



DATE OF ISSUE: 09 JULY 2010

TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS

**PUBLIC SERVICE VACANCY CIRCULAR NO 27 OF 2010**

**1. Introduction**

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

**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 National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

**3. Directions to National Departments/Provincial Administrations/Government Components**

- 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.

**4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist**

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. 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.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

**AMENDMENTS**

: **Department of Justice and Constitutional Development:** Kindly note that Post 25/13: Senior State Law Adviser – (LP 7 – LP 8): Legislative Development, Ref No: 10/180/LD is withdrawn from the circular.  
**The Presidency:** Kindly note that Post 26/26: Assistant Director: Administration: Private Office of the President which was place on dpsa on 5 July 2010, the salary should be R192 540 and not R240 318 as stated on the advert.

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## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: (012) 811 9909/10 OR (012) 811 1900/1.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 23 July 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Please note that applications via fax or email will NOT be accepted. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the advertised post(s).

## OTHER POSTS

- POST 27/01** : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 148/2010**  
Directorate: Agricultural Product Inspection Services
- SALARY** : R 192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Entomology, Genetics, Horticulture, Botany, Microbiology, Biochemistry, Plant Pathology and/or Food Technology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Applicable knowledge and experience in auditing of agricultural management systems will serve as an advantage. Relevant knowledge and technical experience in law enforcement, supervision, leadership and generic administrative functions are required. Knowledge of the following international agreements: WTO-SPS, WTO-TBT and other related agreements will be advantageous. Applicants must be in possession of a valid driver's licence and have the ability to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations, report writing and communication skills are essential. Basic computer skills in MS Office (Word and Excel) software.
- DUTIES** : The incumbent will be responsible to conduct audits in terms of applicable agricultural legislation, policies and international agreements and standards to ensure that the quality, sanitary and phytosanitary status complies with the requirements of the relevant risk and quality management systems. This includes the independent planning and conducting of inspections and audits of officials, clients and assignees. Drafting and submission of comprehensive audit reports to management and the audited party. Activities may include testing, sampling and evaluating of agricultural products and marking requirements, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will be expected of the incumbent to do audits and/or inspections as well as render services on short notice and after hours at or away from his/her office/station when necessary. The incumbent will supervise the officials in the audit unit and be responsible for the execution of generic administrative procedures to ensure the orderly functioning of this unit. Supervision and training of staff where applicable. The incumbent may also be

- required to conduct regulatory services pertaining to other legislation and international obligations.
- ENQUIRIES** : Mr M.A. Holtzhausen, Tel. 012 319 6100
- POST 27/02** : **PROJECT OFFICER REF NO: 152/2010**  
(2 Year Contract)  
Directorate: Comprehensive Agricultural Support Programme (CASP)
- SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of an applicable tertiary qualification and the following key competencies: knowledge of applicable departmental regulations, procedures and work instructions, project management principles, methods, techniques and practices of agricultural development. Knowledge of farm resource identification, utilisation and management, interpretation of information and communication techniques. Negotiation, persuasion and influencing skills are necessary, as well as computer literacy.
- DUTIES** : The incumbent's responsibility will be to render monitoring capacity and project data management support to the national CASP Co-ordinator's office. Compilation of CASP projects performance reports and the Division of Revenue Act, 2009 (Act No. 12 of 2009) (DORA) administration. Ensure that the CASP projects comply in accordance with national policy standards. Capture weekly, monthly and quarterly project information including business plans for output impact analysis. Verify provincial reports and schedule business plans for output impact analysis. Verify provincial reports and scheduling trends. Maintain a list of agreed baseline documentation including EPWP. Assist other DAFF employees with project and financial management.
- ENQUIRIES** : Ms M. Mudau, Tel. 012 319 7380
- POST 27/03** : **ADMINISTRATIVE ASSISTANT REF NO: 151/2010**  
(2 Year Contract)  
Directorate: Comprehensive Agricultural Support Programme (CASP)
- SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate. Extensive experience at an executive secretarial level. Exceptional ability to organise, draft budgets and administer office expenditure. Proven computer competency and particular proficiency in the use of the full MS Office suite as well as typing are required. Excellent verbal and interpersonal communication skills. Good ability in drafting reports.
- DUTIES** : The incumbent's responsibility will be to manage the diary and time of the National CASP Co-Ordinator with relation to arrangements as well as planned and administrative meetings. Manage mail with regard to the office of the National CASP Co-Ordinator. Establish and maintain document management. Interface and interact with customers and officials of the Directorates: International Trade, Marketing and Business and Entrepreneurial Development. Ensure necessary logistical support is rendered to the National CASP Co-Ordinator. Manage monthly expenditure control of the Directorate: CASP. Assist with human resource management matters. Take minutes as requested and follow up on action items. Compile quarterly reports, as requested, for the programme. Perform adhoc duties related to the field of work.
- ENQUIRIES** : Ms M. Mudau, Tel. 012 319 7380
- POST 27/04** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 3 POSTS REF NO: 147/2010**  
Directorate: Agricultural Product Inspection Services
- SALARY** : R161 970 per annum  
**CENTRE** : Cape Town, Stellenbosch and Oudtshoorn  
**REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology, Horticulture, Botany and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience in law enforcement, relevant industries, generic administrative procedures and supervision of staff. Knowledge of the following international agreements: WTO-SPS and the International Plant Protection Convention (IPPC). Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, ships, in containers, cold storages, etc. Must be in possession of a valid driver's licence and have the ability to drive. Good problem solving, planning, organising,

conflict handling, interpersonal relations and communication skills are essential. Basic computer skills in MS Office software (Word and Excel). He/She must be prepared to travel and work away from home/office at short notice, work irregular hours (shifts) and work overtime.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Pests Act, 1983 (Act No. 36 of 1983) as well as the provisions of the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set phytosanitary requirements. This includes the independent planning and conducting of inspections as well as auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Mr F. Moller, Tel. 021 809 1662 or 082 777 9768

**POST 27/05** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 146/2010**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 130 425 per annum  
**CENTRE** : Bloemfontein and Port Elizabeth  
**REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of law enforcement and relevant industries. Knowledge of the following international agreements: WTO-SPS and the International Plant Protection Convention (IPPC) will serve as an advantage. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, ships, in containers, cold storages, etc. Must be in possession of a valid driver's licence and have the ability to drive. Good problem solving, organising, conflict handling, interpersonal relations and communication skills are essential. Computer skills in MS Office software (Word and Excel). He/She must be prepared to travel and work away from his/her home/office at short notice, work irregular hours (shifts) and work overtime.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Pests Act, 1983 (Act No. 36 of 1983) as well as the provisions of the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set phytosanitary requirements. This includes the independent planning and conducting of inspections and auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Mr P. Pillay, Tel. 041 484 2725

**POST 27/06** : **ADMINISTRATIVE OFFICER REF NO: 149/2010**  
Directorate: Economic Services

**SALARY** : R 130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate with extensive administrative experience OR a National diploma/degree with adequate administrative experience (you are required to furnish a credit certificate and/or statement of results). Computer literate with excellent knowledge of MS Office software (Word, Excel, PowerPoint and Outlook). Good communication skills (verbal and written), effective interpersonal skills, sound planning and organising skills as well as good knowledge of meeting procedures. Candidates must be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure. A good understanding of public service systems and procedures. General knowledge of budgets, finance, HRM and procurement. Basic knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and other relevant public service prescripts.

**DUTIES** : The incumbent will be responsible to provide assistance with compiling, monitoring and controlling the budget of the Directorate. Assist with the management of inventory and loss control for the directorate's IT equipment and services, procurement of goods and services, finance and HRM matters, co-

ordination of training as well as represent the directorate in support related committees within the department and perform adhoc duties related to the field of work.

**ENQUIRIES** : Dr S.S. Ngqangweni, Tel. 012 319 8457

**POST 27/07** : **ADMINISTRATION CLERK GRADE II REF NO: 150/2010**  
Directorate: Plant Health

**SALARY** : R73 584 per annum  
**CENTRE** : Stellenbosch

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate. Appropriate administrative experience. Computer literacy (Ms Word, Excel and PowerPoint). Experience in Government procurement prescripts and processes.

**DUTIES** : The incumbent will perform a variety of routine administrative duties related to activities of the Division's core functions including the following: Procurement of goods and services; Assist with the compilation of monthly expenditure and status reports; Invoicing for services rendered; Handle internal and external enquiries; Document administration (filing, faxing, photocopying, quotations, etc.); Minute taking; Inventory control as well as maintenance and upkeep of asset registers.

**ENQUIRIES** : Ms M.S. Arendse, Tel. 021 809 1605

## DEPARTMENT OF DEFENCE

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

**POST 27/08** : **CHIEF PERSONNEL OFFICER**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R161 970 per annum  
**CENTRE** : SA Air Force, Air Command, Pretoria  
**REQUIREMENTS** : NQF Level 2 – 4: preferable. Extensive HR experience will be an advantage. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Computer literate, negotiation skills, reasoning ability, good communication skills (written and verbal), problem solving skills.

**DUTIES** : Manage PSAP advertisements, post structures, vacancies and the staffing thereof. Manage SMCS with regards to supernumeraries. Handle inquiries relating to PSAP posts and staffing issues. Manage detached duties, acting allowance of PSAP employees. Facilitate PSAP staffing boards at Base level and co-ordination of staffing board minutes for approval. Attend meetings. Manage PSAP probation appointments and career interviews. Provide training and institute on-the-job training mechanisms to all subordinates and all Career Management and Staffing personnel on units and bases of the SA Air Force. Manage termination of service and performance assessments of personnel.

**ENQUIRIES** : Mr M.J. Mojadibe, (012) 312-2699.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.

**CLOSING DATE** : 6 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 27/09** : **LIBRARIAN**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R130 425 per annum  
**CENTRE** : SA Air Force, Air Force Mobile Deployment Wing, Pretoria  
**REQUIREMENTS** : Degree/Diploma in Library and Information Service (NQF Level 5/6) Special requirements (skills needed): Computer literate. Report write-, research analysis-, write and verba, organize-, supervisory-, problem solving, decision making-, effective information service- and programme planning skills.

**DUTIES** : Acquire information resources. Manage the Internet Café. Execute electronic information searches bmo online databases such as Internet and Sinet. Develop access to information through the processes of cataloguing and classification. Maintain card catalogue. Assist and provide inputs towards library collection of sources, include different formats of information. Ensure effective archival information resource awareness plan for the DOD Archives

Library. Provide pro-active and re-active archival library information service. Promote culture of research and research skills amongst users. Establish and maintain effective communication with other DOD libraries. Compile bibliographies wrt specific subjects on Internet and Sinet, books and journals lists. Manage and develop Africana series in the library. Update the database of acts. Provide an archival library service and inputs for the library budget. Supervisory duties.

**ENQUIRIES** : Maj I.A. Mabaakanye, (012) 351-2613.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla, 0137.  
**CLOSING DATE** : 6 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 27/10** : **LANGUAGE PRACTITIONER**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R105 645 per annum  
**CENTRE** : SA Air Force, Air Command, Pretoria  
**REQUIREMENTS** : BA Degree in languages (NQF Level 6/7) Special requirements (skills needed): Computer literate. Problem solving and analytical skills. Communication skills (written and verbal).

**DUTIES** : Conduct language training in the DOD. Assist the Chief Language Practitioner with translation services and editing. Research and gather specialised terminology.

**ENQUIRIES** : Mr M.J. Mojadibe, (012) 312-2699.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.

**CLOSING DATE** : 6 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 27/11** : **SENIOR SECRETARY GR I**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R73 584 per annum  
**CENTRE** : SA Air Force, Air Command, Pretoria  
**REQUIREMENTS** : NQF Level 2-4 (Grade 10 / 12 or equivalent). Secretarial experience will be an advantage. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organising and problem solving skills. Knowledge of telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).

**DUTIES** : Keep and update manager's diary. Arrange appointments for staff members. Take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Prepare briefings and slideshows. Make travel arrangements. Manage general office. Accept files and documents. Remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Provide an office security service.

**ENQUIRIES** : Mr M.J. Mojadibe, (012) 312-2699.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, Private Bag X199, Pretoria, 0001.

**CLOSING DATE** : 6 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 27/12** : **SENIOR SECRETARY GR I**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R73 584 per annum  
**CENTRE** : SA Air Force, AFB Langebaanweg  
**REQUIREMENTS** : NQF Level 2-4 (Grade 10 / 12 or equivalent). Secretarial experience will be an advantage. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the



manager. Planning, organising and problem solving skills. Knowledge of telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).

**DUTIES** : Keep and update manager's diary. Arrange appointments for staff members. Take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Prepare briefings and slideshows. Make travel arrangements. Manage general office. Accept files and documents. Remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Provide an office security service.

**ENQUIRIES** : Lt P. Duntjwa, (022) 706-2520.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Air Force, AFB Langebaanweg, Langebaan, 7375.

**CLOSING DATE** : 6 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 27/13** : **DRIVER**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R73 584 per annum  
**CENTRE** : Defence Policy, Strategy and Planning Division, Chief Directorate Defence Policy, Pretoria

**REQUIREMENTS** : ABET Level 1 - 4 preferable. Code 08 driver's license essential. Experience as a driver will be a recommendation. Being in possession of a military driver's license will serve as a strong recommendation Special requirements (skills needed): Driving skills. Problem solving and interpersonal skills. Verbal and written communication skills. Be prepared to perform duties after hours.

**DUTIES** : Transport officials when required. Collect and deliver documents. Conduct routine inspections of the vehicles. Render a clerical support/messenger service. Responsible for control, safety and issue of vehicles log books and reports. Conduct first and last parades of vehicles. Keep record of trips. Ensure that vehicles are clean.

**ENQUIRIES** : Ms Z. Slabbert, (012) 355-5634.  
**APPLICATIONS** : Department of Defence & Military Veterans. Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001.

**CLOSING DATE** : 10 August 2010 (Applications received after the closing date and faxed copies will not be considered).

