response and disease outbreak investigation through provincial disease surveillance and rapid response teams. Conduct active surveillance visit as per National Guidelines. Provide support to passive VPD reporting sites for missing data, alert, or links. Strengthen intersectoral collaboration with the relevant stakeholders. Conduct Route Cause Analysis (RCA) for routine immunization and monitor routine immunization activities.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 44/57 : **OPERATIONAL MANAGER (PN-A5): TB WARD REF NO: MPDOH/DEC/24/574**

SALARY CENTRE REQUIREMENTS : R520 560 - R596 322 per annum
: Tintswalo Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2024). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in TB Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and

		Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/58</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/DEC/24/575</u>
<u>SALARY</u>	:	R520 560 - R596 322 per annum
<u>CENTRE</u>	:	Pixley Ka Seme Sub-district (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2024). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management. Valid driver's license.
<u>DUITES</u>	:	Coordinate Mother, Child, Women, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the Sub-District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/59</u>	:	<u>LECTURER GRADE 1-2 (PN-D1) REF NO: MPDOH/DEC/24/576</u>
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum Grade 2: R553 545 - R726 717 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills,

<u>DUTIES</u>	:	<p>Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.</p>
<u>ENQUIRIES</u>	:	<p>Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.</p>
<u>APPLICATIONS</u>	:	<p>Departmental Online Application System: www.mpuhealth.gov.za</p>
<u>POST 44/60</u>	:	<p><u>LECTURER GRADE 1-2 (PN-D1): THEMBA HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/24/577</u></p>
<u>SALARY</u>	:	<p>Grade 1: R451 533 - R530 376 per annum Grade 2: R553 545 - R726 717 per annum</p>
<u>CENTRE</u>	:	<p>Mpumalanga College of Nursing, Kabokweni</p>
<u>REQUIREMENTS</u>	:	<p>Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.</p>
<u>DUTIES</u>	:	<p>Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.</p>
<u>ENQUIRIES</u>	:	<p>Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT</p>

		related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/61</u>	:	<u>LECTURER GRADE 1-2 (PN-D1): SHONGWE HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/24/578</u>
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum
	:	Grade 2: R553 545 - R726 717 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/62</u>	:	<u>LECTURER GRADE 1-2 (PN-D1): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/24/579</u>
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum
	:	Grade 2: R553 545 - R726 717 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project

<u>DUTIES</u>	:	management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 44/63</u>	:	<u>LECTURER GRADE 1-2 (PN-D1): TINTSWALO HOSPITAL SUB-CAMPUS REF NO: MPDOH/DEC/24/580</u>
<u>SALARY</u>		Grade 1: R451 533 - R530 376 per annum Grade 2: R553 545 - R726 717 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za

**PROVINCIAL ADMINISTRATION: NORTH-WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference for the post of Deputy Director: Agricultural Extension and Advisory Services, should be hand delivered to the District Director, Dr Ruth Segomotsi Mompoti District Services, Mini Ga-rona Building Vryburg, for attention of Ms K. Okhaa or e-mail: Dardrecruitment-DRS@nwpg.gov.za
All other posts should be hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Directorate: Human Resource Management, AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho for the attention of Ms. K. Modiegi or e-mail: Dardrecruitment-HO@nwpg.gov.za
- CLOSING DATE** : 13 December 2024
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as three contactable referees. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or copied application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates applying for SMS posts to submit Public Service SMS Pre-Entry certificate prior to appointment. 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

MANAGEMENT ECHELON

- POST 44/64** : **DIRECTOR: SUSTAINABLE RESOURCE AND UTILIZATION MANAGEMENT**
REF NO: NWDARD 02/11/24
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs.
- CENTRE** : Head Office – Mafikeng
- REQUIREMENTS** : Senior Certificate An appropriate recognized (NQF level 7) 4 years Bachelor's degree in Agriculture/ or Natural Resource and Land Use Planning Masters in one of the following : sustainable Resource Management or Agricultural Disaster Risk Management with at least 8 years' experience in the field of Agriculture A minimum of 5 years' experience at Middle/Senior Management level within public service coupled with experience in agricultural engineering, sustainable resource management/land care as well as agricultural risk and disaster management and related disciplines Knowledge of GIS and satellite data application, Policy

development, PFMA & Treasury Regulations and financial management Relevant Acts, policies & strategies within the sustainable resource management/land care as well as agricultural risk and disaster management and engineering field Understanding of government service delivery environment, General performance management Good communication, interpersonal relations, report writing, negotiation, Innovative, problem solving, time management and computer proficiency A valid driver's licence.

DUTIES : Lead and manage the coordination on sustainability of natural agricultural resources Promote and regulate the implementation of sustainable resource utilization and management practices Promotion integrated sustainable land use planning Management and coordinate the provision of agricultural disaster risk management services Manage and coordinate the provision of agricultural engineering services Manage and coordinate the provision of agricultural mechanization services.

ENQUIRIES : Ms. B. Pule Tel No: (018) 392 5615

OTHER POSTS

POST 44/65 : **LECTURER: HORTICULTURE REF NO: (NWDARD 05/11//2024)**
(Re-advert)

SALARY : R376 413 per annum (Level 08)
CENTRE : Potchefstroom Agricultural College
REQUIREMENTS : Bachelor's degree in Agriculture (NQF 7) in Plant Production or equivalent qualification specializing in vegetable and/or fruit production Teaching / training qualification as an added advantage Honours degree will be an added advantage A minimum of 3 years' relevant experience in vegetable and/or fruit production, teaching or facilitation environment Knowledge of drafting of vegetable and fruit production plans. Knowledge of research methodology Current registration with SACNASP will be an added advantage Valid unendorsed motor vehicle driver's license Sound communication and presentation skills Computer Literacy (MS Office)

DUTIES : Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material *Provide inputs for curriculum development Management of administrative tasks

ENQUIRIES : Mr T Aphane Tel No: (018) 285 0700

POST 44/66 : **LECTURER: MONOGASTRIC REF NO: (NWDARD 06/11/24)**
(Re-advert)

SALARY : R376 413 per annum (Level 08)
CENTRE : Potchefstroom Agricultural College
REQUIREMENTS : Bachelor's degree in Agriculture (NQF 7) in Animal Production or equivalent qualification Honours Degree will be an added advantage A minimum of three (3) years' relevant experience in the poultry and pig production industry and lecturing experience in higher education and training Knowledge of research methodology will be an added advantage Current registration with SACNASP will be an added advantage Valid unendorsed motor vehicle driver's license Sound communication and presentation skills Computer Literacy (MS Office)

DUTIES : Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks.

ENQUIRIES

: Mr MS Moneoang Tel No: (018) 285 0700

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 27 January 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 8:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/67 : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES) REF NO: AGR 51/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Masters degree (or higher qualification); Experience in the following: Database design; Video editing and YouTube. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post- mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to: Work independently in a team; Work accurately and precisely; Work under stressful conditions.

DUTIES : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.

ENQUIRIES : Dr V Henwood Tel No: (021) 808 5377
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/68 : **MESSANGER: ADMINISTRATION SUPPORT (ELSENBURG) REF NO: AGR 52/2024**

SALARY : R131 265 per annum (Level 02)
CENTRE : Department Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Grade 10 certificate and A minimum of 3 years relevant experience Recommendation: A valid code B driving license. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Skills needed: Communication (written and verbal) and Ability to work independently and as part of team.

DUTIES : General Messenger duties to sub programmes; Receive and distributing of

**ENQUIRIES
APPLICATIONS**

goods/stock; Packaging of residue samples; Maintenance of stores.

- : Ms N April Tel No: (021) 808 5053
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

- : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 44/69

- : **FARM AID: VETERINARY LAB SERVICES: QUALITY CONTROL REF NO: AGR 54/2024**

**SALARY
CENTRE
REQUIREMENTS**

- : R131 265 per annum (Level 02)
: Department Agriculture, Western Cape Government
: Able to read and write/Adult Basic Education and Training (ABET 3/Grade 7) and A minimum of 1 year relevant on-farm experience. Recommendation: A valid code B driving license. Competencies: Skills needed: Communication (written and verbal); Ability to work independently and as part of team; Ability to perform daily physical labour and accurately and precisely; Good professional conduct.

DUTIES

- : General care and maintenance of sheep and poultry flock; Use of general and specialized machinery such as tractor, chain-saw, irrigation systems; Maintaining biosecurity and biosafety in poultry flock; Perform and or assist with duties relating to the supply of biological material to the testing laboratory with includes artificial insemination of poultry, collection of blood; Administration: maintenance registers and worksheets.

**ENQUIRIES
APPLICATIONS**

- : Mr F Dreyer Tel No: (021) 808 7512
: To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

- : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS

- : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE

- : 27 January 2025

NOTE

- : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend

interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/70 : **MUSEUM OFFICER: SATELLITE MUSEUM (SIMONSTOWN) REF NO: CAS 59/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in the museum/heritage sector environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate (verbally or inwriting) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information from desperate sources.

DUTIES : Governance and administration of the museum as well as related activities; Facilitate, present and implement public programmes and relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

ENQUIRIES : Ms L Hutton Tel No: (021) 483 9703

POST 44/71 : **MUSEUM ASSISTANT: REGIONAL MUSEUM BREEDE RIVER (WORCESTER) REF NO: CAS 58/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

Grade 12 (equivalent or higher qualification); A minimum Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele"; Written and verbal communication skills; Ability to do the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict.

DUTIES : Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate,

present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.