**GOVERNMENT EMPLOYEES PENSION FUND (GEPF)**

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 23 July 2010, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

**OTHER POST**

- POST 27/14** : **MEMBERSHIP ADMINISTRATOR REF NO: MA/MEM/2010-06**
- SALARY** : R105 645 per annum, Level 6
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or equivalent, A minimum of 18 months appropriate proven experience in the Membership Administration Environment. Computer literacy that include a good working knowledge of Microsoft Office products Good interpersonal relations Ability to work in a team Ability to work under pressure Effective communication skills (written and verbal) Effective organizational skills Good numerical skills Knowledge of the Pensions Act, Rules and policies governing the GEPF will be an advantage
- DUTIES** : Key Performance Areas: The incumbent of these will be responsible for a wide variety of administrative tasks which includes the following: Processing of employee benefits Admission of members Updating of membership records Interpreting and applying directives, policies and rules (GEPF Law 1996) Liaising with external organizations' and pensioners Writing letters and responding to benefit payment enquiries

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Human Communications, PO Box 1793, Rivonia 2128 or hand-deliver at 3 Autumn Road, Rivonia 2128. Alternatively, e-mail applications to dohs@humancommunications.co.za or apply online at [www.humanjobs.co.za](http://www.humanjobs.co.za)
- CLOSING DATE** : 23 July 2010
- NOTE** : 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 and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 27/15** : **SENIOR PERSONNEL OFFICER GRADE III REF NO: DOHS/85/2010**  
Sub-Directorate: Human Resource Provisioning
- SALARY** : R105 645 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification. The successful candidate must have sound knowledge of the PERSAL system, Public Service Act, Public Service Regulations, PSBC Resolutions regarding service benefits and HR practices. Good communication skills (written and verbal) and computer literacy are essential.
- DUTIES** : The duties attached to this post will be normal HR practices which will include inter alia: • recruitment • the arrangement of interviews • appointments and transfers • termination of services • promotions • translations in rank • salary adjustments and personnel movements • conditions of service Resettlement.
- ENQUIRIES** : Mr M Makhubele, tel. (012) 421-1546
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

**INDEPENDENT COMPLAINTS DIRECTORATE**

*The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the ICD, will receive preference.*

- APPLICATIONS** : Independent Complaints Directorate PO Box X 20708 Bloemfontein 9300 or hand deliver at 15 Cnr St Andrew & West Burger Street Ground Floor Standard Bank Building Bloemfontein 9300
- FOR ATTENTION** : Ms N Thulo on 051 406 6800
- CLOSING DATE** : 16 July 2010
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**OTHER POST**

- POST 27/16** : **SENIOR INVESTIGATOR REF NO: Q9/2010/26**
- SALARY** : R161 970 per annum
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of the Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing, as well as verbal and written communication skills. He / She must be computer literate and possess a valid unendorsed Code 08 driver's licence, and be able to drive a motor vehicle. He / She must also be competent and fit to handle a firearm or must be willing to undergo such a test. He / She must be willing to perform standby duties and overtime.
- DUTIES** : His / Her duties will entail amongst others, supervision of investigator and / or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his / her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
- ENQUIRIES** : Mr M.P. Parman on 051 406 6800

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (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. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled, Indian/colored/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. 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 this position.

## MANAGEMENT ECHELON

**POST 27/17** : **DIRECTOR: THIRD PARTY FUNDS REF NO: 10/195/CFO**  
Division: Guardian's Fund

**SALARY** : R652 572 – R780 228 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A degree or equivalent qualification in Financial management/ accounting; Minimum of 5 years relevant experience in a financial accounting/management environment, of which a minimum of 5 years should be at management level; A sound knowledge of the Public Finance Management Act, Administration of Estate's Act, Treasury Regulations, the Guardian's Fund system, Public Private Partnerships and a working knowledge of the Trusts; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; Extensive knowledge of the department of Justice and Constitutional Development and it's Guardian Fund functions and services will serve as a recommendation; A working knowledge of investments made on behalf of Guardian's fund beneficiaries; A valid driver's license is essential. Skills and Competencies: Strategic management capabilities and leadership skills; Programme and Project Management skills; Financial Management skills; Change Management; Knowledge Management; Service Delivery Innovation; Client orientation and customer focus skills; Honesty and Integrity; Advanced computer literacy

**DUTIES** : Manage Guardian's Fund (GF) financial accounting operations; Management of investments at the Public Investment Commissioner; Management of the Third Party Funds Public Private Partnership as far as the Guardian Fund is concerned; Compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; Prepare annual financial statements for Guardian's Fund; Manage the budget of the Directorate ;Management of administrative duties including the supervision of staff Development and maintenance of strategies, policies and procedures ;Establish and maintain effective, efficient, effective and transparent systems of financial, risk management as well as internal control.

**ENQUIRIES** : Ms. M. Patrick ☎ (012) 315 1119

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.

**CLOSING DATE** : 26 July 2010

## OTHER POSTS

- POST 27/18** : **STATE LAW ADVISER: LP-8 4 POSTS REF NO: 10/194/LD**
- SALARY** : R 464 013 – R 653 499 per annum (All inclusive). The successful candidate will be required to sign a performance agreement
- CENTRE** : South African Law Reform Commission, Pretoria
- REQUIREMENTS** : A LLB degree or four year recognized legal qualification; At least nine (9) years appropriate post qualification litigation/advisory experience; Admittance as an Advocate or Attorney; Experience in legal research or other appropriate experience. Skills and Competencies: Legal research and legislative drafting; Excellent written and verbal communication; Creative legal thinking and problem solving; Exposure to project management; Resilience and prepared to deal with administration; Computer Literacy; Ability to work independently and under pressure, yet function as part of a team when required
- DUTIES** : Plan and do research, including comparative legal research, in respect of all branches of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare issue papers, discussion papers, and reports that contain research, recommendations and draft legislation for law reform.
- ENQUIRIES** : Mr S Radebe ☎ (012) 357-8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 26 July 2010
- POST 27/19** : **DEPUTY DIRECTOR REF NO: 10/196/CFO**  
Division: Third Party Funds: Public Private Partnership Performance And Contract Management
- SALARY** : R 378 456 – R445 805 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A degree or equivalent qualification in Financial management/ accounting; Minimum of 5 years relevant experience in a financial accounting/management environment, of which a minimum of 3 years at middle management level; A sound knowledge of the Public Finance Management Act, Administration of Estate's Act, Treasury Regulations, the Guardian's Fund system, Public Private Partnerships and a working knowledge of the Trusts; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; Extensive knowledge of the department of Justice and Constitutional Development and it's Guardian Fund functions and services will serve as a recommendation; A working knowledge of investments made on behalf of Guardian's fund beneficiaries; A valid driver's license is essential. Skills and Competencies: Applied strategic thinking; Applied technology skills; Budget and financial management skills; Communication and information management skills, Diversity management skills; Conflict and conflict resolution skills; Networking and building bonds skills; Planning and organizing skills; Problem solving skills; Decision making skills; Project management skills
- DUTIES** : Management of the Third Party Funds (TPF) Public Private Partnership (PPP); The monitoring of performance of the TPF PPP Private Party; Compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; Management of administrative duties including the supervision of staff; Development and maintenance of strategies, policies and procedures; Establish and maintain effective, efficient, effective and transparent systems of financial, risk management as well as internal control.
- ENQUIRIES** : Ms E Zeekoei ☎ (012) 315 1436
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:Postal address: 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 Street, Pretoria.
- CLOSING DATE** : 26 July 2010

<b><u>POST 27/20</u></b>	:	<b><u>OFFICE MANAGER REF NO: 10/198/SA</u></b>
<b><u>SALARY</u></b>	:	R240 318 – R283 081 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney, Thohoyandou An appropriate three year degree in Administration/ Finance or equivalent qualification; Three years appropriate experience of which at least one year should be at supervisory position; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; Understanding confidentiality in Government. Valid driver's license. Skills and Competencies: Communication skills (written and verbal) Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet a part of a team required and work under pressure and meet deadlines; Financial management.
<b><u>DUTIES</u></b>	:	Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency services, procurement of goods and services; Compile, manage and oversee office budget and report to budget Coach; Manage and oversee all personnel Manage the library services and all estate assets including machines and computers; Manage and oversee functions of transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archive and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Khanyisa Ngomani: Tel (012) 357 8661 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.
<b><u>CLOSING DATE</u></b>	:	26 July 2010
<b><u>POST 27/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: REF NO: 10/184/CFO</u></b> Division: Third Party Funds
<b><u>SALARY</u></b>	:	R192 540– R232 590 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria B.Com degree or equivalent qualifications; Three years relevant experience; Knowledge of the Public Finance Management Act and the National Treasury Regulations. The following will serve as recommendations: Experience in Third Party Funds (monies in trust) administration at National, Regional or court level conversant in as many official languages as possible; Experience in bank and cashbook reconciliations; Experience on the Justice Deposit Account System (JDAS) will be an added advantage. Skills and Competencies: Good communication (written and verbal) skills; Supervisor skills; Planning and organizing skills; Problem solving skills; Computer literacy and spreadsheet skills (will be tested); Ability to work under pressure and meet deadlines; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Responsible for the payment, check and authorize maintenance beneficiary and Guardian's Fund payments through Electronic Funds Transfer (EFT); Check and Authorize internal and external transfer of funds, Manage assets of both TPF and CEFTUP reparation and/or checking of bank reconciliations for main, interest and bank charges accounts and ensuring that all monies due to SARS in these accounts are paid over to the Vote Account monthly; Act as supervisor of a State Accountant, Senior Accounting Clerks and Accounting Clerks by <i>inter alia</i> :- allocating work, ensuring orderliness in work performance, quality and turnover, ensure office discipline and provide on the job training to subordinates; Provide daily, weekly and monthly reports to the Deputy Director regarding progress on TPF and Central Electronic Funds Transfer; Ensure adherence to all applicable legislation, regulations, instructions, delegations and other prescripts; Verification, follow up and compilation of monthly returns; Assist with the compilation of monthly and annually Financial Statements; Provide inputs on changes to the Department Financial Instructions as far as Third Party is concerned; Management of signing authorities on departmental bank accounts in respect of Third Party Funds; Manage monthly confirmation of bank balances; Investigate and report weekly and monthly on exceptions on departmental bank accounts and monthly returns received from offices; Assist

with the maintenance of the bank accounts database; Obtain financial management reports from JDAS/JMIS and/or Pastel; Monitor progress on investigations into all fraud, theft and losses of Third Party Funds; Report on Bank reconciliations not committed on JDAS; Manage procurement and payments for the Chief Directorate (especially for the CEFTU TPF) in terms of Departmental delegations; Assist with and manage asset management for the Chief Directorate; Assist with responses to all internal and external Audit quires; Manage and/or monitor the writing – off of irrecoverable deferred fines; Assist with and offer support to the implementation and maintenance of the Third Party Funds Public Private Partnership as and when requested to do so Any other ad-hoc duties assigned.

**ENQUIRIES** : Ms M Patrick (012) 315 - 1119  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 19 July 2010

**POST 27/22** : **LAW RESEARCHER 1 POST REF NO: 010/CONTRACT/ LABOUR 1/GP**  
 12 Months Contract

**SALARY** : R 192 540 per annum + 37% lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Labour Court Johannesburg  
**REQUIREMENTS** : An LLB degree or four year recognize legal qualification; 0-2 year's relevant experience. Skills and Competencies: Computer Literacy Language Skills (Oral &Written) Legal administration skills Loyal , honest, ability to work under pressure, etc Court Skills Literacy

**DUTIES** : Research and retrieve material for the library accessible to the Court physically and electronically Participate in sub-committee of researches at the court Attend training programs and orientation program or seminars of the court Proofreading and side checking of all draft judgment Convey all documents and criticisms to the Judiciary Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment

**ENQUIRIES** : Ms N Ntuli (011) 359 5760  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000. OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000

**CLOSING DATE** : 26 July 2010

**POST 27/23** : **LEGAL ADMINISTRATION OFFICER (MR-4 – MR-5) REF NO: 10/38/KZN**

**SALARY** : R157 299 – R190 902 per annum. (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : LLB degree or 4-year recognized qualification; At least 5 years' post graduate legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele and the Victim's Charter; Previous experience in the implementation of Maintenance Act, Domestic Violence Act, Children's Act, Small Claims Court Act and the Equality legislation will serve as a strong recommendation. Willingness to travel Recommendation: A valid driver's license; Skills and Competencies: Computer literacy ; Excellent communication skills (verbal and written) Good inter-personal and inter-cultural relations and ability to liaise with senior officials; Problem solving skills; Accuracy and attention to detail.

**DUTIES** : Identify training needs of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Disabled an the Elderly; Represent the Regional Office on Inter-Departmental Committees; Manage the implementation of the Children's Act, Child Justice Act and Sexual Offences Act; Ensure that the strategic responsibilities in respect of Small Claims Courts, Equality Courts and Restorative Justice are met; Ensure implementation of Victim's Charter; Analyses new legislation, consult with stakeholders on same and make recommendations to the Branch Legislation; Liaise with internal and external stakeholders ( such as the office of the DPP, State Attorney, SAPS and other Governments Departments, Traditional Authorities in respect of



proposed legislation; Co-ordinate the implementation of new legislation with provincial stakeholders; Draft legal documentations for and give legal advice to Regional Head and Senior Management on a variety of issues; Respond to petitions, representation and complaints from civil society and other Government Departments.

**ENQUIRIES APPLICATIONS** : Ms P. Moodley ☎ (031) 3015303  
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000

**CLOSING DATE** : 12 July 2010

**POST 27/24** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 10/197/SA**

**SALARY** : R152 685 - R437 184 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : State Attorney: Mafikeng  
 : An LLB or Four year legal qualification; Admission as an attorney; The right of appearance in the High Court of South Africa; At least 2-6 years appropriate post- qualification legal/litigation experience; A valid driver's license. Skills and Competencies: Legal research and drafting, Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

**DUTIES** : Represent the state on Litigation in the High Court, Magistrates, Labour court, Supreme court of Appeals, Constitutional Court, CCMA and tribunals; Furnish legal advice and opinions; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provide statistics required.

**ENQUIRIES APPLICATIONS** : Khanyisa Ngomani :Tel (012) 357 8661  
 : Quoting the relevant reference number, direct your application to: Postal Address: 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 Street, Pretoria, 0001.

**CLOSING DATE** : 26 July 2010

**POST 27/25** : **FAMILY COUNSELLOR (SOCIAL WORKER) REF NO: 10/38/MP**

**SALARY** : R130 467 – R297 144 per annum. (Salary will be determined in accordance with experience). The successful candidate required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Family Advocate, Nelspruit  
 : Bachelor's Degree in Social Work or equivalent qualification that allows professional registration with the SACSSP; A minimum of 0 to three years experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience of Mediation; Registration with SA Council for Social Services Professions as Social Worker; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A Valid code EB driver's license and be willing to undertake a certain amount of travelling; Fluent in both English and Afrikaans; and Knowledge of Siswati or Tsonga will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict handling; and Attention to detail.

**DUTIES** : Conduct mediation and/or inquiries as part of a multi-disciplinary team in Care, Contact and guardianship, child abduction and other related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; and Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes.

**ENQUIRIES APPLICATIONS** : Adv. B Mkhize ☎ 013-752 2755  
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4<sup>th</sup> floor Nelspruit.

**CLOSING DATE** : 19 July 2010

- POST 27/26** : **PROVISIONING ADMINISTRATION REF NO: 10/188/CFO**  
Division Quotations Management
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A three year National Diploma in Logistic Management / Purchasing Management with at least two year experience in Supply Chain Management (Acquisition Management) Sound knowledge of public sector procurement processes, rules and regulations; Demonstrate sound understanding of the PFMA, Treasury Regulations, PPPFA, SCM guidelines and other related prescripts; Good computer literacy; Ability to work under pressure and deliver to tight deadlines; Must be in possession of a Drivers License; Batho Pele Principles Office Management. Skills and Competencies: Computer literacy; Good communication skills (written and verbal); Interpersonal relations; Motivating skills; Problem solving skills.
- DUTIES** : Assist with procurement of goods and services within the Department by means of quotations; Ensure that the database is utilized effectively in the sourcing of quotations and that client expectations are met; Ensure compliance with Supply Chain Management policies; Provide support in maintaining effective systems and procedures for procurement of goods and services; Assist with the evaluation of quotations; Ensure that the procurement of goods and services are within your respective delegation of authority; Supervision of staff; Work closely with the supervisor to ensure that the procurement of goods and services are complaints and fair; Support the management and monitoring of the procurement function of the Department; Assist the supervisor in the preparation of management information as well as statistics on procurement; Ensure that proper and valid supporting document ion are attached for each request; Liaison with the end user on the procurement of goods and services and provide support to clients; Receive requisition from user; Verify allocations and items description; Record requisition on the register.
- ENQUIRIES** : M.S Bassier Tel: (012) 315 4545
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: 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 Street, Pretoria.
- CLOSING DATE** : 26 July 2010
- POST 27/27** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 10/189/CFO**  
Division: Bids and Negotiations
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate three year Bachelor's degree Financial Management315/National Diploma or equivalent qualification. At least one year relevant experience in Supply Chain Management; Appropriate experience in a fully operational office with regards to Procurement, Provisioning and Office Services; Knowledge of Public Finance Management Act (PFMA) Treasury Regulations, BBBEEE, PPPFA framework and other relevant prescripts. Skills and Competencies Computer literacy (MS Word and Excel);Good communication skills (written and verbal);Good Interpersonal relations; Good Public Relations; Negotiation skills; Good planning and decision making skills.
- DUTIES** : Manage the bidding process until awarding of contract; Render Secretarial to both Sub and Departmental Bid Committee; Prepare submissions to both sub Departmental Bid Committees for adjudication; Maintain bid register of successful contracts; Follow up and provide feedback with regards to complaints/ enquiries received from both internal and external clients; Report back to branches on the status of their applications; Supervise all administrative activities including the supervision of staff; Remain up to date with regard to policies/prescripts applicable to your work terrain to ensure effective/efficient support; Assist the SCM division with administrative support as and when requested.
- ENQUIRIES** : Ms M.Patrick Tel: 012 315 1119
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.

**CLOSING DATE** : 19 July 2010

**POST 27/28** : **CHIEF ACCOUNTING CLERK REF NO: 10/205/CFO**  
Division: Bookkeeping

**SALARY** : R130 425 - R153 636 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualifications plus two (2) years experience in a financial environment or Grade 12 plus ten (10) years experience in a financial environment; Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA) and National Treasury Regulations; Skills and Competencies: Computer literacy (MS Excel, PowerPoint and MS word) Good communication skills(written and verbal); Good interpersonal skills; Leadership and management capabilities; Accuracy and attention to details; Ability to work under pressure and be self-motivated

**DUTIES** : Control and authorize journals on BAS; Reconciling of control and suspense accounts; Perform bank reconciliations; Supervise Senior Accounting Clerks; Ensuring office discipline and provide job training; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations.

**ENQUIRIES** : Mrs P Schloms ☎ (012) 315 1214

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

**CLOSING DATE** : 26 July 2010

**POST 27/29** : **PROVISIONING ADMINISTRATION OFFICER: REF NO: 10/204/CFO**  
Division: Demand Management

**SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree/National Diploma or relevant equivalent qualification; At least a minimum of one (1) year relevant experience in Demand and Acquisition or Bids and negotiations; Knowledge of SCM policy, Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, BEE framework and other relevant prescripts; A valid driver's license; Skills and Competencies: Computer literacy (MS Word and Excel) Good communication skills (written and verbal); Report writing and analytical skills; Good planning and decision making skills; Ability to interpret and apply policies; Negotiations skills; Willingness to work extended hours and to travel

**DUTIES** : Identify and analyze the risks to SCM; Assist with commodity analysis to ensure that required resources fulfill identified needs; Assist with compilation of specifications and submission to the adjudication committee; Appointment of Bid committees; Implementation of demand management practices procedures, guidelines and policies; Compilation of procurement plan; Determination of sourcing strategy; Provide assistance and support to Branches; Render secretarial services to both sub and Departmental Bid Committee; Prepare submissions of both Sub and Departmental Bid Committees for adjudication; Assist with assessment of all applications for submission to adjudication committees; Assist with requesting quotations and check document; Maintain proper filing system

**ENQUIRIES** : Ms M Patrick (012) 315-1119

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.

**CLOSING DATE** : 26 July 2010

**POST 27/30** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 10/193/CFO**  
Division: Contract Management

**SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree (Legal) / National Diploma in Purchasing Management/ Logistics or equivalent qualifications. At least one year relevant

experience in Contract Management as well as the signing of Services Level Agreements; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; Appropriate practical experience in legal administration; Valid EB Drivers License (will be an advantage). Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good organizational skills; Good planning and decision making skills; Good Interpersonal relations; Ability to work under pressure and be self motivated.

**DUTIES** : Assist with the drafting of contracts and services Level Agreements; Monitor contracts Performance of Services Providers in Conjunction with Project Managers; Capture contracts items on procurement system; Provide assistance and support to Branches / Contract Managers relating to daily activities with regard to Contracts and Services Level Agreements and all other relevant supporting documentation; Monitor validity of dates of contracts and advise relevant managers within 6 months prior to the termination of contracts; Follow – up and provide feedback with regards to complaints / enquiries received from both internal and external clients; Maintain and update SCM database with regards to contracts.

**ENQUIRIES** : Ms M Patrick (012) 315 – 1119  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.

**CLOSING DATE** : 19 July 2010

**POST 27/31** : **PROVISIONING ADMINISTRATION CLERK 2 POSTS REF NO: 10/201/CFO**  
 Division: Supply Chain Management

**SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience in Provisioning Administration/ Supply Chain Management; Skills and Competencies: Compute literacy (MS Word and Excel); Good communication skills (written and verbal); Knowledge of procurement systems; Knowledge of procurement policies and procedures Knowledge of inventory stores/ transaction processing unit (payments).

**DUTIES** : INVENTORY/ TRANSACTION PROCESSING UNIT (TPU) Ensure payments of invoices are effected to the supplier within a prescribed period; Prior authorizing of creditor payment advice and ensure that correct supporting documents are attached; Reconciliation of creditors account; Prepare financial documentation; Accurate processing of payments; Capture requisitions, invoices and purchase orders on the Justice Yellow Pages (JYP) system; Dealing with enquiries relating to payments; Perform various administrative duties; Assist with monthly stock-taking; Perform document control process.

**ENQUIRIES** : Ms M Patrick (012) 315 1119  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 26 July 2010

**POST 27/32** : **PROVISIONING ADMINISTRATION CLERK 1 POST REF NO: 10/202/CFO**  
 Division: Fleet Management

**SALARY** : R 73 584 - R 86 679 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification; Relevant administration experience; Knowledgeable on Supply Chain Management functions with special focus on Fleet, Cell phones and Travel Management; A valid driver's license will be an added advantage. Skills and Competence: Good communication skills (written and verbal); Computer literacy (MS Word and Excel); Good interpersonal skills; Basic numeric skills; Ability to gather data and compile information; Knowledge of document management and filing.

**DUTIES** : Provide administrative support services with regard to fleet, cell phones and travel management; Issue vehicles, monitor vehicle usage, arrange for servicing and maintenance of vehicles; Reconcile official kilometers with the petrol

consumption; Pre and Post inspection of the vehicles; Support the manager by obtaining outstanding travel related documents from the user and check for compliance; Assist with the record-keeping of all travel related documentation; Maintain and update registers; Assist with all cellular phone/data card related functions; Prepare financial documents; Reconcile accounts and process payments and; Record keeping.

**ENQUIRIES** : Ms. M. Patrick ☎ (012) 315 1119

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 26 July 2010

**POST 27/33** : **REGISTRY CLERK REF NO: 10/203/CFO**  
Division: Salaries and Deductions

**SALARY** : R73 584 – R86 679 The successful candidate will be required to sign a performance agreement.

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting and Mathematics as passed subject Appropriate experience. Skills and Competencies: Good interpersonal relations; Computer literacy; Good Communication skills (verbal and written) Ability to work under pressure and be self motivated.

**DUTIES** : Receipt and register of incoming and out going post; Keep and update registers; Receive documents at the counter; Safekeeping of information and documentation; Distribution of documentation; Respond to desk and telephone enquiries; Assist in capturing of salaries related transactions on request; Assist in clearing of suspense accounts on request.

**ENQUIRIES** : Ms M Patrick (012) 315 - 1119

**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 Street, Pretoria.

**CLOSING DATE** : 26 July 2010

**POST 27/34** : **SENIOR ACCOUNTING CLERK: REF NO: 10/200/CFO**  
Division: Booking and Payments

**SALARY** : R73 584 –R 86 679 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject. Relevant experience in Finance; Knowledge of the Treasury Regulations, Public Finance Management Act (PFMA); Skills and Competencies: Computer literacy ( MS Office and MS Excel); Good communication skills (verbal and written); Good interpersonal skills; Accuracy and attention to detail; Ability to work independently in a highly pressurized environment

**DUTIES** : Compiling and capturing of General Journals on BAS; Document Control; Reconciling of Control and Suspense account; Reconciling of Bank Statements;

**ENQUIRIES** : MS M.Patric, Tel (012) 315 1119

**APPLICATIONS** : Quoting the relevant reference number, direct your application to:Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 26 July 2010

**POST 27/35** : **ADMINISTRATION CLERK REF NO: 10/192/CS**

**SALARY** : R 73 584 – R 86 679 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office

**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant generic administrative experience; Knowledge of JYP system. Skills and Competencies; Communication skills (verbal and written) Good interpersonal and organizational skills; Computer literacy; Customer orientation; Ability to work under pressure and in a team.

**DUTIES** : Accurate capturing and payment of invoices; Provide administrative support; Make logistical arrangements for meetings and workshops; Assets and inventory management within the Directorate; Co ordinates meeting; Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Services and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

**ENQUIRIES** : Ms C Patrick (012) 315 - 1150

**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.

**CLOSING DATE** : 19 July 2010

**POST 27/36** : **SENIOR ADMINISTRATION CLERK REF NO: 10/199/CS**

**SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Relevant experience; Skills and Competencies: Good written and communication skills; Good human relation skills; Interpersonal relation; Ability to work independently; Ability to manage conflict situations effectively. Computer literacy (MS Excel, PowerPoint and word) Ability to work under pressure and to meet set deadlines.

**DUTIES** : Maintain filing and safekeeping of documents, Compile and update statistics on case files; Handle receipt and deliveries of goods; Responsible for filing orders and make follow-up on outstanding orders with suppliers; Responsible for rendering effective office administrative support service in the office of the Chief Director;

**ENQUIRIES** : Mr S Radebe 📞 (012) 357-8240

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 26 July 2010

## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 23 July 2010
- FOR ATTENTION** : Ms M Palare / Mr H Marakalala
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

## OTHER POSTS

- POST 27/37** : **ADMINISTRATIVE OFFICER: CONTRACT MANAGEMENT**
- SALARY** : R161 970 per annum, Level 8
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate National Diploma/ B Degree in Administration/Finance/Procurement or equivalent qualification coupled with relevant experience in Contract Management. PLUS the following key competencies:  Knowledge of: • PFMA • SCM • PPPFA and its regulation • Treasury Regulations  Skills: • Numeric • Computer literacy • Analytical & report writing • Planning and organizational  Communication: • Excellent written & verbal Communication • Good interpersonal relations at all levels •  Creativity: • Self-driven • Problem solving capabilities • Ability to work under pressure • Analytical thinking
- DUTIES** : Prepare contracts from Bid Adjudication Committee approvals and co- ordinate Sign off. • Assist with the drafting of Service Legal Agreements. • Attend inception meetings with suppliers Ensure the orders are processed Report on BEE percentage of contracts awarded • Reconcile payment for contracts.
- ENQUIRIES** : Ms Zime Ndlangana ☎ 012 444 3033
- POST 27/38** : **HR PRACTITIONER**
- SALARY** : R161 970 per annum, Level 08
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A B Degree/National Diploma in Human Resources Management or equivalent qualification coupled with relevant experience in Human Resources PERSAL Administration. PLUS the following key competencies:  Knowledge of: • HRM operations, policies, prescripts, legislation and interpretation thereof • Recruitment and selection • Performance Management • Employee orientation and socialisations approaches • Employment equity  Skills: • Report writing and formulation • Ability to interpret and apply HR policies • Problem Solving • Analytical • Interpersonal • Computer literacy • Planning and organising • Ability to work under pressure  Communication: • Good communication skills both verbal and written • Ability to communicate at all level  Creativity: • Innovative thinker • Ability to analyse information and form conclusions
- DUTIES** : Compile reports and provide statistics • Provide advice, information and assistance on the administration/application of HR processes and practices • Implement new/amended HR processes and practices • Conduct investigations into the application of HR processes and practices • Implement standard operating procedures for HR processes and practices.
- ENQUIRIES** : Mr N Maleka ☎ 012 444 3360
- POST 27/39** : **CHIEF PERSONNEL OFFICER**
- SALARY** : R161 970 per annum, Level 08
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A B Degree/National Diploma in Human Resources Management or equivalent qualification coupled with relevant experience in Human Resources PERSAL

Administration. PLUS the following key competencies: ☐ Knowledge of: • Human Resource policies, prescripts, legislation and interpretation thereof • Human Resources administration • PERSAL administration/approval and reporting functions ☐ Skills: • Supervisory • Report writing and formulation • Ability to interpret and apply HR policies • Problem Solving • Analytical • Interpersonal • Computer literacy • Planning and organising • Ability to work under pressure ☐ Communication: • Good communication skills both verbal and written • Ability to communicate at all level ☐ Creativity: • Innovative thinker • Ability to analyse information and form conclusions.