ENQUIRIES : Mr E Badenhorst Tel No: (023) 614 1950 /Emile.Badenhorst@westerncape.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 27 January 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/72 : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 27/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Ability to run and maintain records management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages; Skills needed: Communication (written and verbally); Research; Report writing (submissions, letters, etc.); Organising and planning; Time management; Recording of minutes; Computer Literacy and Numeracy.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services, inclusive of: Scrutinising routine submissions/ reports and make notes and/or recommendations for the manager; Provide support to the manager regarding meetings, inclusive of: Collects, analyses and collates information; Scrutinising documents to determine actions/information/ other documents required for meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensures that the application.

ENQUIRIES : Ms C Julies Tel No: (021) 483 9000

POST 44/73 : **PERSONAL ASSISTANT: RED TAPE REDUCTION REF NO: DEDAT 28/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Record

- management systems; Procurement of goods and services; Relevant software packages(advanced); Skills needed: Computer Literacy (MS office); Strong communication (written and verbal); Run and maintain a record management system; Communicate effectively (written and verbally); Work under pressure; Make sound judgments; Do basic research; Analyse documents and situations.
- DUTIES** : Render administrative support services; Provide a secretarial/ receptionist support service to the manager; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms M Ellis Tel No: (083) 565 1867
- POST 44/74** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 29/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: A good understanding of the following: Financial background (Public Sector Finance recommended); Accounting principles; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS and Personnel and Salary Administration (PERSAL) Skills in the following: Written and verbal communication; Numeracy and literacy; Proven computer literacy; Problem-solving, analytical and people management skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and part of a team.
- DUTIES** : Render financial accounting services; Perform salary administration support services; Bookkeeping support services.
- ENQUIRIES** : Mr N Kagee Tel No: (021) 483 0160

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 January 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 8:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 44/75** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENTSERVICES (GEORGE) REF NO: EADP 09/2024**
- SALARY** : Grade A: R580 551 per annum, (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 4-year B-Degree/ Honours (equivalent or higher qualification) in natural or physical sciences, environmental management/sciences or engineering field or an equivalent qualification; A minimum of 6 years relevant environmental management experience; A valid (Code B or higher) driving license. Recommendation: Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); Working Knowledge and experience of the following: The review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; post-

decision requirements, for example, amendment applications, Environmental Audit reports and ECO reports. Competencies: Knowledge and understanding in the following: Integrated Environmental Management; EIA process applicable in the Western Cape; Skills needed: Written and verbal communication; Report writing; Problem Solving; Ability to meet strict deadlines; Ability to perform under pressure; Ability to work well within a team.

- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications.
- ENQUIRIES** : Mr D Swanepoel Tel No: (044) 814 2008 /Danie.Swanepoel@westerncape.gov.za

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

- POST 44/76** : **SENIOR REGISTRAR (MEDICAL) (ADULT PULMONOLOGY)**
(2 Year Contract)
- 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 (HPCSA) as a Medical Specialist in Internal Medicine. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as a Medical Specialist in Internal Medicine. Experience: None after registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the post: Valid (Code B/EB) driver's license. The position will be full -time (40 hours per week) and includes Pulmonology and ICU after hours cover. Registration for the MPhil (Pulmonology) degree and complete the research component. Competencies (knowledge/skills): Excellent communication skills.
- DUTIES** : Service delivery will be in the Pulmonology unit/ward in the Department of Medicine's Intensive Care. The clinical service includes in-and out-patient management of lung diseases. Teaching post-and under-graduate students in pulmonology.
- ENQUIRIES APPLICATIONS** : Prof C Koenigeburg Tel No: (021) 938-9243 / coeniefn@sun.ac.za
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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as a Medical specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given

to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

- CLOSING DATE** : 13 September 2024
- POST 44/77** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
Chief Directorate: Rural Health Services
- SALARY** : R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A recognised leadership qualification will be beneficial but not required. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem-solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritisation. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilising technology and other information systems to collect, monitor and analyse data in order to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital.
- ENQUIRIES** : Mr FM van der Watt Tel No: (021) 860-2508, email: Francois.vanderwatt@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 December 2024

<u>POST 44/78</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mitchells Plain District Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the post: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Participation in commuted overtime is compulsory. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions, Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.
<u>DUTIES</u>	:	Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants. Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds. Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Crede Tel No: (021) 377-4391 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024

<u>POST 44/79</u>	:	<u>FACILITY MANAGER (PHC)</u> Chief Directorate: Metro District Health Services
<u>SALARY</u>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Du Noon CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three year National Diploma/ Degree in a health related or managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirements of the job: A valid (Code B/EB) drivers license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.
<u>DUTIES</u>	:	General and operational management of a Community Health Centre. Strategic and operational planning, implementation of operational plans related to Package of services and monitoring and evaluation thereof. Responsible for external governance including collaboration with other sectors (Whole of Society Approach). Sound financial, Supply Chain Management, People Management and Facilities Management. Responsible for quality assurance and management. Health Strategy & Support in Information, Pharmacy and Laboratory.
<u>ENQUIRIES</u>	:	Ms L Appolis Tel No: (021) 2020 933
<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. Short-listed candidates will be subjected to a written/practical, oral and competency assessment. No payment of any kind is required when applying for this post. The pool of applicants may be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/80</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (PSYCHOLOGY SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the HPCSA as a Psychologist in Clinical Psychology. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Available and willing to participate in after-hours duties, if required. Competencies (knowledge/skills): Experience with mental health care users in both in and outpatient clinical settings and management of such services. The design and conduct of research, academic teaching, training and supervision of interns and community service Clinical Psychologists. Ability to apply highly developed interpersonal and reflexive

- capacities in diverse settings in the workplace.
- DUTIES** : To deliver and evaluate a comprehensive psychological service to mental health care users. Train and supervise intern clinical psychologists in line with HPCSA guidelines. To provide consultation to other health professionals. To engage in ongoing professional development. Outreach to strengthening the health system within the catchment area. To fully participate in and attend academic activities of the associated Department of Psychiatry and Mental Health (including research, teaching and social responsiveness activities related to joint appointment).
- ENQUIRIES** : Dr. Maura Lappeman Tel No: (021) 370-1326
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to practical/written and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/81** : **PHARMACIST GRADE 1 TO 3**
Cape Winelands District
- SALARY** : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Breede Valley Sub-district (Touwsrivier and De Doorns Cluster)
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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 (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the BVSD and provide relief as pharmacist. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the

Rural Central Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes.

- ENQUIRIES** : Ms A Theron Tel No: (023) 348-1316
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."
- CLOSING DATE** : 13 December 2024
- POST 44/82** : **OPERATIONAL MANAGER NURSING: SPECIALTY (OPERATING THEATRE AND CENTRAL STERILISATION DEPARTMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R656 964 per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic qualification with a duration of at least one-year accredited with the SANC in Medical and Surgical Nursing Science Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as a professional Nurse. Experience: A Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one- year post basic qualification in the relevant specialty. Inherent requirements of the job: Ability and willingness to work shifts, which include after-hours hospital cover, weekends, public holidays and night duty relief and overtime should the need arise. Ability to work under pressure and in a multi- disciplinary team. Competencies (knowledge/skills): Skilled Nurse clinician able to lead and manage the Operating Theatre and Central Sterilization Departments. Conflict Management, problem solving and decision – making skills. Ability to facilitate training. In – depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public Service. Basic computer literacy (MS Word, Excel and Power Point). Ability to work under pressure and in a multi – disciplinary team context.
- DUTIES** : Clinical governance - Provide leadership, supervision, and direction for the provision of safe and effective service delivery. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate operating theatre practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical resources. Information management and utilization of information technology – data collection analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans, Health education and promotion. Promote and maintain constructive working relationships with all

		stakeholders Liaise, network, customer care and negotiate with key customers.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<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 subjected to a written/practical and oral assessment and may undergo a competency-based assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. 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 of these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/83</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Paarl 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 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 Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Excellent verbal and written communication skills. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinarys) and technical, including PC literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's).
<u>DUTIES</u>	:	Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.
<u>ENQUIRIES</u>	:	Ms E Smith Tel No: (021) 860-2839 / email: emily.smith@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/84</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Nkqubela Clinic (X1 Post)

<u>REQUIREMENTS</u>	: Bonnievale Clinic (X1 Post) : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above(R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and Financial policies and principles. Computer literacy (MS Word and Excel). Ability to communicate effectively.
<u>DUTIES</u>	: Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement and sustain policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility. Participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.
<u>ENQUIRIES</u>	: Mrs E Pengelley Tel No: (023) 626-8539
<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. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 13 December 2024
<u>POST 44/85</u>	: <u>ASSISTANT MANAGER NURSING (COMMUNITY BASED SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R656 964 per annum
<u>CENTRE</u>	: Klipfontein Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a 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 license. Willingness to work after hours if necessary. Competencies (knowledge/skills): Effective communication skills including more complex report writing when required. Leadership abilities. Managerial experience in a health setting. Knowledge of all relevant public service regulations & policies. Project Management skills.
<u>DUTIES</u>	: Provide value added leadership, management, co-ordination and technical support to community-based services to ensure efficiency and effectiveness within set standards and the professional/legal framework. Co-ordinate, implement, monitor and evaluate community-based services including community based non-governmental organisations. Ensure effective and efficient human resource management in area of community-based programme services. Provide effective support to comprehensive health programme management.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5008

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/86 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

SALARY : R656 964 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Registration with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the periods referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the one year post basic qualification in Medical and Surgical Nursing: Operating Theatre. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols.

DUTIES : Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances as well as deputizing for Assistant Manager: Nursing.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092

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 : 13 December 2024

<u>POST 44/87</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1 (RADIOLOGY)</u>
<u>SALARY</u>	:	R545 262 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate experience that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Ability to manage and supervise a subsection of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computerised Tomography and PACS experience will be advantageous. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of radiography protocols. Computer literacy. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021) 404 4187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/88</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: SURGERY MALE WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Mitchells Plain District 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 Registered Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Inherent requirements of the post: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point).
<u>DUTIES</u>	:	Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance develop and implement practice standards, protocols and indicators for quality

improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment. Candidates will be subjected to a competency-based assessment.

CLOSING DATE : 13 December 2024

POST 44/89 : **OPERATIONAL MANAGER NURSING (GENERAL) POST NATAL**
Chief Directorate: Rural Health Services

SALARY : R520 560 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) in Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirements of the job: Ability to communicate effectively (both written and verbal). Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Leadership towards the realisation of strategic goals and objectives in the Postnatal Ward. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : (The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth and self-development, including leadership skills and behaviours.

ENQUIRIES : Ms B Fourie Tel No: (021) 860-2696/2522
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 13 December 2024

POST 44/90 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**
Chief Directorate: Metro Health Services

SALARY : R520 560 per annum

<u>CENTRE REQUIREMENTS</u>	<p>: New Somerset Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, and overtime as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Excel, PowerPoint and Outlook). Knowledge and insight of legislation and policies relevant to current nursing practices within the Public Service. Disciplinary and conflict management skills. Good communication and writing skills. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.</p>
<u>DUTIES</u>	<p>: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms S Basardien Tel No: (021) 402-6224.</p> <p>: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.</p>
<u>CLOSING DATE</u>	<p>: 13 December 2024</p>
<u>POST 44/91</u>	<p>: <u>OPERATIONAL MANAGER NURSING: GENERAL</u> Cape Winelands Health District</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R520 560 per annum</p> <p>: Montagu Hospital, Langeberg Sub-district</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends and public holidays when required. Standby for Hospital Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. Clinicom, SINJANI and HECTIS.</p>
<u>DUTIES</u>	<p>: Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the generic ward. Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management. Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures.</p>

		Maintain and participate in inter-professional and multi-disciplinary teamwork.
<u>ENQUIRIES</u>	:	Ms. EJ Van Zyl Tel No: (023) 614-8102
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment. The pool of applicants will be considered for a similar vacant post within Montagu Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/92</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICE)</u> Overberg District
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Cape Agulhas Sub-district Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the post: Valid (B/EB/C1) driver's license. Willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills (verbal and written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health-, Chronic Diseases- and WHCH- programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team. Computer Literacy (MS Word, Excel, Power Point).
<u>DUTIES</u>	:	Co-ordinate and implement life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men's health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities in relation of the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. Strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitor service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.
<u>ENQUIRIES</u>	:	Ms GJ Van Der Westhuizen Tel No: (028) 514-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/93</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (SURGERY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Flexibility to perform official after-hour and weekend standby duties for the hospital. Willingness to work night

shifts, act on behalf of supervisor. Competencies (knowledge/skills): Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness & confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal & communication skills. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care within the functional business unit (FBU). Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources, including information management.

ENQUIRIES : Mr S Bruiners Tel No: (023) 348-1104
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and/or competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/94 : **SOCIAL WORK SUPERVISOR GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R452 667 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Bachelor of Social Work (BSW) qualification (i.e. degree in social work) or equivalent qualification that allows registration with the South African Council for Social Service Professions. Registration with a Professional Council: Registration with the South African Council for Social Service Professions. Experience: Minimum of 7 years' appropriate experience in social work after registration as Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: Valid Cod (B/EB) driver's license. Willingness to travel between facilities managed by Mitchell's Plain Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good social work care. Demonstrate an in-depth knowledge of social work and public service legislation and knowledge of human resource and financial policies. Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Render a clinical social work service to in- and out-patients with regards to the care, support, protection and development through the relevant interventions. Manage personnel including work delegation, supervision and performance management. Manage Social Work department finances and procuring as well as developing and implementing policies, prescripts and protocols. Perform all administrative functions required of the job. Manage planning to practice a holistic social work service on a short-/medium-/long term basis and ensure that all personnel undergo

	:	training according to their Individual Development and Performance Plan.
<u>ENQUIRIES</u>	:	Ms S Davids Tel No: (021) 377- 4787
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	George Regional 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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology nursing science. Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. 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 Advanced Midwifery and Neonatology nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within Obstetrics and Gynaecology / Neonatology / Paediatric departments. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric & Neonatology Department.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms P Markgraff Tel No: (044) 802-4414
<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. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology nursing science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024

<u>POST 44/96</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: HIGH CARE UNIT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Paarl 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. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registered with the SANC as a Professional Nurse. 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 specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Powerpoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intensive and High Care Unit. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in High Care Unit department. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms AL Solomons Tel No: (021) 860-2504 or email: anthea.solomons@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: General. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/97</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Langeberg Sub-district
<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 as Professional Nurse and Midwife. Post-basic qualification, with

duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES : Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Pengelley Tel No: (023) 626–8539
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. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/98 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

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

- DUTIES** : problem-solving, communication, interpersonal, planning and organisational skills. 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. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. 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.
- ENQUIRIES** : Ms S Raynardt or Dr R Gaffoor Tel No: (021) 877-6400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/99** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X3 POSTS)**
Directorate: Supply Chain Sourcing
- SALARY** : R376 413 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Degree/Diploma. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.
- DUTIES** : End-to-end management of the sourcing process. Integrated demand, acquisition and contract management service of clinical goods and services commodities. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.
- ENQUIRIES** : Mr R Kortje Tel No: (021) 834-9021 or email, Richard.Kortje@westerncape.gov.za
Mr S Andrews Tel No: (021) 833-7625 or email, Stanthin.Andrews@westerncape.gov.za Ms N Ntaka Tel No: (021) 834- 9025 or email, Ncumisa.Ntaka@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 13 December 2024
- POST 44/100** : **SENIOR PERSONNEL PRACTITIONER (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
- CENTRE** : Office of the Chief Directorate: Metro Health Services (Bellville Health Park)
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or

- Degree. Experience: Appropriate experience of Personnel and Benefit Administration in the Public Service. Appropriate supervisory experience. Appropriate experience and knowledge of the PERSAL system. Inherent requirement of the job: Valid Driver's license. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Computer literacy in MS Office. Ability to work under pressure and meet deadlines.
- DUTIES** : Perform relief function at Health facilities in the absence of People Management Staff. Assist with People Management processes with regard to identified functions. Ensure rectifications of Auditor-General Reports as well as People Strategy Advisory Compliance reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Perform client services function e.g. helpdesk regarding Conditions of Service. Identify training needs, implement programs for training of staff as well as conduct and facilitate. Provide formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service.
- ENQUIRIES** : Ms L Du Plessis Tel No: (021) 815-8752 or email: **Leazille.DuPlessis@westerncape.gov.za**
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/101** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Diagnostic Radiography. Experience: **Grade 1:** None after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer in Diagnostic Radiography in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 24-hour service as determined by the department. Willingness to rotate between the different radiology modalities in the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. A qualification and experience in mammography and experience in CT will be advantageous. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
- DUTIES** : Produce radiographs of optimum quality with good patient care. Maintain IER of Equipment and perform QC tests. Participate in a after hour service of the department. Safe use and care of equipment. Assist with administrative duties in

radiology, support supervisor and participate in teambuilding. Assist with training of community service radiographers and students. Maintain professional growth/ethical standards and self-development and participate in continuing professional development activities.

**ENQUIRIES
APPLICATIONS**

: Ms EM Dreyden Tel No: (023) 348 1129
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE

: 13 December 2024

POST 44/102

: **ORAL HYGIENIST: GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Hope Street Dental Clinic
: Minimum educational qualification: Appropriate qualification that allows for the required registration as Oral Hygienist with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Registration with a Professional Council: Registration with the HPCSA as an Oral Hygienist. Experience: **Grade 1:** None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision making and problem-solving skills.

DUTIES

: Assessment and treatment of patients. Follow the relevant policies and SOPs within the Oral Hygienist field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district.

**ENQUIRIES
APPLICATIONS**

: Dr A Razack Tel No: (021) 200-4500
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 13 December 2024
- POST 44/103** : **COMMUNICATION OFFICER**
Directorate: Communication (Post Stationed in Overberg District Office, Caledon)
- SALARY** : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma/Degree in Communication, Graphic Design, Journalism, or Public Relations. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; and developing and rolling out communication campaigns. Appropriate experience in the public service. Appropriate experience in Adobe InDesign, photography, and video editing. Inherent requirement of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Media liaison. Reputation management. Graphic design. Video creation and editing. Excellent verbal and written communication skills. Strong interpersonal skills.
- DUTIES** : Conceptualisation and implementation of communication plans and campaigns. Reputation management. Internal communication and brand management. Project and event management. Stakeholder engagement support. Monitoring and evaluation of communication campaigns, risks, and sentiment.
- ENQUIRIES** : Ms M Lesch Tel No: (021) 483- 3245
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 13 December 2024
- POST 44/104** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOODS & SERVICES SOURCING)**
Directorate: Supply Chain Sourcing
- SALARY** : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in procurement and contract management of Information Technology, communication, office supplies and equipment and other related goods and services in the public sector. Appropriate Healthcare Information technology experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strategic Sourcing process across broad range of commodities in a Goods and Services (non-clinical) environment. Detailed knowledge of healthcare procurement market. Project management skills. Ability to work accurately and under pressure and pay attention to detail and meet deadlines. Good written and verbal communication skills and understanding of communication process within a project management framework. Knowledge of contract management, incl. legal aspects in Supply Chain and ability to draft heads of terms and input to SLA negotiations. Knowledge of SCM prescripts, AOS, Delegations. Ability to use MS Office software for analysis and reporting. Ability to use or learn supply chain software (e.g. Ariba, LOGIS/SYSPRO, etc.). Bid Specification and Evaluation process across broad range of Goods and Services commodities. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Computer literacy (Word, Excel, Outlook and PowerPoint).
- DUTIES** : Provide an integrated demand, acquisition and contract management service of information technology, office supplies and equipment and other related goods and services for the Department through the maintenance of commodity-based lifecycle costing. Bid management: advertising bids, evaluation and consideration of bids, recommending awards to relevant adjudication committee. Contract management and administration: Contract price adjustments, cession and/or assignment

requests, contractor performance management complaints. Contractor performance management: Site visits and negotiations, etc. Information Technology and Communication: Must have general IT systems and communications knowledge/experience. Reporting and compliance: Submission of all mandatory reporting requirements to various internal and external stakeholders, providing inputs and liaising with the Auditor General and any other assurance providers as needed, submission and maintenance of inputs for procurement planning and workload tracking. Essential Supplies List: Adding new contracts to the ESL, maintaining and/or updating contract information as and when needed. Sourcing Pipeline: Update and maintain sourcing pipeline and contract register.