**DUTIES** : Ensure professional human resources administrative support service to FO teams • Compile reports and submissions on appointment, promotions, upgrades, performance rewards, transfer, translation in rank and retention of staff • Ensure the processing of prescriptive and directive intensive human resources administration matter, such as performance management, appointments, transfer, MMS packages, service benefits and service conditions and continued employment in higher graded posts • Provide human resources management information support • Be a PERSAL reviser by checking, approving and/or authorising transactions on PERSAL pertaining to appointments, upgrades, performance rewards, promotions, transfers, translation in rank and retention of staff as well as maintain statistics all of the above functions • Ensure correctness/completeness of all HR administrative functions by developing and implementing proper procedures and standards for each HR admin function and implement new policies/prescripts/procedures • Supervise and develop staff.

**ENQUIRIES** : Mr N Maleka ☎ 012 444 3360

**POST 27/40** : **CHIEF ADMINISTRATION CLERK (GOVERNMENT TRANSPORT)**

**SALARY** : R130 425 per annum, Level 7  
**CENTRE** : Head Office

**REQUIREMENTS** : A National Diploma/ B Degree coupled with relevant work experience in fleet or transport management. A valid driver's licence is essential. PLUS the following key competencies: ☐ Knowledge of: Customer orientation • Fleet Management • PFMA • Road Transport Act • Transport related policies and prescripts • Government owned transport services ☐ Skills: Supervisory • Communication • Computer Competency • Planning and Organising ☐ Communication: Verbal and Writing communication ☐ Creativity: Good thinker Innovative • Ability to work under pressure

**DUTIES** : Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements • Exercise control in regard of the maintenance and expenditure related to the utilization of government owned vehicles and administer the budget allocated for transport • Oversee the allocation, maintenance and repair of Government and Departmental Transport • Verify that trip authority, requisition and documentation are complete and correct • Maintain a database of vehicles, service intervals, history and repairs • Advise users on the allocation, maintenance and repairs of Government and Departmental Transport. • Supervise and develop staff

**ENQUIRIES** : Mr Colane Benside ☎ 012 444 3543

**POST 27/41** : **CHIEF REGISTRY CLERK**

**SALARY** : R130 115 per annum, Level 7  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree or National Diploma in Information Science/Administration and Records Management with extensive experience in the registry and electronic records management. A valid driver's license is essential. PLUS the following key competencies: ☐ Knowledge of: • National Archives Act • Minimum Information Security Standard • Promotion of Access to Information • Records Management Policy and Procedures • Postal, Courier and Messenger Services • Information security and document management ☐ Skills • Problem solving • Computer literacy • Organisational • Analytical ☐ Communication • Read and Written communication • Listening • Speak fluently ☐ Creativity: • Ability to make decision • Flexible and adaptive. Recommendation: Certificate from National Archives • Candidates who have successfully completed Records Management Course will have an added advantage



**DUTIES**

: Opening and closing files • Ensure proper record keeping of outgoing and incoming files • Allocation of proper reference numbers according to the approved departmental file plan • Assist with roll out and implementation of the departmental File Plan • Control and manage the Departmental Postal • Courier and Messenger Services • Train and manage auxiliary clerks

**ENQUIRIES**

: GK Monyamane ☎012 444 3541

**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001. Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 2 August 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The OPSC will verify the qualifications, conduct reference checking and security clearance of the recommended candidates prior to appointment.

**OTHER POSTS**

- POST 27/42** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT & SECURITY SERVICES REF NO: DD/SCMSS/10**

- SALARY** : R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized three-year Bachelor's degree or equivalent qualification in Public Administration, Financial Management or related field  
 • Extensive knowledge of legislation regulating Supply Chain Management (SCM) and Security Services  
 • Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, SCM, Preferential Procurement Policy (PPP) and its associated Regulations, as well as the Broad-Based Black Economic Empowerment Act (BBBEE Act) and the BBBEE Codes of Good Practice  
 • Working knowledge of BAS and LOGIS, extensive experience in the field of logistical support, preferential procurement, facilities management and the management of human resources and finance  
 • Knowledge of security risk management, Minimum Information Security Standards (MISS), physical security, security administration and access control of vehicles and people. Good supervisory, writing, communication skills, and including computer literacy (MS Excel, MS Word and MS PowerPoint)  
 • Excellent interpersonal relations.
- DUTIES** : Manage an effective and efficient SCM system in accordance with the Framework for SCM, Treasury Regulations and SCM Practice Notes  
 • Develop and implement and review procurement, logistics and security policies within the Office of the Public Service Commission (OPSC)  
 • Provide logistical support in accordance with relevant prescripts  
 • Assume responsibility for all reporting on matters relating to procurement, logistics, facilities management, security and SCM performance. Administer and manage all contracts and Service Level Agreements (SLAs) including the performance of service provider's  
 • Manage Registry services. Provide secretariat and advisory services to SCM Departmental Committees  
 • Identify all risks and threats to the security of the OPSC as well as vulnerability in the OPSC's capacity to counter them  
 • Liaise regularly with security agencies, and ensure compliance with the Occupational Health and Safety (OHS) Act  
 • Manage the financial and human resources of the sub-directorate and control performance and annual evaluation of staff.

- ENQUIRIES** : Ms S Nolte Tel: (012) 352 1087

- POST 27/43** : **ASSISTANT DIRECTOR: LABOUR RELATIONS AND CHANGE MANAGEMENT REF NO: ASD/LRCM/10**

- SALARY** : R192 540 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An experienced person with an appropriate recognised Degree/Diploma or equivalent qualification (NQF level 6) in Law, Public Management/Administration

or Human Resources • Extensive relevant experience in and knowledge of Public Service and its Regulatory Framework, especially the extent to which it relates to Labour Relations and Change Management, Employee Health and Wellness and Youth • Operational knowledge of MS Office (Word, Excel, Outlook, PowerPoint) • Good communication and Interpersonal skills • Attention to detail (accuracy) • Experience in report writing • Good presentation skills • Ability to communicate with stakeholders, both in writing and verbally • A valid Code EB (08) driver's licence

**DUTIES** : Provide advice to senior management and staff on issues relating to Labour Relations, Transformation/Change Management • Represent the OPSC in the Departmental Bargaining Chamber and in all dispute resolution forums • Conduct training on Labour Relations and management of discipline • Facilitate misconduct and grievance investigations and ensure that disciplinary measures are handled properly • Coordinate complaints and grievances of all staff • Develop/Review and implement Labour Relations and Employee Health and Wellness policies • Ensure effective and efficient resource management; and • Perform supervisory functions which include staff performance management and development.

**ENQUIRIES** : Mr SS Malema Tel: (012) 352 1112

**POST 27/44** : **ASSISTANT DIRECTOR: WESTERN CAPE REGIONAL OFFICE REF NO: ASD/WCRO/10**

**SALARY** : R192 540 per annum  
**CENTRE** : Western Cape Regional Office  
**REQUIREMENTS** : A relevant recognized three year Degree/Diploma or equivalent qualification (NQF level 6) in Human Resource Management/Public Management or Administration • Essential knowledge of the relevant HR Framework, including the Public Service Act, Public Service Regulations, Senior Management Service Handbook, the Performance Management and Development Framework and all related Public Service policies • Experience in the following areas: Management of Grievances of Public Service Staff, Monitoring and Evaluation, Research and Report Writing • Skills and Attributes should include the following: Excellent written and verbal communication skills • Developed working PC skills in MS Office, especially Word, Excel, Power Point and Outlook • Ability to work under sustained pressure and deliver satisfactory results • Be able to multi-task, be creative, motivated, self-driven, results-oriented and show initiative • Possess a valid Code EB driver's license and willingness to travel extensively.

**DUTIES** : Assist in articulating the PSC programmes in the Province • Assist in setting up and maintaining Provincial Monitoring and Evaluation Systems • Handle the monitoring and investigation function in matters pertaining to Labour Relations, Service Delivery, Integrity and Anti-Corruption and Policy and Legislation in the Province • Produce excellent quality reports • Handle Provincial Government grievances and complaints and maintain the provincial database • Handle the career incidents of Heads of Department • Take responsibility for Financial Management, Asset Management and management of the GG vehicle • Ensure a balanced and holistic approach in managing his/her function • Proactively build sound relationships with key stakeholders.

**ENQUIRIES** : Ms CB Julie, Telephone: (021) 421 3980

**POST 27/45** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: SSA/AC/10**  
 This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post. Candidates whose promotion/transfer will promote representivity will receive preference.

**SALARY** : R 161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Diploma/Degree in Financial Accounting coupled with at least three years relevant experience • Preference will be given to candidates with appropriate experience who have in-depth knowledge of the Basic Accounting System (BAS) and LOGIS • Experience in expenditure and income control • Ability to work under pressure with strict deadlines • An in-depth knowledge of the requirements of the PFMA, Treasury Regulations, Supply Chain Management and related policies • Good interpersonal relations and communication skills • Good computer literacy skills (MS Excel and MS Word).

**DUTIES** : Exercise creditor control and control the payment of goods and services by means of the commitment register • Check and authorise completed payment advices related to services rendered or goods supplied • Exercise control over

receipt and deposit of state money • Manage petty cash and debtor control • Check and approve debt calculations and transactions to be effected on the BAS • Check and control debt documentation, Creditor reconciliation, GG Transport and Bank management • Check and control daily debits and credits received via ATC Safety Net • Check and control monthly bank reconciliation • Authorise transactions on ATC Safety Net • Check and control the monthly certificate of compliance and ensure that cash flow is correct at month end • Revenue collection: check and control reconciliation of revenue paid to the National Revenue Fund • Assist, analyse and prepare Annual Financial Statements • Exercise batch control • Report on and exercise control over asset and liability accounts • Supervise the work performance of subordinates by; inter alia, allocating and controlling work and maintaining office discipline.

**ENQUIRIES**

:

Mr N Fabricius TEL: (012) 352 1080

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered to 116 Proes Street, Batho Pele House, cnr Proes & Schubart Street, Pretoria 0001. Faxed and e-mailed application will not be considered.
- FOR ATTENTION** : Mr T Ntsiko
- CLOSING DATE** : Monday, 19 July 2010
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have been contacted by the DPSCA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

## MANAGEMENT ECHELON

- POST 27/46** : **CHIEF DIRECTOR: LABOUR RELATIONS AND NEGOTIATIONS REF NO: 0012**  
Job Purpose: The Department of Public Service and Administration represents the State as Employer in the Public Service coordinating Bargaining Council. Applications are invited for this high profile position of Chief Negotiator on behalf of the State as Employer. The position may be offered on a permanent or contract basis.
- SALARY** : All inclusive package of R790 953 per annum level 14. Annual progression up to a maximum salary of R959 871 is possible subject to satisfactory performance. The all inclusive remunerative package consists of a basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree or an equivalent on NQF level 6. Extensive managerial experience. Proven ability to innovate. Highly developed negotiation, communication and liaison skills. Knowledge of the role of the State as Employer in the RSA as a Developmental State. Must be conversant with Public Service negotiation issues and have strong leadership qualities coupled with a proven track record on negotiations in a highly unionised environment.
- DUTIES** : Lead the government team in negotiating conditions of service for the public service in the Public Service Coordinating Bargaining Council, on the authority of the Minister and in close co-operation with the departmental policy sections. Develop and advise on, negotiation strategies and approaches aimed at advancing the interests of the State as Employer and promote sound labour relations in the public service. Obtain mandates from the Minister for the Public Service and Administration and advise the Mandating Committee on negotiation tactics and strategies. Provide advice and co-ordinate approaches to negotiations with relevant government sectoral and departmental negotiation teams and various sectoral and departmental structures. Monitor progress in the various sectoral and departmental bargaining structures. Ensure implementation of agreements arising from the Public Service Coordinating Bargaining Council and the General Public Service Sector Bargaining Council. Manage programmes/projects and budgets of the Component: Negotiations and Labour Relations and provide strategic leadership. Develop and maintain Labour Relations Policies and frameworks. Advise the Minister, Director-General and management about transformation and restructuring issues in the public service. Monitor, evaluate and report on overall implementation of transformation and restructuring programmes in national departments/provincial administrations and

**ENQUIRIES**  
**NOTE**

advise on corrective action. Participate in national strategic projects of Government.

: Dr Alex Mahapa, tel. (012) 336 1487

: The candidates will be subjected to a competency assessment battery as part of the selection process. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. It is the intention of the DPSA to promote representation through the filling of its posts. The candidature of applicants from designated groups especially people with disability will receive preference.

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

*The main focus of the Department of Science and Technology is on implementing the national research and development strategy. The strategy is implemented through an integrated approach that includes human resource development, knowledge generation, investment in science and technology infrastructure, and the strategic management of the public science and technology system. To assist us in achieving our goals, we wish to appoint dynamic individuals in the following positions in our head Office in Pretoria:*

**APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on "Careers" then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to [help@jonti.co.za](mailto:help@jonti.co.za) or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and Application Letter to [HRHelpdesk@dst.gov.za](mailto:HRHelpdesk@dst.gov.za) or by post to The Chief Director: Human Resource Private Bag X894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building, 52 Meiring Naude Road, Brummeria

**CLOSING DATE**

23 July 2010

**NOTE**

: Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document, current payslip if currently working and references. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. SMS members (Level 13 to 16) will be subjected to competency assessments. On assumption of duty, they will have to enter into performance contracts and sign declaration forms.

**OTHER POST****POST 27/47**

: **SENIOR REGISTRY CLERK**  
Office of the Director-General

**SALARY**

: R105 645 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A national senior certificate or equivalent qualification coupled with 1 year relevant experience. The incumbent must be computer literate and have good verbal and written communication skills. Knowledge of directives and procedures of a registry, messenger services, filing and record systems as well as archiving. Good interpersonal relations, computer literacy, planning and time management skills. Ability to work under pressure, as part of a team and pay attention to detail. A driver's licence will be an added advantage. Incumbent must be willing to undergo screening for security clearance and perform sessional duties in Cape Town.

**DUTIES**

: Key Performance: AREAS An energetic person is required to provide administrative support in the office of the DG. The incumbent will execute a variety of administrative tasks: Filing, copying, and recording of all correspondences received and sent out; maintenance and updating of signed submissions and memos on the electronic database; maintenance of office equipment and ordering stationery; receive and dispatch of documents/mail; providing messenger services for the office; arrange catering and venues for meetings and give support to the DG and senior managers when in Cape Town. Handling of the switchboard. Perform any other duties as instructed by the Director in the office of the DG.