ENQUIRIES : Mr E Thomas Tel No: (021) 834 9011
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 13 December 2024

POST 44/105 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Klipfontein Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree in Social Science/Social Development/Communication. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. Understanding of communications to community and skills to deal with local media. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, project management and training skills. Good problem-solving skills. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5008
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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/106 : **ARTISAN FOREMAN GRADE A (AIR CONDITIONING/REFRIGERATION)**

SALARY : Grade A: R362 130 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: Minimum of 5 years appropriate/recognisable experience in the area after

obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Must be able to perform standby duties. A Valid driver's license. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer Literacy Proficiency in Outlook – Word - Excel. Learn and comply with in-house systems and procedures.

- DUTIES** : Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools as well as ensuring clean areas where work has been carried out and Site Management. Supervise staff as well with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions. Handle all telephonic queries to and from departments within the workshop and hospital. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.
- ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251 / Mr S Edwards-Medd Tel No: (021) 404-3300
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.
- CLOSING DATE** : 13 December 2024
- POST 44/107** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum
- CENTRE** : Directorate: Pharmacy Services, Cape Medical Depot
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Registration with the SAPC as a Post Basic Pharmacist Assistant. Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Meticulous and attention to detail.
- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- 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. No payment of any kind is required when applying for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving

employees, the employee will return to his/her previous post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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** : 13 December 2024
- POST 44/108** : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency, Clinical and Support Services
- SALARY** : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R558 714 per annum
- CENTRE REQUIREMENTS** : Emergency Medical Services, Cape Winelands District, Paarl (Rural)
Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP).
Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP.
Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP).
Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
- DUTIES** : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
- ENQUIRIES APPLICATIONS** : Mr. IS Naidoo (District Manager) Tel No: (023) 346 6022
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 13 December 2024

- POST 44/109** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Northern/Tygerberg Sub-structure
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance, Supply Chain Management and Transport. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Competencies (knowledge/skills): Knowledge of relevant legislation governing transport, finance and SCM. PFMA, National and Provincial Treasury Regulations and the Accounting Officer System for the Department of Health including delegations. Sound knowledge of transport and supply chain management processes. Good computer skills (MS Office, Excel and Power Point).
- DUTIES** : Manage the transport component of the NTSS. Assist with SCM and contract management functions relating to security matters and Monitoring & Evaluation. Ensure all functions are executed with the parameters of the governing legislation. Management of systems used to execute transport, finance and Supply Chain Management functions. Reports on transport and Supply Chain Management are submitted timeously on a regular basis. Supervision of staff, training of staff, and disciplinary matters.
- ENQUIRIES APPLICATIONS** : Ms. L Nober Tel No: (021) 815-8856
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a practical / written and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/110** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Karl Bremer Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management warehouse/ stores environment. Appropriate experience in LOGIS. Competencies (knowledge/skills): Computer Literacy (MS Office package). Good communication and interpersonal skills, the ability to function independently. Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions and other applicable policies. Sound theoretical knowledge of Supply Chain Management in warehouse/modules on Logis.
- DUTIES** : Manage and effectively coordinate the Supply Chain Management (Warehouse) department and Transit area. Responsible for Demand and Acquisition management of warehouse catalogue. Stock counts to take place as per Supply Chain Management prescripts, including IFS & AFS, healthy stock turnover/stockouts, management the 0-9 files. Responsible for all SYSCON functions with accurate and timeous monthly reporting & compliance monitoring as per SPM guidelines in the warehouse and transit departments. Render support to supervisor and manage warehouse staff. Efficient and effective management of the Human Resource Management processes in the Warehouse Departments.
- ENQUIRIES APPLICATIONS** : Mr L Jacobs Tel No: (021) 918 1208
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of

applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment
13 December 2024

CLOSING DATE

POST 44/111

ADMINISTRATIVE OFFICER: SUPPORT SERVICES
Cape Winelands District

SALARY

CENTRE

REQUIREMENTS

R308 154 per annum
Stellenbosch Hospital
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, supervision, report-writing, interpreting contracts, contract service level specifications, monitoring and auditing service contracts. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.

DUTIES

Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and Medical Manager of Stellenbosch Hospital. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Compile monthly, quarterly and annual summary reports for Contract Manager/Medical Manager of Stellenbosch Hospital.

ENQUIRIES

APPLICATIONS

Mr C Modisie Tel No: (021) 808-6178
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert.

CLOSING DATE

13 December 202

POST 44/112

ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PENSIONS, HOUSING, PILIR, WCA/IOD AND COIDA)

SALARY

CENTRE

REQUIREMENTS

R308 154 per annum
Tygerberg Hospital, Parow Valley
Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate experience in Pension Administration, Housing Administration, PILIR, WCA/ IOD and COIDA in a high-volume production unit. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint). Good mathematical skills. Proven knowledge of Public Service Pension Prescripts (Regulations/ Acts that govern the GEPF and also those that applied to older funds), Regulations/ Acts that govern Housing Allowance, PILIR, WCA/ IOD and COIDA. The interrelationship between older and newer public service funds. Supervisory experience. Knowledge and experience of PERSAL and their relevant functions. Knowledge and experience of Pension Administration, Housing Administration, PILIR, IOD and COIDA.

DUTIES

Supervision of staff within the Pensions Office do relieve duties in the Housing office, PILIR office and WCA/ IOD office with a very high workload. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of other system related work in the unit. Manage,

plan and co-ordinate the pensions office effectively with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits.

- ENQUIRIES** : Mr M. Leokame Tel No: (021) 938-4535
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/113** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)**
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge of the Provincial HIV/AIDS/STI/TB programmes and the Strategic Plan. Computer literacy (MS Word, Power point and Excel). Ability to work independently and in a multi-disciplinary team. Appropriate experience treatment and care to patients in a Mental Health unit/facility. Appropriate experience working with HIV/AIDS/TB patients.
- DUTIES** : Implementation and co-ordination of the National and Provincial HIV/AIDS/STI/TB, Strategic and Annual Performance Plans and programs at institutional level. Effective utilisation of the physical Resources and financial resources. Participate in training programmes in conjunction with Human Resource Development and Training. Liaise with all role players to ensure an integrated health service within the Hospital. Monitor and evaluate programmes (HIV/AIDS/STI/TB) goals and targets including the collection, collation, validation and interpretation of statistical data. Daily visits to Wards and service points to provide support, supervision, and regular feedback.
- ENQUIRIES** : Ms V Nel Tel No: (021) 940-8911
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024

<u>POST 44/114</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X20 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators 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.
<u>ENQUIRIES</u>	:	Ms. F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/115</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	:	Khayelitsha CHC (X1 Post) Nolungile CDC (X1 Post) Macassar CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwifery. 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 20years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Valid driver's license. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer

- DUTIES** : literate in MS Office (Excel, Word and Power point) and MS Outlook.
: Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of subordinates.
- ENQUIRIES APPLICATIONS** : Ms B Gaji-Mbunge Tel No: (021) 360 5263 - Khayelitsha Community Health Centre
: 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)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/116** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CHILDREN'S WARD)**
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
: Grade 2: R375 480 per annum
: Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Karl Bremer Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. 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 with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Ms. E Linden-Mars Tel No: (021) 918-1224
: 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)".

The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment. 13 December 2024

CLOSING DATE

POST 44/117

EMERGENCY CALL CENTRE SUPERVISOR

Chief Directorate: Emergency and Clinical Services Support

SALARY

CENTRE

REQUIREMENTS

R308 154 per annum
Emergency Medical Services, Cape Town Communication Centre (CTCC)
Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate Experience in the Emergency Call Centre environment. Inherent requirement of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Power point, Outlook and Internet.

DUTIES

Efficient, effective, and quality management of the Shift or Component in the CTCC. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the CT Centre Manager.

ENQUIRIES

APPLICATIONS

Ms. P Masitho Tel No: (021) 932-1966
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

CLOSING DATE

13 December 2024

POST 44/118

ADMINISTRATIVE OFFICER: FINANCE/ADMIN

Cape Winelands District

SALARY

CENTRE

REQUIREMENTS

R308 154 per annum
Stellenbosch Hospital
Minimum educational qualification: Senior Certificate (or Equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience required. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Outlook and Access). Workable knowledge of Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18, Hospital Information Systems (Accounts Receivable System, CLINICOM, JAC and BAS). Knowledge of handling state money and petty cash, patient records management circulars, policies and instructions. Good supervisory, interpersonal, leadership and communication skills, strong sense of responsibility and good organisational and administrative skills and ability to function in a team and under pressure.