**ENQUIRIES**

: Ms B Malabi 012 843 6827

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 23 July 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## MANAGEMENT ECHELON

- POST27/48** : **DIRECTOR: MEDIA RELATIONS & CONTENT DEVELOPMENT**  
Chief Directorate: Communications
- SALARY** : R615 633 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree or equivalent qualification plus credible appropriate experience in the media field. Knowledge of the social development sector as well as national and international political developments and trends. Knowledge/experience of the government communication policies, programmes and strategies. Knowledge of formal and non-formal communication approaches. Willingness to travel. A valid code 08 drivers licence. It will be compulsory for a successful candidate to go through vetting process as to maintain confidentiality. Competencies needed Proven leadership, management and multiple project management skills. Excellent media skills (local & international print, radio and television). Advanced written and verbal communication skills (including editing and report writing skills). Well developed strategic planning and organizing skills. Good interpersonal skills. Computer literacy. Presentation skills. Analytical and research skills. Financial Management skills. Excellent internal/external networking skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Patient. Friendly & trustworthy.
- DUTIES** : Develop, implement and monitor media, strategies, plans and programmes. Provide content development function for the Minister, Deputy Minister and DSD. Manage intergovernmental relations. Attend, record and follow up on decisions taken at the Minister and Deputy Minister's meetings. Accompany the Minister and Deputy Minister on all visits, domestic or international.
- ENQUIRIES** : Mr M Mathebula, Tel: (012) 312 7654

## OTHER POST

- POST 27/49** : **DEPUTY DIRECTOR: CLUSTER LIAISON**  
Directorate: Population and Development Programmes
- SALARY** : R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree in the Social Sciences (or equivalent qualification) plus credible experience. Sound knowledge of population and development issues. Competencies needed Financial management skills. Project management skills. People management and leadership skills. Communication (written, verbal, negotiation and liaison) skills. Planning and organising skills. Computer user knowledge and experience. Attributes: Ability to work under pressure. Ability to work in a team and independently. Patient. Friendly & trustworthy.



**DUTIES**

: Initiate, develop, implement and manage integrated population and development programmes / projects within the Department, other government departments, provinces, clusters at national level and local government. □ Liaise with government departments, civil society, non-governmental organisations and community-based organisations regarding population and development programmes. □ Develop and maintain a database on population and development capacity building needs of government departments. □ Plan and facilitate workshops for government departments and other stakeholders around population and development issues. □ Attend and give inputs on behalf of the Department at fora and seminars where population issues are discussed □ Sensitise government departments and their collaborating partners regarding technical support and expert service available to enhance population policy implementation. □ Facilitate strategic social cluster human resource development for population and development.

**ENQUIRIES**

: Ms L van Staden Tel no: (012) 312 7408

**THE PRESIDENCY**

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue.
<b><u>CLOSING DATE</u></b>	:	23 July 2010
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

**OTHER POSTS**

<b><u>POST 27/50</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROTOCOL AND CEREMONIAL SERVICES</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum
<b><u>CENTER</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate and appropriate Diploma in Office Management or Secretarial. Good communication skills (both verbal and written) sound interpersonal skills and computer Literacy. Good record management skills and be familiar with Information Documentation System (IDMS), sound organizational skills and good minute taking ability, Ability to work effectively and efficiently under pressure, and be a team player. Good understanding of government operations. Computer literacy and a valid Driver's license.
<b><u>DUTIES</u></b>	:	Liaise with travel agents for travel arrangements, Support the Protocol and Ceremonial Services unit with administration, Update and maintain all guest lists (Database), Perform secretarial duties as and when required, Compile and send out Invitations or notices of meetings, workshops, arrange catering for meetings, taking of minutes during meetings, responsible for letters of acknowledgements for general correspondence for officials within the unit of Protocol and Ceremonial Services.
<b><u>ENQUIRIES</u></b>	:	Mr Doctor Lembede Tel (012) 300-5421
<b><u>POST 27/51</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (DEBT)</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R87 978 per annum, Level 5
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate with Accounting or equivalent qualifications with relevant experience in Debt Management. Knowledge of BAS, PERSAL, PFMA and Treasury Regulations. Computer literacy, good communication skills and analytical skills. Ability to work under pressure and meet strict deadlines.
<b><u>DUTIES</u></b>	:	Capture all debts, debt amendments and journals. Create files for all debts created. Prepare and send registered notification and follow up letters for debt recovery. Follow up on outstanding debts daily. Keep debt records property. Complete debt route form. Capture Persal deductions relating to debt. Update debt spreadsheet daily. Clear Debt suspense and Debt related Persal exceptions. Perform any other reasonable tasks.
<b><u>ENQUIRIES</u></b>	:	Ms N Mtwa: 012 300 5920

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

*The Department reserves the right not to appoint any applicant in these positions and reserves the right to conduct pre-employment security screening. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.*

**CLOSING DATE** : 23 July 2010  
**NOTE** : All applications must be submitted on Z83 form obtainable from any Public Service Department and must be accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number, the post for which being applied and the media advertised the post and forwarded to the address below. NB: No faxed, e-mailed or late applications will be considered. Applicants may be subjected to practical assessment. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

**OTHER POSTS**

**POST 27/52** : **MEDICAL CLINICAL MANAGER GRADE 1 REF NO: G1MCM/MH/001/07/10**

**SALARY** : R596 934 - R 662 502 per annum (Notch determined by experience; salary package plus IRSD Nodes.)  
**CENTRE** : Madwaleni Hospital  
**REQUIREMENTS** : MBChB or recognised equivalent University qualification, Proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, 10 years experience post community service as a Medical Practitioner, Must have managerial skills, community skills and ability to work in a multi-disciplinary team. A valid drivers' licence (Code 08 or Code B), Computer literacy.

**DUTIES** : Diagnose and evaluate patients state of health including physiological and physical health, undertake ongoing care of individual patients to allow for continuity in medical care, Provision of all Medical Service , deal with all medical emergencies, Execute all duties, provide support and supervision to junior medical staff in an effective and responsible manner in line with the Department of Health's strategic intent and within the prescripts of applicable legislation, deliver customer service in line with the Principle of Batho Pele.

**ENQUIRIES** : Ms.Nene N @ 043 707 6748  
**APPLICATIONS** : Should be forwarded to 19 St James Road, Private Bag X 002, Southernwood, East London, 5213

**POST 27/53** : **MEDICAL CLINICAL MANAGER GRADE 1 REF NO: G1MCM/BH/002/07/10**

**SALARY** : R 596 934 –R 662 502 per annum (Notch determined by experience as OSD; Salary package plus IRSD Nodes.)  
**CENTRE** : Butterworth Hospital  
**REQUIREMENTS** : MBChB or recognised equivalent University qualification, Proof current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, 10 years experience post community service as a Medical Practitioner, Must have managerial skills, community skills and ability to work in a multidisciplinary team, A valid driver's licence (code 08 or code B), Computer literacy.

**DUTIES** : Diagnose and evaluate patients' state of health including physiological and physical health, undertake ongoing care of individual patients to allow for continuity in medical care, Provision of all Medical Service, deal with all Medical emergencies, Execute all duties, provide support and supervision to junior medical staff in an effective and responsible manner, in line with the Department of Health's strategic intent and within the prescripts of applicable legislation, deliver customer service in line with the Principle of Batho Pele .

**ENQUIRIES** : Ms.Nene N @ 043 707 6748  
**APPLICATIONS** : Should be forwarded to 19 St James Road, Private Bag X 002, Southernwood, East London, 5213

**POST 27/54** : **MEDICAL OFFICER: FORENSIC PATHOLOGY SERVICES GRADE III REF NO: G3MOFPS/QLAB/003/07/10**

**SALARY** : R554 109 - R 579 420 per annum (plus benefits)

**CENTRE** : Queenstown Forensic Pathology Services Laboratory

**REQUIREMENTS** : MBCHB or Equivalent qualification, Minimum of 10 years experience less than that will determine salary remuneration different to the one given above, Diploma in Forensic Pathology will be an added advantage, Valid drivers' licence (minimum code 08) and preparedness to drive extensive distance (day/night), At least three years post registration as a Medical Officer, Current registration with HPCSA as a Medical Officer Practitioner, Ability to interpret and apply policies with regard to Forensic Pathology Services, Prepared to assist in other Forensic Pathology Laboratories within Queenstown Region when required to do so by the management, Ability to achieve and maintain good interpersonal and working relations with staff and stake holders, Be prepared to work 8 hrs a day, 40 hrs a week in his work place from 08:00-16:30 from Monday to Friday as well overtime, Be prepared to sign attendance register in the for time in and time out, Not to perform any private practice during period of employment without prior authorisation, Preparedness to work overtime whenever there is a need.

**DUTIES** : To attend the crime scene when required during working hours and after hours, To conduct a medico legal examination on human bodies died out of unnatural causes, Collection, packaging, labelling and preservation of physical evidence required for adjudication processes as well as any specimens thereof needed for the determination of apparent cause of death, Developing, completing and signing of post mortem reports and any other documentation from the department or relatives that concerns the post mortem done, Liaison with the SAPS personnel with regard to required field of investigation during autopsy, Liaise with the Forensic Pathology Specialist in rendering an effective and efficient autopsy process in accordance with the set standards and guidelines including the dissection, evisceration and subsequent suturing of the corpses, Liaison with the Forensic Pathology Officers during autopsy, Supervise and evaluate performance in respect of Principal Medical Officers within the institution, Compilation of monthly, quarterly and annually statistics of post mortems done per Medical Officer within the institution, Ensuring a caring and kind interaction with bereaved families, Ensure a proper waste and laundry management according to Occupational Health and Safety regulations, Giving of evidence in court when required, Report and be under the supervision and management of the Mortuary Manager, Render and efficient support to the Mortuary Manager with regard to operational management of the Forensic Pathology Services.

**ENQUIRIES** : Mr. VL Bebula @ 045 838 1715/ 083 378 0218

**APPLICATIONS** : Should be forwarded to Department of Health Forensic Pathology Services, P.O Box 1024, Queenstown, 5320

**POST 27/55** : **MEDICAL OFFICER GRADE 3 REF NO: G3MO/SH/004/07/10**

**SALARY** : R 491 892 per annum GR3 (A portion of the package can be structured according to the individuals 'needs)

**CENTRE** : Settlers Hospital

**REQUIREMENTS** : Current registration with HPCSA as a Medical Practitioner, At least 6 years' post Community service clinical experience in a district Hospital and four years in an administration position in a District Hospital, Sound knowledge of Public Service Administration legislation, as well as administrative, budgetary and management procedures, Sound knowledge of PFMA and Treasury Regulations, A valid code 08 (E/EB) drivers licence, Computer literacy essential , Confirmation to contract into commuted overtime, Good communication skills and supervisory skills, HIV Management and or Obstetrics will be an added advantage, Experience in developing and monitoring and evaluating clinical services.

**DUTIES** : Ensuring that quality control systems are put in place and maintained, Oversight and strategic guidance in terms of rendering of clinical services in the following departments: Social Services, Occupational Therapy services, Pharmaceutical services, Physiotherapeutic services, clinical laboratory service, Ensure compliance with all departmental policies and procedures, Manage key performance areas of Medical Service division.

**ENQUIRIES** : Dr. N Qupe/ Mrs B.C Moyake @ 046 622 2215

**APPLICATIONS** : Should be forwarded to Settlers Hospital, Private Bag X 1007, Grahamstown, 6140

**POST 27/56** : **MEDICAL OFFICER: FORENSIC PATHOLOGY SERVICES GRADE II REF NO: G2MOFPS/QLAB/005/07/10**

**SALARY** : R470 406- R 484 623 per annum  
**CENTRE** : Queenstown Forensic Pathology Services Laboratory  
**REQUIREMENTS** : MBCHB or Equivalent qualification, Minimum of 5 years experience, experience less than that will determine salary remuneration different to the one given above, Valid drivers' licence (minimum code 08) and preparedness to drive extensive distance (day/night), At least three years post registration as a Medical Officer, Current registration with HPCSA as a Medical Practitioner, Ability to interpret and apply policies with regard to Forensic Pathology Services , Prepared to assist in other Forensic Pathology Laboratories within Queenstown Region when required to do so by the management, Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, Be prepared to work 8 hrs a day, 40 hrs a week in his work place from 08:00 to 16:30 from Monday to Friday as well as overtime, Be prepared to sign attendance register in the for time in and time out, Not to perform any private practice during period of employment without prior authorisation, Preparedness to work overtime whenever there is a need

**DUTIES** : To attend the crime scene when required during working hours and after hours, To conduct a medico legal examination on human bodies died out unnatural causes, Collection, packaging, labelling and preservation of physical evidence required for adjudication processes as well as any specimens thereof needed for the determination of apparent cause of death, Developing, completing and signing of post mortem reports and any other documentation from the department or relatives that concerns the post mortem done, Liaison with the SAPS personnel with regard to required field of investigation during autopsy, Liaise with the Chief Medical Officer in regarding an effective and efficient autopsy process in accordance with the set standards and guidelines including the dissection, evisceration and subsequent suturing of the corpses, Liaison with the Forensic Pathology Officer during autopsy, Ensuring a caring and kind interaction with bereaved families, Ensure a proper waste and laundry management according to Occupational Health and Safety regulations, Giving of evidence in court when required, Report and be under the supervision of the Chief Medical Officer, Render and efficient support to the Mortuary Manager with regard to operational management of the Forensic Pathology Services

**ENQUIRIES** : Mr. VL Bebula @ 045 838 1715/ 083 378 0218  
**APPLICATIONS** : Should be forwarded to Department of Health Forensic Pathology Services, P.O Box 1024, Queenstown, 5320

**POST 27/57** : **CHIEF ENGINEERING MEDICAL GAS MAINTENANCE REF NO: CEMGM/BHO/006/07/10**

**SALARY** : R448 521 per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : Tertiary qualification (e.g. National Diploma (T/N/S-Stream), National Higher Diploma, Degree) in Mechanical Engineering or over 10 years experience in Medical gas installation and maintenance as technician, 3 years Medical gas supervisory experience, Registration with ECSA would be an added advantage, Extensive knowledge of OHSAct, and SANS and related industry legislation, Hands-on knowledge of medical gas installation and repairs to medical gas apparatus and fittings, Knowledge of composition, behaviour and effects of medical gases e.g. Oxygen, enternox medical air etc. An applicant should have a clean record.Computer literacy in particular Microsoft Office including spreadsheets, Financial management, Ability to operate on a strategic and operation level, Certification and ability to train new technicians.