DUTIES

Ensure 7-day/24-hour active patient administration service & Downtime procedures. Management of patient folder/recordkeeping system to ensure proper case note tracking. Effectively generating revenue/loss control and the management thereof/revenue debt management and budget control. Liaise with EDI/Medikredit, Case Manager and other internal/external role players on a daily basis. Adhere to due dates regarding clearance of ledger accounts, Reconciliations and monthly manual system reporting to ensure compliance. Manage Human Resources in component (Labour Relations, SPMS, Leave, Duty Rosters, Probation, Training and Development of staff).

ENQUIRIES

APPLICATIONS

Mr J Titus Tel No: (021) 808 6116
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant post within Stellenbosch Hospital for a period of 3 months from date of advert.

- CLOSING DATE** : 13 December 2024
- POST 44/119** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MATERNITY)**
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Karl Bremer Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES APPLICATIONS** : Ms E Linden-Mars Tel No: (021) 918-1224
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)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 13 December 2024
- POST 44/120** : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC) (RX SOLUTIONS)**
West Coast District
- SALARY** : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum
- CENTRE REQUIREMENTS** : Cederberg Sub-district
Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a 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 Assistant (Post basic) (Institutional Pharmacy). Experience: **Grade 1:** None, after registration with the SAPC as a Pharmacist Assistant (Post -basic). **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC.

Grade 3: A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. Inherent requirements of the job: Willingness to work overtime and as a relief in clinics within the Cederberg Sub-district. Valid driver's license. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of pharmacy practices and procedures. Good numeric skills, meticulous and attention to detail.

DUTIES : Manage drug supply in the clinics as well as in the satellite clinics and mobiles. Dispensing of medicine. Administration and collection of all pharmacy related data for M&E purposes. Support to Pharmacist and Supervisor.

ENQUIRIES : Sr M Sandt Tel No: (027) 482 1360

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. 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. The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/121 : **ARTISAN PRODUCTION GRADE A TO C (PAINTER)**

SALARY : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to plan-ahead (pro-active). Must comply with in-house systems and procedures.

DUTIES : Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.

ENQUIRIES : Mr AK Mgcodo Tel No: (021) 404 6251

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

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

CLOSING DATE : 13 December 2024

<u>POST 44/122</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C</u> Garden Route District
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna Hospital and Knysna/Bitou Sub-district
	:	Minimum educational qualification: SAQA recognized Trade Test in a trade relevant to Building, Equipment & Infrastructure Construction & Maintenance (including general Fault-finding & Repair). Experience: Grade A: no experience required. Grade B: at least 18 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Grade C: at least 34 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel. Willingness to work irregular hours (eg. overtime, after hours, standby duties and weekends) and attend to emergencies when required). Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Excellent (written and verbal) communication skills. Computer literacy (MS Word and Excel). Conversant with the requirements of the Machinery and Occupational and Safety Act. Mechanical, electrical, plumbing skills and experience. Compile specifications and assist in managing projects.
<u>DUTIES</u>	:	Repairs and maintenance at hospital and Primary Health Care Facilities. Control and supervision of workshop staff. Compile specifications and assist in managing projects. Assist with the procurement of spares and control over tools and material. Personnel evaluation and training of subordinates. Liaison with Directorate Engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Terblanche Tel No: (044) 302-8484
	:	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 subjected to a practical/ oral assessment. CV's should address experience and knowledge extensively with regard to duties above. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/123</u>	:	<u>ADMINISTRATION CLERK: SUPPORT SERVICES (TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration of GG vehicles. Inherent requirements of the job: Valid (Code C/ C1/ EC1/EC) driver's license. Valid Public Driver's Permit (PDP). Willingness to travel and work overtime. Competencies (knowledge/skills): Computer literacy, Database Management (Word and Excel). Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team. Planning and organisational skills. Knowledge of Transport Circular 3 of 2019, relevant policies and instructions.
<u>DUTIES</u>	:	Administer transport and optimal utilization of vehicles; driving duties; maintenance of vehicles and record keeping; Following up with queries and recording/reporting incidents and discrepancies of government vehicles. Monthly reporting to GMT. Maintain all relevant registers, filing, electronic systems and assist with ad-hoc tasks. Supervision of subordinates and human resource control within transport section. To ensure an effective Financial Resources within the transport section. Optimally rendered administrative services to the Administrative Officer and Assistant Director: Support Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Kleinhans Tel No: (021) 826 5831
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/124 : **ADMINISTRATION CLERK: REGISTRY (REGISTRY AND MESSENGER OFFICE SUPPORT)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in registry in a hospital environment. Inherent requirement of the job: Valid driver's license. Ability to lift heavy objects. Willingness to work overtime if required. Competencies (knowledge/skills): Knowledge of registry regulations and protocols. Computer literacy in MS Office.

DUTIES : Effective manage Registry functions in a hospital setup, including overseeing the messengers. Manage the procurement of consumables for Messengers. Manage the collection, and re-distribution of the post in the hospital. Provide optimal support to supervisor and colleagues.

ENQUIRIES : Ms M Froneman Tel No: (021) 826 5864
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/125 : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Mitchell's Plain CHC (X1 Post)
Hanover Park CHC (X1 Post)
Crossroads CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.

DUTIES : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021) 370-5000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

- POST 44/126** : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District
- SALARY** : R216 417 per annum
CENTRE : Tulbagh Clinic, Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 8-hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills.
- DUTIES** : Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net Folder drawn according to Tier.net appointment list Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed.
- ENQUIRIES** : Mr L Wawini Tel No: (023) 316-9600
APPLICATIONS : 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. All shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/127** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District
- SALARY** : R216 417 per annum
CENTRE : Sonstraal Transitional Care Hospital, Paarl
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain environment. Inherent requirement of the job: Valid (code/C1/EB) drivers' license. Must be physically fit and able to load/unload heavy good/equipment. Willingness to perform overtime duties. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge in electronic procurement systems (ePS), LOGIS, Warehouse management practices and general Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure. Computer literacy and proficiency.
- DUTIES** : Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.
- ENQUIRIES** : Mr JP Arendse Tel No: (021) 815-8340
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency assessment and security clearance prior to appointment.
- CLOSING DATE** : 13 December 2024
- POST 44/128** : **ADMINISTRATION CLERK: TRANSPORT AND SUPPORT SERVICES**
Cape Winelands Health District
- SALARY** : R216 417 per annum

CENTRE REQUIREMENTS : Drakenstein Sub-district
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Transport Services and Support Services. Appropriate experience in Fleetman system. Inherent requirement of the post: Valid (B/EB) Driver's license. Competencies (knowledge/skills): Computer literacy in Microsoft Packages (Word, Excel, and Outlook). Knowledge of office administration practises and experience departmental systems ie Fleetman System related job content. Good organisational skills. Knowledge and experience in Transport Management. Knowledge Accounting Officer System (PFMA). Experience in organising support services.

DUTIES : Effective Administration management of the support and transport services personnel. Effective and efficient management of Transport Services. Effective management of Support Services related to the job content. Maintain effective administrative systems.

ENQUIRIES APPLICATIONS : Mr S Adams Tel No: (021) 877-6444
: 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. All shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert."

CLOSING DATE : 13 December 2024

POST 44/129 : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE : R216 417 per annum
: Klipfontein Mitchells Plain Sub-Structure, Mitchell's Plain CHC (X1 Post)
: Hanover Park CHC (X1 Post)
: Crossroad CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.

DUTIES : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.

ENQUIRIES APPLICATIONS : Ms S Patel-Abrahams Tel No: (021) 370-5000
: 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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/130 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R216 417 per annum
: Metro TB Centre
: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Should be knowledgeable and have experience in departmental HIS systems. Must have good interpersonal relations to manage public queries and interact with different nurse supervisors and a broad range of users. Should be able to work under

pressure, independently and in a team. Computer literacy skills in MS Office (MS Word, Excel, PowerPoint, Outlook and Teams). Knowledge of Health Information Systems [HIS]: e.g. Clinicom.

DUTIES : Effectively rendered administrative support services. Optimal support for Supervisor. Effective and efficient utilisation of all resources. Fully functional patient administrative service.

ENQUIRIES : Mr R Abrahams Tel No: (021) 713 7640

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 : 13 December 2024

POST 44/131 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

CENTRE : Khayelitsha Community Health Centre (X1 Post)
Michael Mapongwana Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Experience in Operating PHCIS or Clinicom systems. Inherent requirement of the job: Willingness to work night shift and extended hours. Good verbal and written communication. Competencies (knowledge/skills): Sound interpersonal and organising skills. Ability to work in a team and independently. Computer literacy in MS Word and Excel.

DUTIES : Admit, register and discharge patients and handle all patient enquiries. Timeous collection and submission of routine stats. Collecting and capturing of folder data on PHCIS4 (Ekapa). Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment, accurate data recording and effective record keeping. Support to Supervisor or Managers and also do relief duties.

ENQUIRIES : Ms KI Jacobs Tel No: (021) 361 3353 - Michael Mapongwana CDC / Mr T Lewela, Tel No: (021) 360 5206 -Khayelitsha CHC

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/132 : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum

CENTRE : Du Noon CHC (X1 Post)
District Six CDC (X1 Post)
Protea Park CDC (X1 Post)
Lotus River CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in inpatient admissions and a Help Desk environment at a Health facility. Inherent requirements of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication (verbal and written) and interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality.