**DUTIES** : Assist in the development of maintenance strategy and protocol as pertains to medical gas maintenance and installation and in line with relevant legislation, Ensure planned preventative an corrective maintenance are executed as per approved protocols at all institutions, Ensure that SANS, and other relevant standards and other practices are adhered to in the maintenance, modifications and new installations, Reduce turnaround in the repairs and unpredictable systems faults to medical gas installations to acceptable standards, Supervision of technicians and other technical managers, Carry out estimates and develop specifications for all outsourced work, Manage quality of all installation projects and repair work, Liaise with external service providers in order to ensure efficiencies in the delivery of medical gasses, Recommend and monitor expenditure on medical gas budget, Provide input and representation in all stakeholders meetings as per delegate authority, Manage communication and problems emanating from the institutions and provide technical assistance,

Manage staff compliment and continuously develop staff and build up succession plans, Compile and manage annual operational plans and budgets for the Engineering Sub-Directorate

**ENQUIRIES** : Mr. T.Mosese @ 040 608 1180

**APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville , King Williams Town, 5600

**POST 27/58** : **PHARMACY ASSISTANT MANAGER REF NO: PAM/MH/007/07/10**

**SALARY** : R430 206 per annum

**CENTRE** : Midland Hospital

**REQUIREMENTS** : Diploma Pharm/BSc. Pharm./B.Pharm, Registration with SAPC, A minimum of 7 years appropriate experience after registration as a pharmacist with SAPC, Good communication, interpersonal skills, Good computer skills (Ms Word and Excel), Ability to work in a team, Good understanding of the National Drug Policy and good Pharmacy practice guidelines, Sound knowledge of the Pharmacy Act and the related substance act.

**DUTIES** : Develop and manage the pharmaceutical budget and monitor expenditure, Provide expert advice on selection and procurement of pharmaceutical, medical and surgical supplies, Ensure implementation of the down referral system, Implement the essential drug Programme, Supervise pharmaceutical care to hospital patients by implementing monitoring work procedures, policies and guidelines, Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals, Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceutical within the pharmacy and hospital, Assist with the training, education and development of pharmacy staff and other health workers, promoting of Public Health, Report to Pharmaceutical and clinical manager in respect of general issues of Pharmacy, General control and assessment of staff, Recruitment and Retention of Pharmacy personnel, Assist in the implementation of Provincial comprehensive HIV/AIDS care and treatment plan (ARV's)

**ENQUIRIES** : Mrs. MM de Vos @ 083 378 0076

**APPLICATIONS** : Should be forwarded to Midland Hospital, Private Bag X 696, Graaff-Reinet, 6280

**POST 27/59** : **MEDICAL OFFICER GRADE 2 REF NO: G2MO/SH/008/07/10**

**SALARY** : R 423 846 per annum Gr2 (A portion of the package can be structured according to the individuals' personal needs)

**CENTRE** : Settlers Hospital

**REQUIREMENTS** : Current registration with the HPCSA as a Medical Practitioner, Minimum educational qualification –MBChB or equivalent, A minimum of five years' experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner, three years of which should be in a district hospital environment, Valid certificates of service, Unendorsed drivers' licence, Independent decision-making and problem solving skills, Recommendations : Diploma in Anaesthesia, Experience in management of medical emergencies and poly-trauma, Experience in clinical medico-legal activities, Must contract into commuted overtime.

**DUTIES** : Manage all clinical cases (both inpatient and outpatient departments. Forensic examination of sexual abuse cases, assaults and drunken driving cases, Support with clinical management planning and organisation of services, Supervise and train community service medical officers, Be involved in research projects at hospital and clinics.

**ENQUIRIES** : Dr. N Qupe/Mrs. BC Moyake @ 046 622 2215

**APPLICATIONS** : Should be forwarded to Human Resources Department, Middle Manager: Health, Settlers Hospital, Private Bag X 1007, Grahamstown, 6140

**POST 27/60** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH SERVICES REF NO: DDEHS/BHO/009/07/10**

**SALARY** : R407 772 per annum

**CENTRE** : Bisho Head Office

**REQUIREMENTS** : B.Tech Degree in Environmental Health, Current registration with South African Professional Health Council as an Environmental Health Services Management in Environmental Health Services at least at an Assistant Director Level or equivalent drivers' licence, Computer literacy.

**DUTIES** : To manage and coordinate the environment health services for the province of the Eastern Cape. Port Health Services, Hazardous substances control,

Medical Waste Management, Environmental Health Information Management, Monitoring and Evaluation of Municipal Health Services, Development of Environmental Health Policies, Development of Manuals and Guidelines for environmental health, Outbreak response preparedness.

**ENQUIRIES** : Mr Alan Wild @ 040 608 1711/083 378 0142  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville, King Williams Town, 5600

**POST 27/61** : **SUB-DISTRICT MANAGER REF NO: SDM/MSD/010/07/10**

**SALARY** : R378 456 per annum  
**CENTRE** : Mquma Sub-District  
**REQUIREMENTS** : An appropriate Degree/ Diploma in Administration, Human Resource Management, Equivalent qualification with 3 years, preferable in a Health related field, At least five (5) years in a managerial position, Strong communication, leadership and team building skills, Good knowledge of Public Service Regulations and Public Financial Management Act , Computer literacy and valid drivers' licence.

**DUTIES** : Responsible for the implementation, monitoring and evaluation of the District Health Systems with specific focus on Primary Health Care Programmes (PHC) in clinics, Community Health Centre an Community Outreach Programmes, Coordinate and ensure the provision, monitoring and evaluation of the PHC Programmes at LSA level, Prepare and monitor annual budgets for PHC service provision at the institutions, Responsible for preparing of District Health Plans, Operational Plans, District Health Expenditure Reviews and subsequent reporting, Coordinate the implementation of the District Health Information Systems, Liaise with District Hospital Clusters to facilitate cooperation, Liaise with other Government Departments and Stakeholders to facilitate Inter-Sectoral Collaboration, Coordinate and ensure community participation in health service.

**ENQUIRIES** : Ms.Nene N @ 043 707 6748  
**APPLICATIONS** : Should be forwarded to 19 St James Road, Private Bag X 002, Southernwood, East London, 5213

**POST 27/62** : **HEALTHCARE TECHNOLOGY CHIEF PLANNER REF NO: HCTCP/BHO/011/07/10**

**SALARY** : R 378 456 per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Electronics or Clinical Engineering, plus 3-5 years post qualification experience gained in a Healthcare Technology Management Environment, 3-5 years must have been spent in a hands-on clinical/medical equipment repairs and maintenance environment, Knowledge of Healthcare Technology Management preferably theoretical and practical implementation skills, The candidate will be involved in overseeing the planning and commissioning of clinical equipment installations, Registration with ECSA as a Technologist would be an added advantage, Computer literacy, Knowledge of OHS Act, industry standards and norms and other relevant national and international legislation. An applicant should have a clean record. Computer literacy in particular Microsoft Office including spreadsheets, Financial Management, Project Management, Ability to effectively implement operational plans.

**DUTIES** : Assist the Manager HTM in quantifying needs for equipment, equipment-related supplies, and associated services (according to procedures) and submit them to the SCM Unit, Assist the Manager HTM in the development of generic specifications and bid documentation and oversee the annual updating of specifications, The candidate will also be involved in overseeing the planning and commissioning of high end clinical equipment and purchases initiated and procured by Head Office, Ensure compliance to laws, regulations, policies and guidelines regulating the management of Healthcare Technology, this will include assisting the Manager HTM in the establishment of policies and guidelines in line with acceptable industry standards ( national and suitable international) and National law, regulations and policies, Manage the transversal clinical equipment (critical and life support ) maintenance SLA's and related repairs and PPM activities in order to maintain and enhance reliability and availability of critical equipment, Perform regular inspections and monitoring of PPM and other related activities in the regions allocated and provide ongoing technical support to institutions within the Districts., Assist the manager HTM in the development and management of budgets and expenditure, Recommend and monitor expenditure on Medical equipment and devices, Monitor

**ENQUIRIES** : Mr. T.Mosese @ 040 608 1180

- APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville , King Williams Town, 5600
- POST 27/63** : **MEDICAL OFFICER 4 POSTS REF NO: MO/MKMH/012/07/10**
- SALARY** : R 365 217 –R 411 411 per annum (Grade 1: No experience)  
R 423 846- R 477 462 per annum (Grade 2: 5 years experience as Medical officer after registration with HPCSA as Medical Practitioner)  
R 405 333 –R 484 623 per annum (Grade 2: 7 years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner)  
R 491 892-R 579 420 per annum (Grade 3: 10 years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner)
- CENTRE** : Madzikane Ka Zulu Memorial Hospital
- REQUIREMENTS** : MBChB Degree, Registration Certificate with the HPCSA as a Medical Practitioner, Current registration with the HPCSA as a Medical Practitioner
- DUTIES** : Provision of quality patient for all patients, Examine, investigate, diagnose, and oversee the treatment of patients, Provide medicine related information to clinical staff as may be required, Participate in communicable health programmes and ensure the relevant patient statistics are maintained to facilitate proper decision making, Maintain accurate health records in accordance with legal/ethical consideration, Promote Batho Pele in execution of duties for effective service delivery, Give Medico scientific explanation within the scope of practice.
- ENQUIRIES** : Ms. WC Zitha @ 073 296 5587
- APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090
- POST 27/64** : **PHARMACIST GRADE 2 REF NO: G2P/013/07/10**
- SALARY** : R349 263 per annum
- CENTRE** : Tayler Bequest Hospital (Matatiele)
- REQUIREMENTS** : A Bachelor's Degree in Pharmacology, A minimum of 5 years experience as a Pharmacist Post Community Service, Must be able to work in a rural area, Current registration with the Pharmacy Council, Computer literacy and a valid drives licence will be an added advantage, In-depth knowledge of Good Pharmacy Practice (GPP), Good dispensing Practice (GDP) and Essential Drug List (EDL), Good planning and organizational skills.
- DUTIES** : Provide quality pharmaceutical services, Implement policies, protocols and procedures in line with legislation and good pharmacy practice, Plan and organise functions to allow for a smooth flow of pharmaceutical services, Supervise pharmacy assistants and ensure that the work is done in accordance with the agreed standards, Responsible for budgeting and of medicine/drugs and the monitoring thereof, Assist management to implement and monitor the projects geared towards effective service delivery, Engage in effective communication and interactions between departments, personal and other service providers in order to render quality service, Keep abreast with professional health related matters, Maintain a healthy and safe working environmental in line with the Occupational Health and Safety standards.
- ENQUIRIES** : Mrs. R Kok @ 039 737 3107
- APPLICATIONS** : Should be forwarded to Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730
- POST 27/65** : **PHARMACIST GRADE 1 REF NO: G1P/MKMH/014/07/10**
- SALARY** : R311 454 per annum
- CENTRE** : Madzikane Ka Zulu Memorial Hospital
- REQUIREMENTS** : Basic qualification accredited with South African Pharmacy Council( SAPC) that allows registration with the SAPC as a Pharmacist, Registration with SAPC , Understanding of HIV and AIDS comprehensive treatment plan and pharmacovilance, Computer literate, counselling and good interpersonal skills.
- DUTIES** : Ensure proper drug supply management acquisition, repacking manufacturing, compounding, distribution, storage, use of medicine and supervision, Implementation of standard operating procedures, good pharmacy practice, norms and standards, Evaluate medicine needs and budget control, Counselling patients to ensure optimal compliance with use of medication, Provide advice and support to patients and other health care professionals regarding pharmaceutical issues, Address pharmacovigilance and drug related issues such as interactions and drug metabolism, Provide support and training to pharmacist assistants, Ensure uninterrupted supply of ARV in the site.
- ENQUIRIES** : Ms. WC Zitha @ 073 296 5587



- APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090
- POST 27/66** : **PHARMACIST GRADE1/2/3 REF NO: P/SH/015/07/0**
- SALARY** : R302 319- R 423 846 per annum GR1-3  
**CENTRE** : Settlers Hospital ( Grahamstown)  
**REQUIREMENTS** : Registration with the South African Pharmacy Association as a Pharmacist, Understanding of the National Drug Policy and Good Pharmacy Practice, Guidelines and laws pertaining to Pharmacists, Experience required: 1-5 years (Grade 1): 6-12 years (Grade 2): 13 years or more (Grade 3). Good interpersonal and communication skills, Ability to work as part of a multi-disciplinary team can maintain a high standard of professionalism, Computer literacy in MS Office, A valid code E/EB driver
- DUTIES** : Manage the hospital pharmacy and pharmaceutical budget, Order and dispense medicine, Maintain cold chain and safe storage of scheduled drugs, Monitor rational use of pharmaceuticals by the subscribers and customers, Ensure that good pharmacy standards are maintained, Support the training of Pharmacist Assistants and the implementation of the comprehensive care, management and treatment of HIV and AIDS including Anti-Retroviral, Treatment, Implement norms and standards of general pharmacy practice based on National Provincial and Institutional guidelines, Assist with Drug Supply Management (Inventory management and record keeping) , Monitor and promote rational drug use and pharmaceutical care (drug utilization reviews and patient care plans)
- ENQUIRIES** : Mr. D Scott/Mrs B.C Moyake – 046 622 2215  
**APPLICATIONS** : Should be forwarded to Settlers Hospital, Private Bag X1007, Grahamstown, 6140
- POST 27/67** : **PHARMACIST GRADE 1 REF NO: P/NH/016/07/10**
- SALARY** : R302 319per annum  
**CENTRE** : Nompumelelo Hospital  
**REQUIREMENTS** : A four year Bachelor's Degree in Pharmacy or equivalent qualification in Pharmacy, Current registration as a Pharmacist (Proof must be provided), Experience in Pharmaceutical Services in the Public Sector of at least 3 years post qualification, Knowledge of scope of Pharmacy Practice, In-depth knowledge of Good Pharmacy Practice(GPP), Good dispensing Practice (GDP) and essential Drug list (EDL). Knowledge of Anti-retroviral Therapy, Knowledge of applicable Legislation.
- DUTIES** : Provide quality Pharmaceutical services, Implement Policies, protocols and procedures in line legislation and good Pharmacy practice, Plan and organise functions to allow for a smooth flow of Pharmaceutical services, Supervise Pharmacy assistants and ensure that the work is done in accordance with the agreed standards, Responsible for budgeting and ordering of medicines/drugs and the monitoring thereof, Assist management to implement and monitor the projects geared towards effective service delivery, Engage in effective communication and interaction s between departments personal and other service providers in order to render a quality service, Maintain a health and safe working environment in line with the Occupational Health and safe standards.
- ENQUIRIES** : VC Nompunga @ 040 673 3321  
**APPLICATIONS** : Should be forwarded to Nompumelelo Hospital, Private Bag X 13, Peddie, 5640
- POST 27/68** : **OPERATIONAL MANAGER 10 POSTS REF NO: OM/MSD/017/07/10**
- SALARY** : R287 745 per annum  
**CENTRE** : Sundwana, Qwaninga, Mpame,Kotyana,Hobeni, Nqabeni, Nqabara Dutywa, Mahasana, Gwadu and Bolotwa  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing ) or equivalent qualification that allows registration with the SANC as a Professional Nurse, Proof of current registration with SANC as a Professional Nurse and Midwife, A post basic nursing qualification with duration at least 1 year accredited with SANC in one of specialities communication and organizational skills, A minimum of 5-10 years experience as a Professional Nurse working in the clinic, Computer literacy and possession of a drivers licence will be an added advantage, Service record must be attached for easy reference.
- DUTIES** : Provide quality nursing care services, Supervise nursing staff within relevant units, Implement appropriate measures and system, Identify client needs and make provision for needs, Develop and ensure effective implementation quality assurance programme for unit , Promote safe and health work practices in line

with the applicable legislation, Adopt a multidisciplinary approach to patient care, Ensure optimal utilization of human resource, Ensure staff duties are allocated and organized in accordance with the scope of practice, Provide clinical care training of health Professional as assigned to the unit.

**ENQUIRIES** : Mrs. XO. Bushula @ 047 489 2410/16  
**APPLICATIONS** : Should be forwarded to Mbashe Sub-District Area, Private Bag X 1232, Dutywa, 5000 or hand delivered to Public Works Premises next to Kunene Funerals

**POST 27/69** : **PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: PCQA/OH/018/07/10**

**SALARY** : R240 318 per annum, Level 10  
**CENTRE** : Orsmond TB Hospital (Nelson Mandela Metropolitan District)  
**REQUIREMENTS** : Grade 12 plus Diploma/ Degree in Quality Management or Tertiary Qualification in a Health related field, A qualification as professional nurse will require a registration with SANC and 7 years experience post qualification. Minimum of two years hands on actual exposure and high level implementation of quality assurance programmes, Leadership qualities with an understanding of the challenges facing delivery of quality health services in the Eastern Cape, Creative and Innovative thinker adaptable to change, Computer skills, A valid drivers' licence, Good interpersonal and reporting skills.

**DUTIES** : Planning for quality, Ensure implementation of service standards establishing and oversee functioning committee, Advisory and consultation role in quality management, Compiling performance and improvement report, Assessing customer satisfaction through customer surveys, complaints and the control thereof. Facilitating/conducting training on quality issues.

**ENQUIRIES** : Mrs. T Sogwedla @ 041 988 1111  
**APPLICATIONS** : Should be forwarded to Orsmond TB Hospital, 1 John Dissel Drive, Allanridge, Uitenhage, P.O. Box 246, Uitenhage, 6230

**POST 27/70** : **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS TREATMENT CARE AND SUPPORT (PN-A5) REF NO: CPCHA/NMM/019/07/10**

**SALARY** : R227 148 per annum (PN-A5)  
**CENTRE** : Nelson Mandela Metro  
**REQUIREMENTS** : Diploma/Degree in Nursing and Registration with SANC as Professional Nurse with 3-5 years experience in an ARV Site, Proven managerial/supervisory skills, Ability to work under pressure and display leadership skills, Knowledge of the Public Service framework, PMDS and Batho Pele Principles, Knowledge of VCT adherence counselling and ARV medication, Computer literacy, experience in HIV programmes and management of such programmes, Must be in possession of a valid drivers' licence.

**DUTIES** : Overall strategic planning coordinating and management of human resources material and financial resources for HIV/AIDS and ARV programme within the NMM District, Ensure provision of high-quality cost effective service for all clients, Facilitate in-service training to all categories of staff on issues related to HIV/AIDS management and staff needs. Promote inter-departmental HIV/AIDS committee in the health facilities, Ensure adherence to policies protocols. Legislation and standards in the provision of health care, Promote sound relations between management and staff working under your supervision, Ensure effective and efficient management of resources, To co-ordinate home/community base care related activities.

**ENQUIRIES** : Mrs. P. Makuluma @ 041 391 8162  
**APPLICATIONS** : Should be forwarded to the Attention: Mrs P Makuluma, Nelson Mandela Metro District, Private Bag X 28000, Greenacres, Port Elizabeth, 6057

**POST 27/71** : **OPERATIONAL MANAGER: NURSING REF NO: OMN/OH/020/07/10**

**SALARY** : R227 148 per annum  
**CENTRE** : Orsmond TB Hospital (Nelson Mandela Metropolitan District)  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a General Nurse or Midwife, Current registration with SANC, A minimum of seven years appropriate recognised experience in nursing after registration as a Professional nurse with the SANC in General Nursing.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, participate in the analysis, formulation of nursing guidelines, practices, standards and procedures, manage and monitor proper utilization of human, financial and physical resources, Develop a safe patients

care and therapeutic environment according to occupational health and safety requirements, infection control prescriptions, Implementation of Batho -Pele Principles, and patients, Rights Charter and responsibilities, co-ordinate and monitor the implementation 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 other stakeholders.

**ENQUIRIES** : Mrs. T Sogwedla @ 041 988 1111  
**APPLICATIONS** : Should be forwarded to Orsmond TB Hospital, 1 John Dissel Drive, Allanridge, Uitenhage, P.O. Box 246, Uitenhage, 6230

**POST 27/72** : **MCWH MANAGER REF NO: MCWHM/LLSAO/021/07/10**

**SALARY** : R227 148 per annum  
**CENTRE** : Lukhanji LSA Office  
**REQUIREMENTS** : Proof of current registration with the SANC as a General Nurse, Midwife and Community Health and Psychiatric nurse, A valid driver's licence, Knowledge of Acts and regulations governing the provision of PHC services, Must be a CPN with a minimum of 3-5 years experience in the PHC field which should include training and experience in EPL, reproductive health, IMCI, and other courses related to MCWH, also be able to train MCWH courses, The following will be strong recommendations: Diploma/Degree in Nursing Administration, Computer Literacy, Obstetric experience.

**DUTIES** : Ensure the provision of MCWH services of a high quality in all PHC facilities and District Hospitals, Monitor the progress of service delivery and take corrective action where necessary, Provide direct support and mentoring of all facilities and liaise with hospital to ensure smooth integration between hospital and PHC levels, Budget preparation for the programme and expenditure management in order to comply with the PFMA and treasury regulations, Planning for the programme and submissions of verbal and written reports.

**ENQUIRIES** : Mawethu Ndyalvane @ 045 8071100  
**APPLICATIONS** : Should be forwarded to Chris Hani District Office, P.O Box 1661, Queenstown, 5320

**POST 27/73** : **OPERATIONAL MANAGER: GENERAL REF NO: OMG/NH/022/07/10**

**SALARY** : R227 148 per annum GR 1  
**CENTRE** : Nompumelelo Hospital  
**REQUIREMENTS** : Nursing Degree/Diploma in General Nursing, Diploma in Midwifery/Psychiatry, Degree in Administration will be an added advantage, Current Registration with SANC as Professional Nurse, At least 5 years experience in Management position.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate Nursing care, Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures, Effective utilization of resources, human, financial and material resources, Promote effective communication within the unit, Ensure implementation of PMDS, Ensure nursing administrative duties, Effective planning of the ward.

**ENQUIRIES** : VC Nompunga @ 040 673 3321  
**APPLICATIONS** : Should be forwarded to Nompumelelo Hospital, Private Bag X 13, Peddie, 5640

**POST 27/74** : **OPERATIONAL MANAGER - NURSING 2 POSTS REF NO: OMN/MH/023/07/10**

**SALARY** : R227 148 per annum GR 1  
**CENTRE** : Marjorie Parrish TB Hospital  
**REQUIREMENTS** : Basic R425 qualification i.e. Degree/Diploma in Nursing or equivalent , Registration with the SANC as a Professional Nurse Grade 3, Qualification in Nursing Administration will be additional advantage grade , At least 7 years post registration with recent practical experience of a year in Hospital Ward environment, Proof of paid up registration at SANC, Strengthening of Quality Comprehensive Patient Care, Good communication skills, written and verbal, Strong leadership abilities and problem solving skills, must have the ability to perform under pressure, Knowledge in relevant legal requirements for nursing , Willingness to work night duty on rotational basis, Strong organizational skills, Familiar with code practice for nursing and for Public Sector, Willingness to work after hours and over weekends, Skilled in report writing, Basic computer skills.

**DUTIES** : Demonstrate and understanding of nursing legislation and related and ethical practices, Perform a basic clinical nursing practice and quality care in accordance of the scope of practice and nursing standards as determined by the

relevant health, Promote quality of nursing care as directed by the Professional scope of practices determined by the health facility, Determine effective communication with patience , supervisors and other clinicians including report writing, Work as part of multi-disciplinary team, To ensure good nursing, Able to manage own work and time and that of Junior colleagues to ensure proper nursing care in the unit, Ensure that unit adhere to Batho Pele Principles. Health care standards and legal requirements, Work effectively, co-operatively and amicable with people of diverse intellectual, cultural, racial or religious care include differences, Display a concern for patients, promotion and advocating basic care including awareness and willingness to respond to patients needs, requirements and expectations, Demonstrate a basic understanding for HR and Financial policies and practices, Maintain in-service for all categories of nursing staff.

**ENQUIRIES** : Mr. Z.W Meve @ 046 624 5306  
**APPLICATIONS** : Should be forwarded to Marjorie Parrish TB Hospital, Private Bag 154, Port Alfred, 6107

**POST 27/75** : **PROFESSIONAL NURSES 20 POSTS GRADE 3 REF NO: G3PN/MSD/024/07/10**

**SALARY** : R195 936 per annum  
**CENTRE** : Sundwana, Nqabeni, Msendo, Gwadu, Bolotwa, Fort Malan, Jingqi, Nkanya 2, Taleni, Soga, Mpame 2, Hobeni, Qwaninga 2 and Xhora CHC 4

**REQUIREMENTS** : Diploma/Degree in Nursing, current registration with SANC as Professional Nurse, Good communication skills, Ability to perform routine tasks and in multidisciplinary team, Appropriate of 3-5 years experience in the nursing category, Service record must be attached for easy reference.

**DUTIES** : Ensure provision of nursing care services, Supervise nursing staff within the institution, Implement appropriate measures and systems, Rendering of optimal nursing services, Implementation of the patient's right charter as well as the Batho Pele Principles at all times.

**ENQUIRIES** : Mrs. XO. Bushula @ 047 489 2410/16  
**APPLICATIONS** : Should be forwarded to Mbashe Sub-District Area, Private Bag X 1232, Dutywa, Dutywa, 5000 or hand delivered to Public Works Premises next to Kunene Funerals

**POST 27/76** : **ROFESSIONAL NURSE: SPECIALTY MATERNITY GRADE1 REF NO: G1PNNSM/NH/025/07/10**

**SALARY** : R195 936 per annum GR 1  
**CENTRE** : Nompumelelo Hospital

**REQUIREMENTS** : Diploma/Degree in General Nursing, Diploma in Midwifery, Experience in Maternity, At least 3-4 years experience as a Professional Nurse, Current Registration with SANC as Professional Nurse.

**DUTIES** : To provide quality nursing care in Maternity Ward, Planning and implementation of Nursing care plans of the patients, To utilize resources effectively in Maternity ward, Execute nursing administrative services.

**ENQUIRIES** : VC Nompunga @ 040 673 3321  
**APPLICATIONS** : Should be forwarded to Nompumelelo Hospital, Private Bag X 13, Peddie, 5640

**POST 27/77** : **ASSISTANT DIRECTOR: EXPENDITURE & PAYMENT MANAGEMENT REF NO: ADEP/ANHD/026/07/10**

**SALARY** : R192 540 per annum  
**CENTRE** : Alfred Nzo Health District

**REQUIREMENTS** : Relevant Degree/ Diploma in Finance/Management Accounting as an area of specialisation, Plus 3 years experience in the public sector, Experience and knowledge of the Public Finance Management Act (PFMA), Knowledge of BAS and Persal will be an added advantage, Proven strategic leadership ability, Through knowledge and understanding of the South African context, legislative environment Department of Health, Excellent communication skills (written & verbal). Basic computer skills (Ms Word, Excel & Power Point). A valid driver's licence

**DUTIES** : Effective and efficient management of: Reconciliation of accounts, Management of Supplier Payments, Management of accruals, To compile monthly reports, efficient strategic leadership and direction in ensuring change and transformation within the ambit of the service delivery plan and strategic intent of the Eastern Cape Department of Health, Institutionalize a culture of professionalism and commitment to service delivery. Ensuring optimal service delivery maintenance of quality standards, Facilitate implementation relevant

- legislation and Public Service Regulations, departments and composition thereof and support institutions, Understanding CSC and GPG business organization.
- ENQUIRIES** : Mr. M.V Bungane @ 083 378 2179  
**APPLICATIONS** : Should be forwarded to Corporate Service Centre, 81 Murray Street, Private Bag X 3515, Kokstad, 4700
- POST 27/78** : **ASSISTANT MANAGER: TB/HIV INTEGRATION-HIV & AIDS AND STI'S REF NO: AMTBHIHAS/BHO/027/07/10**
- SALARY** : R192 540 per annum  
**CENTRE** : Bisho Head Office  
**REQUIREMENTS** : At least 3 year experience in Clinical Management of tuberculosis and HIV/AIDS, Experience in supervision, monitoring and evaluation of TB and TB/HIV projects, Experience in training of health professionals and providing capacity building in the health field, Experience in preparation and analysis of work plans, reports (programmatic and financial), Experience in policy implementation, planning and program design. Basic knowledge of and experience in financial management and project management, Knowledge of and experience in information management principles (collection, collation, analysis and reporting), Good planning and organizational skills, Good communication skills, (written & verbal), Good interpersonal relations, Ability to function independently and as a member of team, Computer literacy (Ms Word. Excel and Power Point), Must be prepared to travel and work irregular hours, Valid drivers' licence.
- DUTIES** : To facilitate implementation of integrated TB/HIV prevention, treatment and care packages, To facilitate the dissemination of TB/HIV Integration sub-program, Compile and submit monthly and quarterly reports for the TB/HIV Integration sub-program, To facilitate the integration between the TB/HIV Integration sub-program with other Primary Health Care programs (TB, District Development), Liaise with NDOH & Districts and Sub-Districts to ensure effective TB/HIV Integration program implementation, To support and monitor availability of essential TB/HIV integration commodities (Isoniazid , Cotrimozole, Mantoux Tests)
- ENQUIRIES** : Ms. N Gaushe @ 040 608 1734/083 378 2399  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville, King Williams Town, 5600
- POST 27/79** : **ASSISTANT DIRECTOR: REHABILITATION REF NO: AD/KSDO/028/07/10**
- SALARY** : R192 540- R 232 590 per annum  
**CENTRE** : Kouga Sub-District Office  
**REQUIREMENTS** : Degree or National Diploma in Occupational/Speech/Physio Therapy, Paid-up registration with the relevant Health Professions Council, A minimum of three years experience in the field as a therapist, Knowledge of appropriate legislation. Good clinical assessment and diagnostic skills
- DUTIES** : Monitor the implementation of Rehabilitation Services in the Sub-District, Adherence to the Norms and Standards, Provide administration and Professional support to the Institution the sub-district, Manage and facilitate establishment of repair outlets for assistive devices, Facilitate training and development of health personnel, Facilitate the improvement of the management of Rehabilitation Centres.
- ENQUIRIES** : Mrs. E Moolman @ 041 408 8512  
**APPLICATIONS** : Should be forwarded to: The CSC Manager, Cacadu CSC, P.O Box 27667, Greenacres, Port Elizabeth, 6057
- POST 27/80** : **ASSISTANT DIRECTOR: HR REF NO: ADHR/MKMH/029/07/10**
- SALARY** : R 192 540 per annum (Level 9)  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : An appropriate Degree/National Diploma in Administration, Human Resources Management with 5 years experience in administration, of which years must be a proven supervisory experience in Human Resource, Experience on public health hospital will be an added advantage.
- DUTIES** : Provide technical advisory services to management, Render HR administration for the institution, Render financial performance and compliance, Ensure to adherence to and the implementation of audit principles in all operational functions pertaining to salary administration, Ensure effective document management. Monitor transversal systems (PERSAL) and ensure safety Measures are adhered to, Manage and effective and complaint pay roll management system, Ensure provision of and compliance with periodic reports,