DUTIES : Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to supervisor.

ENQUIRIES : Ms T Petshwa Tel No: (021) 200 4500 (Du Noon CHC)/ Ms G Jones Tel No: (021)

		703-3131 (Lotus River CDC)/ Ms N Diedericks Tel No: (021) 833-5305 (District Six CDC)/ Ms J February Tel No: (021) 333-5702 (Protea Park CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/133</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> West Coast District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Vredendal North Clinic: Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirements of the job: Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Provision of administrative support service to the multi-disciplinary team. Provision of administrative support to the patients. Co-ordination of all administrative duties within clinic. Assist with collection and collation of data for monitoring and evaluation.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213 4070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/134</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Food Certificate or Grade 10 (or equivalent) qualification. Experience: Appropriate experience in a food service environment. Experience in large scale kitchen. Supervisory experience. Inherent requirements of the post: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Good interpersonal communication, organisational and writing skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale. food preparation according to standardised recipes. Knowledge of pest and infection control. Computer literacy.
<u>DUTIES</u>	:	Strategically supervise the Food Service Unit. Control operational food services. Implement and check hygiene and occupational health and safety. Check the maintenance and control of apparatus and equipment. Implement the principles of Human resources. Implement financial management.
<u>ENQUIRIES</u>	:	Ms R Keyser Tel No: (021) 938-4135
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/135</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (JUVENILE FORENSICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R290 805 per annum</p> <p>: Lentegeur Hospital</p> <p>: Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the post: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements.</p>
<u>DUTIES</u>	<p>: Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Sr A Jarvis Tel No: (021) 370-1231</p> <p>: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.</p>
<u>CLOSING DATE</u>	<p>: 13 December 2024</p>
<u>POST 44/136</u>	<p>: <u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>: Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum</p>
<u>CENTRE</u>	<p>: Alexandra Hospital (Ward 9 & 10) (X1 Post) Stikland Hospital (New Acute R) (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>: Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the post: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Office. Knowledge of relevant legislation and policies of the Department of Health Western Cape.</p>
<u>DUTIES</u>	<p>: Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.</p>

ENQUIRIES APPLICATIONS : Ms JE Isaacs Tel No: (021) 503-5000
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 13 December 2024

POST 44/137 : **STAFF NURSE GRADE 1 TO 3 (X4 POSTS)**
 Cape Winelands Health District

SALARY : Grade 1: R209 112 per annum
 Grade 2: R248 613 per annum
 Grade 3: R290 805 per annum

CENTRE REQUIREMENTS : Drakenstein Sub-district
 : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-district as well as on mobile clinic. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES APPLICATIONS : Ms J Bosch Tel No: (021) 862-4520
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert."

CLOSING DATE : 13 December 2024

POST 44/138 : **HOUSEKEEPING SUPERVISOR**
 Chief Directorate: Rural Health Services

SALARY : R183 279 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7). Experience: Appropriate supervisory and

practical/applicable experience in a cleaning/housekeeping setting within a health environment. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Able to communicate effectively (both verbally and written). Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

DUTIES : Responsible for overall planning, control, organising, performing and coordinating tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504 / email: anthea.solomons@westerncape.gov.za.

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

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

CLOSING DATE : 13 December 2024

POST 44/139 : **HEALTH PROMOTER (X2 POSTS)**

SALARY : R183 279 per annum

CENTRE : Gustrow Community Day Centre (X1 Post)

Michael Mapongwana Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): The ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge and skills to plan, manage, monitor and evaluate a project, including simple research and situation/needs analysis. Good verbal and written communication skills.

DUTIES : Assist with the planning and implementation of health projects in facilities, schools and communities to meet objectives. Laise with stakeholders to promote an integrated approach to health care. Health education sessions and support to clients Assist teams with health promotions during campaigns and keep effective record of activities and consumables. Distribute condoms (internally and externally) and account for the numbers on weekly and monthly basis. Working together with students and assist them with health promotion projects and compile community profiles. Effective development of clients through projects to change behaviour.

ENQUIRIES : Mr N Nomayela Tel No: (021) 845-8384.

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates

CLOSING DATE : 13 December 2024

POST 44/140 : **EMS EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)**

Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R177 714 per annum

Grade 3: R206 619 per annum

CENTRE : Emergency Medical Services, Central Karoo

REQUIREMENTS : Minimum educational qualification: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the

Health Professions Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. -Good communication and interpersonal skills. Computer literacy and skills.

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

ENQUIRIES : Mr J Jansen (District Manager – Central Karoo) Tel No: (044) 802 2500, Ms L Fortuin Tel No: (023) 449 8249

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

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

CLOSING DATE : 13 December 2024

POST 44/141 : **EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R177 714 per annum
Grade 3: R206 619 per annum

CENTRE : Emergency Medical Services, Cape Winelands

REQUIREMENTS : Minimum educational qualification: **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent 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.

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

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

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment

CLOSING DATE : 13 December 2024

<u>POST 44/142</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital 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 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 requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
<u>DUTIES</u>	:	Assist patients with activities of daily living. To observe patients' behaviour and actions in wards and in seclusion and provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JE Isaacs Tel No: (021) 503 5000 ext. 5156 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)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/143</u>	:	<u>STERILISATION OPERATOR: PRODUCTION (CSSD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R155 148 per annum
<u>CENTRE REQUIREMENTS</u>	:	Eerste River Hospital Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good communication skills. Good interpersonal relations skills with colleagues, supervisors and the public. Ability to work in a cooperative way within a team context. Basic understandings of disinfecting, decontamination and sterilization.
<u>DUTIES</u>	:	Collect and deliver soiled and clean linen and packs to and from the theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack, and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, disinfecting instrument washing machines, and autoclaves. Maintain equipment in optimum working condition. Cost-effective utilisation of resources, monitoring, control, and maintaining adequate stock levels. Report and assist with the investigation of lost

instruments/equipment. Support to the supervisor and team members.

ENQUIRIES : Ms Maria Luphondo Tel No: (021) 902 -8010.

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/144 : **STERILIZATION OPERATOR: PRODUCTION – CENTRAL STERILE SERVICES DEPARTMENT (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R155 148 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterilization Supply Department. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Willingness to work in any department within Central Processing Department (CSSD & Gas). Competencies (knowledge/skills): Effective communication skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the Central Sterilization Processing department. Good interpersonal relations skills. Basic understanding of disinfection, decontamination and sterilization.

DUTIES : Assist with the monitoring, control and maintenance adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective application of sterilization 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 sterilization equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilization of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Maintaining professional growth, Ethical standards, and Self – Development. Record Keeping.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485.

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/145 : **SECURITY OFFICER**
Chief Directorate: Metro Health Services

SALARY : R155 148 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Junior Certificate (STD 7) Grade 9 (or equivalent). Experience: Appropriate experience as a Security Officer in a health facility. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Willingness to work night shifts, public holidays, weekends, and overtime. Competencies (knowledge/skills): Good communication, listening, report-writing, conflict and group handling skills. Knowledge of security related prescripts, regulations and procedures. Must be computer literate.

DUTIES : Ensure quality prevention measures to make the workplace a safe and secure environment. Access and egress control of all areas on the establishment. Ensure effective keys and parking control at the hospital. Conduct incident investigations and reporting. Provide support to supervisor by ensuring compliance monitoring of

outsourced security officers.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918-1335.

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subject to a written/ practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/146 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate porter experience within a hospital environment. Inherent requirements of the post: Ability to do physical tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to work shifts including nightshift, weekends, overtime and public holidays. Must be prepared to handle corpses and be in good health. Competencies (knowledge/skills): Extensive knowledge of porter service delivery within a hospital. Basic knowledge of Infection Prevention Control procedure. Good interpersonal and communication skills. Ability to lift heavy objects and stand long hours.

DUTIES : Safe loading, offloading and transportation of patients on trolleys and wheelchairs. Check and replace medical gas cylinders and assist with movement of medical equipment. Ensure a safe, hygienic work environment and apply basic infection prevention control measures. Basic maintenance, cleaning of wheelchairs, trolleys and mortuary fridges. Removal of bodies/corpses from wards to mortuary including collection and delivery of blood specimens.

ENQUIRIES : Mr A Basson Tel No: (021) 918-1976

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 December 2024

POST 44/147 : **MEDICAL SPECIALIST (OPHTHALMOLOGY) (SESSIONAL 10 HOURS P/W)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Ophthalmologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Ophthalmology. Inherent requirement of the job: Valid Driver's license. 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 Ophthalmology Surgery as well as district level elective orthopaedics.

- DUTIES** : Provide specialist outpatient care to patients requiring services within the domain of ophthalmology. Provide specialist care in ROP screening of neonates. Provide surgical service to patients from New Somerset Hospital at Eerste Rivier Hospital for designated Ophthalmology lists. Provide outreach or support to surrounding District Hospitals that refers patients to New Somerset Hospital.
- ENQUIRIES** : Dr Donna Stokes Tel No: (021) 402-6408.
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within New Somerset Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 13 December 2024
- POST 44/148** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL)**
Cape Winelands District
(Contact Until 31 March 2028)
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE** : Breedevalley PHC
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. 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 license. 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 and including paediatrics HIV and Drug-resistant TB. 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. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Breede Valley Sub-district, guiding health care colleagues in managing difficult PHC cases.
- DUTIES** : Provide quality outpatient care to patients in Breede Valley Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Breede Valley Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical

	:	governance of Breede Valley Sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr B Botha (Clinical Manager) Tel No: (023) 348-1305.
<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 change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	13 December 2024
<u>POST 44/149</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (25 SESSIONS)</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R248 per hour Grade 2: R290 per hour Grade 3: R340 per hour
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as 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 the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as 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 the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent clinical skills in the areas of in-patient rehabilitation (Amputations, Orthopedics, Neurology, Neurosurgery, Internal Medicine, Oncology, Psychiatry). Computer literacy. Wheelchair assessment, prescription and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high pressured, fast paced working environment.
<u>DUTIES</u>	:	Deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Amputations, Orthopaedics, Neurology, Neurosurgery, Internal Medicine, Oncology and Psychiatry, but to cover in other areas as requested, as per operational requirements. Performing basic to intermediate level wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions.-Executing appropriate discharge plans in accordance with departmental procedures independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area. Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training as required.
<u>ENQUIRIES</u>	:	Ms S Ngemntu Tel No: (021) 938-5062

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 13 December 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 27 January 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 44/150** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT (MONITORING AND EVALUATION) REF NO: DOI 202/2024**

- SALARY** : R849 706 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a project management / specialist monitoring and evaluation environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices related to the department; Programme/project management; Research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Line functions and Departmental structure. Skills needed: Communication (written and verbal); Report writing and formulation; Planning and Organisational; Financial management; Economic, financial analyst; Strategic planning. Ability to interpret and apply policy.

- DUTIES** : Assist with / manage the development of Departmental Performance information, policies, frameworks and procedures; Facilitate/ Collate Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Manage Monitoring and Evaluation Projects; Verify and validate Performance Information; People and Financial Management.

- ENQUIRIES** : Mr S Martin Tel No: (021) 483 2690
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 44/151** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R7**

- SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate Engineering Degree [B Eng/BSc (Eng)] in Mechanical engineering; A minimum of 3-years post qualification engineering experience required;

Compulsory registration with ECSA as a professional engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer; Compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving license
 Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS

: Mr I Haupt Tel No: (021) 483 6453
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/152

: **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE REF NO: DOI 89/2023 R3**

SALARY

: Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
 Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
 Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS

: Department of Infrastructure, Western Cape Government
 : An appropriate Mechanical Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES

: Design new systems to solve practical engineering challenges and improve

efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Ms R Kok Tel No: (021)-483 3056
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/153 : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 144/2023 R2**

SALARY : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
 Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
 Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
 : An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

ENQUIRIES APPLICATIONS : Ms C Skillicorn Tel No: (021) 483 4605
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/154 : **CONSTRUCTION PROJECT MANAGER: EDUCATION INFRASTRUCTURE REF NO: DOI 207/2024**

SALARY : Grade A: R833 499 per annum

Grade C: R1 254 282 per annum
(Salary will be determined based on post registration experience as per OSD prescripts).

**CENTRE
REQUIREMENTS**

: Department of Infrastructure, Western Cape Government
: National Higher Diploma (Built Environment field) with a minimum of 4years and six months certified experience; BTech (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; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager; A valid code B driving license. Competencies: Knowledge of the following: Programme and project management; Project principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Professional judgment; Skills needed: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager: Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Project accounting and financial management: Report project progress to Construction Project Manager; Manage project budget and resources in consultation with Construction Project Manager; Office administration: Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client, and management under the guidance of the Project Manager; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Research and development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

**ENQUIRIES
APPLICATIONS**

: Ms T Potgieter Tel No: (021) 483-4881
: To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/155

: **ASSISTANT DIRECTOR: EXPENDITURE (PURCHASE AND PAYABLE) REF
NO: DOI 200/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; An appropriate 3-year B-Degree (equivalent or higher qualification) in financial accounting or related field; A minimum of 3 years relevant experience in financial accounting; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Advanced MS Excel experience; SCOA working knowledge; Modified Cash Standard, MCS working knowledge. Competencies: Knowledge of the following: Applicable legislative and regulatory framework; PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; SCM procedures; Public Service reporting procedures; Human Resource Management and Development; Skills needed: Communication (written and verbal); Financial and analytical skills; Problem solving and decision making; Leadership; Ability to work under pressure.

DUTIES

: Annual Financial Statements Inputs and other Financial Reporting; Salary

Administration; Compliance with tax legislation; Operational management of Sub-component.
ENQUIRIES : Ms J Davids Tel No: (021) 483 4040
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/156 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 201/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience within Supply Chain Management/Finance/Economics environment/ Business analytics and/or data analytics; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services which include customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques. Skills needed: Verbal and written communication; Problem-solving; Planning and Organising; Managing Interpersonal Conflict; Diversity Management.

DUTIES : Assist in the compilation of the procurement plan aligned to the strategic plan, goals, and budget, compliant with the applicable legislative requirements; Execute the process for reviewing expenditures, setting and approving forecasting assumptions; and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items by utilising various tools and technologies to inform future need, trends and forecasting; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management responses; Manage the data from the available supplier databases and utilize the information to inform reporting and data visualisation; Oversee, coordinate and advise on the process of drafting specification/terms of reference and special conditions of contract are in accordance with legislation and best practices; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage information by applying tools and technologies to inform decision-making in government operations by utilising technical and data analysis, reporting and project management to inform strategic decisions; Produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres and within the external market, within SCM and Branches; Management of staff, Progressive discipline, SPMS.

ENQUIRIES : Ms P Van Der Merwe Tel No: (021) 483 6915
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/157 : **SENIOR ADMINISTRATIVE OFFICER: HS PROJECT ADMINISTRATION REF NO: DOI 203/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience in a housing project administration working environment. Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant public service legislation, policies, guidelines; Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines; Employment Equity Act; Local authorities, national departments and other provincial departments; Relevant People Management and other related public service legislation, policies, regulations, strategies, frameworks, guidelines; Information and Records Management; Labour Relations legislation and

regulations. Skills in the following: Computer Literacy; Written and verbal communication skills; Organisation; Interpersonal; Database administration; Training; Report Writing; Organising; Problem solving; Interpret and apply policies Innovative and analytical thinker; People Management; Planning.

DUTIES : Compile submissions on behalf of Local Authorities for consideration by the Department for IRDP, PHEP, UISP, SEF and Managed PHP applications. To promote, administer, facilitate and co-ordinate matters regarding project administration to Local Authorities/Developers and Beneficiaries; Supervise normal office duties/supervision/evaluation and training of sub-ordinates and manage personnel matters of the component; Supervise the timeous registration and uploading of all relevant project application documents on PCS and processing of project approval processes. Ensure the update of information of all internal spreadsheets of the BP; Human Resource Management.

ENQUIRIES : Mr I Ampo Tel No: (021) 483 2389
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/158 : **TRAINING OFFICER: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 54/2024 R1**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' experience in a Supply Chain Management/Finance/Audit environment; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, and Adobe PDF; Extensive experience in administrative support for large teams; Completed additional professional development courses; Proven ability in data capturing and report compilation; Skilled in minute-taking and effective communication with relevant stakeholders. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management; Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.

DUTIES : Identify training needs for internal stakeholders, actively and regularly through the performance management system. Compliance assessments and skills audit; Arrange best practice training in the SCM sphere for all SCM practitioners/officials in accordance with national minimum training requirements and all relevant prescripts, conducting market research and evaluate and assess the quality of learning programmes; Arrange and monitor all logistical arrangements for training interventions, various stakeholder engagements, contractor information sessions and general office support; Reporting on training contracts in place,(including recommending timely replacements, renewals, extensions and cancellation of contracts),compile and prepare reconciliation of invoices, and keeping records; Schedule engagements with and provide general feedback to supervisors and trainees on needs, outcomes and certificates; Coordinate, organise and implement informal training and awareness sessions for external stakeholders.

ENQUIRIES : Ms A Jansen van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/159 : **ADMINISTRATIVE OFFICER: ROAD SYSTEMS REF NO: DOI 199/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 1 - 2 years post matric (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, and Adobe PDF; Extensive experience in administrative support for large teams; Completed additional professional development courses; Proven ability in data capturing and report compilation; Skilled in minute-taking and effective communication with relevant stakeholders. Competencies: Knowledge of the following: Principles and processes for providing customer and personal service; Quality control; Technical knowledge; Information management; Public administration; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving & Decision-making; Planning & Organising; Citizen Focus & Responsiveness.
- DUTIES** : Rendering administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents.
- ENQUIRIES** : Mr J Neethling Tel No: (021) 483 2214
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 44/160** : **ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICES REF NO: DOI 204/2024**
- SALARY** : R308 154 per annum (Level 07)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1 year administration experience. Competencies: Knowledge of the following: Information and Knowledge Management; Records Management; Enterprise Content Management; PAIA Act; Technical proficiency; OpenText ECM software. Skills needed: Written and verbal communication; Good Listening; Typing; Facilitation; Computer literacy; Problem solving; Basic numeracy; Change Management.
- DUTIES** : Render administrative services to users of the MyContent - Enterprise Content Management (ECM) system by providing first line technical support; Render user support and guidance in the use of the MyContent through daily visits to users, one-on-one support, and act as advocates for change management; Monitor and evaluate compliance to MyContent processes, policies and systems by regular visits to users, attendance of component meetings; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support; Assist in the Mentorship Programme by facilitating Mentor /Mentee relationships; Assist in arranging Lunch and Learn sessions for the Department; Assist in conducting the annual Knowledge Management Maturity Assessment.
- ENQUIRIES** : Ms C. Jurd Tel No: (021) 483 9983
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 44/161** : **GROUNDSMAN: TECHNICAL SUPPORT SERVICES, REF NO: DOI 205/2024 (X4 POSTS AVAILABLE IN CAPE TOWN)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Garder machinery operator and above average gardening experience. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Appropriate knowledge of gardens and grounds maintenance; Skills needed: Good

		verbal and written communication; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<u>DUTIES</u>	:	Mowing of lawns; Trimming/Pruning different kinds of plants with machines and hand tools; Irrigation Maintenance and Repairs; Machinery Operator (brush cutter, chainsaw, hedge trimmer, pole pruner, ride-on); Spraying of chemicals on flower beds and hard surfaces for weeds, harmful pests and diseases; cultivate the soil for trees and flowers; Manual weeding, fertilizing and planting; Grounds maintenance(sweeping, scrubbing, general paving, well executed pathways, empty dirty bins; General cleaning of the entire estate and the surrounding perimeters; Detect and report malfunctions of gardening equipment and tools; Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y Sihawula Tel No: (021) 817 6036
	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 1. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 2. Email your application to, westerncape@respond.co.za
<u>NOTE</u>	:	To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 44/162</u>	:	<u>CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 206/2024 (X3 POSTS AVAILABLE IN CAPE TOWN)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Appropriate experience in the following: Cleaning and Machinery operator. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Appropriate knowledge of cleaning procedures; Skills needed: Good verbal and written communication; Ability to work under pressure, independently as well as in a team and perform routine tasks.
<u>DUTIES</u>	:	Cleaning of offices will follow immediately after toilet facilities have been cleaned and the toilet checklist has been completed; Vacuuming (floor, chairs) must be done once a week and any other time when needed; All workstations (desks) including side cupboards with drawers must be washed/wiped and polished once a week; Empty the bins twice a day and wash them weekly; Clean windowsills twice a week and clean windows inside once a month; Clean glass doors once a week and any other time when needed; Vacuum open plan, polish skirtings and clean tables and chairs including dusting; Safeguarding of cleaning equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Mazonke Tel No: (021) 483 5190
	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS

Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POLICE OVERSIGHT AND COMMUNITY SAFETY

CLOSING DATE : 27 January 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/163 : **ASSISTANT DIRECTOR: SAFETY PLANNING REF NO: POCS 05/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Recommendation: Honours degree in Social Sciences or equivalent; Relevant research work experience in community safety, policing, crime or similar environment; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Safety, policing, crime or criminal justice; Administrative processes; Research methodologies; Research process(qualitative and quantitative research); Data collection tools and techniques; Data analysis; Report writing; Public service planning and reporting; Policies and priorities of the government of the day; Skills in the following: Written and verbal communication skills; Presentation skills; Planning and organizing; Data collection; Data interpretation; Computer skills; Project Management; Data analysis; Critical thinking; Problem solving and decision making; Interviewing and probing; Research skills.

DUTIES : Conduct research in terms of violence prevention, policing and Departmental priorities; Conduct evidence-based assessments of interventions/programmes rendered by the Department and other stakeholders; Execute special research on policing, safety, and dissemination of information; Conduct statistical analysis of crime and other related datasets.

ENQUIRIES : Ms A Dissel Tel No: (021) 483 6548
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/164 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: POCS 06/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant/related experience in Supply Chain Management. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards, (Public Finance Management Act -PFMA, National Treasury Regulations, Provincial Treasury Instructions/Directives; Extensive knowledge of Supply Chain Management systems such as LOGIS; Logistic

- Management; Procurement best practices including sourcing strategies and different mechanisms for procurement; Procurement policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word Excel, PowerPoint); Communication skills (written and verbal); Conflict Management; Planning and organising; Ability to work independently and as part of a team.
- DUTIES** : Render a logistic support service inter alia coordinates and process requisitioning for goods and services; Administer the safekeeping and distribution of goods; Coordinate the control of stock Inventory/Disposition stock inventory/monitor bincards/discrepancies; Perform Logis system control functions; Liaise with Provincial Treasury User Support relating to system queries and User Accounts; Administer process of payments; Supervisory functions.
- ENQUIRIES** : LR Lawrence Tel No: (021) 483 6059
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 27 January 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 44/165** : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 49/2024**

- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year Social and Administrative Sciences or related; A minimum of 3 years relevant management experience; A valid code B (08) driving license. Recommendation: LLB Degree; Master's degree; Children's Rights expert; Social Policy expert. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Strategy development, strategy management and strategy monitoring and review processes; People management processes; Financial management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Investigation and research processes; Advocacy; Social policy; Child rights; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant policies and procedures; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

- DUTIES** : Manage the initiation and conducting of investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Manage the Initiation and conducting of research with regard to policies and legislation pertaining to children; Manage and investigate matters related to the mandate of the Commissioner; Establish a confidential and robust application mechanism for applications by the public regarding matters for investigation or research; Review/prepare documents to support the review of applications for investigation or research; Contact relevant stakeholders (such as families, schools, hospitals, children's homes, places of safety, correctional facilities, police stations etc) relating to the issue of investigation, and conduct interviews, meetings or other engagements with them

where necessary; Review/prepare reports upon the completion of an investigation for submission to the Commissioner for Children; Ensure that any reports to WCPP are submitted timeously; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Promote lobbying on child rights issues within the Province; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Sub directorate.

ENQUIRIES : Ms D Reid - Donelle.Reid@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 44/166 : **CHILDRENS COMMISSIONER OFFICER REF NO: DOTP 52/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving license. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. T Goldschmidt - Tessa.Goldschmidt@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 27 January 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 44/167 : **FINANCIAL ASSET MANAGER: PROVINCIAL GOVERNMENT CASH MANAGEMENT REF NO: PT 48/2024**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Assets Management; A minimum of 3 years management experience financial management related field; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Analysis and Reporting; Compliance and Regulatory Frameworks; Investment Management; Risk Management; Leadership and Decision-Making; Analytical thinking; Strategic thinking; Conflict resolution; Monitoring, evaluation and reporting; Presentation.

DUTIES : Forecasting cash requirements of the province; Reconciliation of provincial revenue funds; Manage Debtors, Liabilities and Investment within the Province; Provision of banking contract management and account maintenance; Plan and manage the work of and account for the overall performance of the sub-directorate; Financial Management.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 27 January 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 44/168 : **SOCIAL WORK MANAGER: REGIONAL OFFICE: METRO SOUTH REF NO: DSD 96/2024**

SALARY : Grade 1: R920 082 - R1 052 016 per annum, (as prescribed by OSD)
Grade 2: R1 094 508 – R1 289 274 per annum, (as prescribed by OSD)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 0567

POST 44/169 : **MANAGER EDUCATION: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 99/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Department of Social Development, Western Cape Government
: An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years experience as an Educator. Recommendation: Experience as a manager in the Education sector. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Ensure safety and disciplinary measures within the education environment; People management and development; Effective operational planning and execution.

ENQUIRIES : Ms M Jonkerman Tel No: (021) 826 6040

POST 44/170 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ELSIES RIVER) REF NO: DSD 89/2023 R1**

SALARY CENTRE REQUIREMENTS : R432 348 - R500 715 per annum, (OSD as prescribed)
: Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through

the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

: Ms M Swart Tel No: (021) 763 6212

POST 44/171

: **ASSISTANT DIRECTOR: BANKING AND CASH MANAGEMENT REF NO: DSD 100/2024**

SALARY

: R444 036 per annum (Level 09)

CENTRE

: Department of Social Development, Western Cape Government

REQUIREMENTS

: An appropriate 3-year B-Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant administrative experience in a financial environment. Competencies: Knowledge of the following: Policy Development; financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Skills needed: Financial accounting; Analytical thinking; Budgeting; Numeracy and accuracy; Communication(written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution.

DUTIES

: Manage and supervise staff who perform the following functions and perform the more complex work in that regard: Payments (transfer, LOGIS, BAS); Bookkeeping; BAS systems control; Credit control; Salary administration; Debt management.

ENQUIRIES

: Mr JJ Joubert Tel No: (021) 483 6022

POST 44/172

: **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSD 97/2024**

SALARY

: R376 413 per annum (Level 08)

CENTRE

: Department of Social Development, Western Cape Government

REQUIREMENTS

: An appropriate 3-year National Diploma/B-degree (or higher qualification); A minimum of 1 year experience in a financial accounting environment. Competencies: Proven Knowledge in the following: Public Finance Management ACT(PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure);Budget process; Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

DUTIES

: Provide effective and efficient expenditure and payment services; Control and supervise the accounting system for transfer payments and subsidies to ensure efficiency and effectiveness; Render effective and efficient Sundry (BAS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Provide bookkeeping and financial accounting services: Bookkeeping; Maintain the Basic Accounting System; Financial Statements; Credit Control; Provide salary administration and debt management services: Salary Administration; Debt Management; Provide banking and cash management services; Supervisory functions.

ENQUIRIES

: Mr J Joubert Tel No: (021) 483 6022

POST 44/173

: **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT) REF NO: DSD 98/2024**

SALARY

: R376 413 per annum (Level 08)

CENTRE

: Department of Social Development, Western Cape Government

REQUIREMENTS

: An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following:

Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising; Analytical and systems thinking; Conceptual and formulation; Computer literacy.

DUTIES

: Provide effective office administration and management support services to the Component: Handle general enquiries pertaining to the functioning of the component and manage component correspondences. Maintain and control leave, and asset register for the component; Provide budget support to the component: Assist to compile the budget expenditure for the directorate and complete the IYM; Maintain and assist with implementation of the component's monitoring and evaluation system: Develop and maintain a comprehensive database of networks, service providers.

ENQUIRIES

: Ms M Jonkerman Tel No: (021) 826 6040