Check completeness and approve transactions captured on PERSAL, Mentor and support HR salary administration practitioners, Manage the even distribution of transaction to be processed between practitioners, Administer institutional payroll, Administer employee tax administration and IRP5 functions.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/81** : **SENIOR STATE ACCOUNTANT: HIV& AIDS AND STI'S REF NO: SSAHAS/BHO/030/07/10**

**SALARY** : R 161 970 per annum  
**CENTRE** : Bisho Head Office

**REQUIREMENTS** : A relevant three year tertiary qualification in Auditing, Finance or Accounting, with 2-5 years relevant experience, Knowledge and understanding of Division of Revenue Act (Dora) Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP), Experience in the application of Public Finance Management (PFMA), Treasury Regulations and ability to use Basic Accounting Systems (BAS), Knowledge of legislations (PFMA, Treasury Regulations, Risk Management Framework, Standards for Professional practice of Internal Auditing), Knowledge of computerised Public Service Financial Management Systems. Self-motivated and willing to work under pressure , Good verbal and written communication skills with respect to interacting with management, clients, supervisees and co-workers in respect of procedural matters, Ability to write reports, memos and letters, Computer literacy (i.e. MS Word, Excel and Power Point), Ability to work as a team and under pressure.

**DUTIES** : Implement all policies related to financial control and fraud prevention process, Assist in compiling of monthly , quarterly and annual reports, Implement prevention plans to avoid fruitless and wasteful, irregular and unauthorised expenditure, Conduct inspections/audits on HIV & AIDS and STI's Directorate and Accounting cycles to obtain management assurances on the economy, efficiency and effectiveness of operations, internal financial control and compliance with applicable laws and regulations, Facilitate implementation of procedures and tools to monitor control environment, Coordination/ Liaison with Auditor General and Shared Internal Audit Services during audit assignments, Maintenance of internal control related registers, Follow up on suspected irregular transactions and compile reports for management, Conduct surprise asset verification, as well as reconcile loss register with disposals of assets in the asset register, within the HIV & AIDS and STI's Directorate, Render financial administrative services to the Directorate, as when requested.

**ENQUIRIES** : Ms. N Gaushe @ 040 608 1734/083 378 2399  
**APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville, King Williams Town, 5600

**POST 27/82** : **SENIOR DIETICIAN REF NO: SNRD/MKMH/031/07/10**

**SALARY** : R161 970 per annum  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : B.Sc (Dietetics), Four (4) year Degree of B.Sc (Dietetics), Three (3) year Degree and post Graduate Diploma in Dietetics (1) year, Current registration with HPCSA as Dietician, At least 3 year environment as a Dietician.

**DUTIES** : Execute dietetics duties, functions and responsibilities to the best of ability and within all applicable legislation, Provide high quality promotive and curative nutrition service according to patients needs, Give expert clinical advice and factual information of a professional nature on institutional nutrition services, Provide consultative dietetics services to health professional ad patients, Monitor and evaluate the nutrition services to comply with the valid standards and indicators, Implement quality assurance programmes for overall effective services, Develop protocols to ensure that diets comply with the dietary recommendation s , Ensure cost effective, yet up to nutrition service, provide clinical training to staff, allied disciplines and university students.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/83** : **SENIOR ADMIN OFFICER: GENERAL ADMIN REF NO: SAOGA/ANHD/032/07/10**

**SALARY** : R161 970 per annum  
**CENTRE** : Alfred Nzo Health District

<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification with 3 years experience in Hospital Administration or grade 12 with at least 6 years experience, Computer literacy in office programmes skills and interpersonal relations, Proven organizational skills.
<b><u>DUTIES</u></b>	:	To provide financial resources services, Office administration, Patient administration and switchboard, Human resources services, Provisioning administration, Catering services, General housekeeping services and transport services, To maintain buildings and grounds, Compile monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr. M.V Bungane @ 083 378 2179
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Corporate Service Centre, 81 Murray Street, Private Bag X 3515, Kokstad, 4700
<b><u>POST 27/84</u></b>	:	<b><u>SENIOR RADIOGRAPHER REF NO: SR/MKMH/033/07/10</u></b>
<b><u>SALARY</u></b>	:	R161 970 per annum
<b><u>CENTRE</u></b>	:	Madzikane Ka Zulu Memorial Hospital: Mt Frere
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Diagnostic Radiography, Current registration with HPCSA in Diagnostic Radiography, At least 3-4 years post registration experience.
<b><u>DUTIES</u></b>	:	Provide high quality Radiographic/Sonographic services, Give factual information to patients and clients on radiographer, Inspect and utilize equipment professionally to ensure that they comply with safety standards, Assist in developing protocols, ensuring radiographic services comply with radiation control legislation, Make recommendations with regard to policies/strategies for the effective functioning of the X-Ray department, Execute all clinical procedures completely to prevent complications, Provide 24 hour radiographic services, Promote good health practices and ensure optimal patient care, Promote Batho Pele Principles in the execution of duties for effective service delivery, Participate in Radiographic/Sonographic quality assurance.
<b><u>ENQUIRIES</u></b>	:	Ms. WC Zitha @ 073 296 5587
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090
<b><u>POST 27/85</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PRE-AUDIT REF NO: SSA/ANDHD/034/07/10</u></b>
<b><u>SALARY</u></b>	:	R161 970 per annum
<b><u>CENTRE</u></b>	:	Alfred Nzo Health District
<b><u>REQUIREMENTS</u></b>	:	Relevant Degree/Diploma in Finance/Management Accounting as an area of specialization, Plus 3 years experience in the public sector, Experience and knowledge of the Public Finance Management Act (PFMA), Knowledge of BAS and Persal will be an added advantage, Proven strategic leadership ability, Thorough knowledge and understanding of the South African context, legislative environment Department of Health, Excellent communication skills (written & verbal) Basic computer skills (Ms Word, Excel & Power Point ). A valid drivers' licence.
<b><u>DUTIES</u></b>	:	Computer literacy financial statistical and report writing skills, numeric skills, administration skills, team worker and quality oriented, Responsive customer focused, efficient strategic leadership and direction in ensuring change and transformation within the ambit of the service delivery plan and strategic intent of the Eastern Cape Department of Health, Institutionalize a culture of professionalism and commitment to institutionalise a culture of professionalism and maintenance service delivery, Ensuring optimal service delivery and maintenance of quality standards, Facilitate implementation, Relevant legislation and Public Service Regulations, Departments and composition thereof, Understanding CSC and GPG business organization.
<b><u>ENQUIRIES</u></b>	:	Mr. M.V Bungane @ 083 378 2179
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Corporate Service Centre, 81 Murray Street, Private Bag X 3515, Kokstad, 4700
<b><u>POST 27/86</u></b>	:	<b><u>PROFESSIONAL NURSE: GENERAL 6 NURSES REF NO: PNG/KSD/035/07/10</u></b>
<b><u>SALARY</u></b>	:	Grade 1- R 130 119- R 150 843 per annum Grade 2-R 160 032- R 185 523 per annum Grade 3-R 195 936 –R 248 211 per annum Plus competitive benefits (Notch determine by experience)
<b><u>CENTRE</u></b>	:	Kouga Clinics
<b><u>REQUIREMENTS</u></b>	:	Basic qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse, Current registration

with SANC as a General Nurse, Extensive experience in the management and care of patients including counselling, Supervisory experience and computer literacy, Service certificates for appropriate experience in the nursing category, Good communication skills and the ability to lead and work in a multi disciplinary team, Quality Assurance Skills and Computer literacy. Good clinical assessment and diagnostic skills

**DUTIES** : Provide quality nursing services care, Supervision of juniors within the unit, Assessing the patients according to their needs, Ensure the implementation of Patients' Rights Charter as well as Batho Pele Principles, Provide clinical support to nursing staff and provide clinical in service training to subordinates and ensure that they provide optimal nursing services, Implement policies and protocols in the institution, Performing patient administration and compliance with the finance, procurement and human resource prescripts.

**ENQUIRIES** : Mrs. L.A Fillis @ 042 200 4231

**APPLICATIONS** : Should be forwarded to Kouga LSA, Private Bag 1154, Humansdorp, 6300

**POST 27/87** : **DIETICIAN REF NO: D/BH/036/07/10**

**SALARY** : R130 425 per annum

**CENTRE** : Bedford Provincial Hospital

**REQUIREMENTS** : B.Sc. Degree in Dietetics, Registration with the relevant Health Professionals Council, Knowledge of nutrition management through the life cycle as well as knowledge of nutrition in HIV and TB, Skills in nutrition assessment and research methods, Knowledge in monitoring and supervision of the programs, Good training and communication skills, Be knowledgeable about the integrated Nutrition Program, Be able to compile reports, computer literate.

**DUTIES** : Manage nutrition and related food services in the institution, plan appropriate diets and menus to meet the needs of individuals whose medical condition can be treated or controlled by diet therapy, Advise the buying division on quality purchasing of food, Provide food and nutrition information to staff and public, Develop resource material for health, professionals, and the communities served, Participate in preventative health programs, Monitor the preparation of food, consult with health professionals to manage the dietary/nutritional requirements of patients.

**ENQUIRIES** : Mrs. Booi PP @ 046 685 0043

**APPLICATIONS** : Should be forwarded to Bedford Provincial Hospital, P.O Box 111, Bedford, 5780

**POST 27/88** : **PERSONAL ASSISTANT: TECHNICAL ADVISOR-HIV& AIDS AND STI'S REF NO: PA/TAHAS/BHO/037/07/10**

**SALARY** : R130 425 per annum

**CENTRE** : Bisho Head Office

**REQUIREMENTS** : A B.Degree/National Diploma with 2-5 years relevant secretarial/ administrative experience, Knowledge of legislations (Experience in the application of PFMA, Treasury Regulations and ability to use BAS), Proven knowledge of word processing and spreadsheet computer programmes, Secretarial and Office Administration experience, Knowledge of Procurement processes, Public Service Regulations, analytical-thinking and problems solving skills. Presentation, Reports/memos/letters writing, Interviewing skills, Interpersonal relationship, Problem solving, Ability to work as a team and under pressure, Good verbal and written communications skills, Computer literacy in Ms Word, Power Point & Excel, Honesty and integrity, A valid code 08 drivers' licence.

**DUTIES** : Manage Technical Advisor: HIV & AIDS Diary and schedule, Record incoming and outgoing documents in the office of the Technical Advisor, Handle Technical Advisor's notes, memoranda, letters , and reports and prepare circulars on behalf of the Technical Advisor, Liaise with clients and colleagues of the Directorate in pursuit of Director objectives, Arrange meetings/workshops within the Directorate, the Division and the Department at all levels, Compile, manage and distribute agenda's and minutes timeously for meetings, Distribute and collect material on behalf of the Directorate, Receive visitors for the Technical Advisor, Ensure the availability of stationery and aids for the Technical Advisor at all times, Order goods and facilitate the necessary payment, Make a good filling and record keeping system in the Office of the Technical Advisor, Consolidate reports from sub-directorates, Render administrative activities relating to the management of the Office of the Technical Advisor

**ENQUIRIES** : Mrs. Z Roboji @ 043 608 1761/ 083 378 2106

**APPLICATIONS** : Should be forwarded to Recruitment Centre, Bundy Park, Private Bag X 0038, Schornville, King Williams Town, 5600

**POST 27/89** : **PROFESSIONAL NURSE 2 POSTS GRADE1 REF NO: G1PN/MSD/038/07/10**



- SALARY** : R130 119 per annum  
**CENTRE** : Kotyana Clinic  
**REQUIREMENTS** : Diploma/Degree in Nursing, current registration with SANC as Professional nurse, Good communication skills, Ability to perform routine tasks and in multidisciplinary team, Appropriate of 1 year experience as community service, Service record must be attached for easy reference.
- DUTIES** : Render quality Nursing Care to patients, Implementation of PHC programmes, Perform clinical practice in accordance with the scope of practice and nursing standards as determined by PHC, Promote quality nursing care, Ensure adherence to Batho Pele Principles and Patients Rights Charter.
- ENQUIRIES** : Mrs. XO. Bushula @ 047 489 2410/16  
**APPLICATIONS** : Should be forwarded to Mbhashe Sub-District Area, Private Bag X 1232, Dutywa, Dutywa, 5000 or hand delivered to Public Works Premises next to Kunene Funerals
- POST 27/90** : **PROFESSIONAL NURSE REF NO: PN/OH/039/07/10**
- SALARY** : R130 119- R 248 211 per annum (Notch determined by experience)  
**CENTRE** : Orsmond TB Hospital (Nelson Mandela Metropolitan District)  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the South African Nursing Council, Three (3) years Nursing experience, Excellent communication skills, Ability to work under pressure and execute all relevant nursing procedures, Sound knowledge of infection control, Health and safety awareness, National Program, Knowledge of the National Programme for HIV/AIDS, Ability to deliver excellent and holistic patient care, Ability to work in a multi-disciplinary team, Work shifts in all departments.
- DUTIES** : Patient care, Identification of needs, implementation and evaluation of programmes for specific needs, Infection control and OSHA procedures, Accurate and legible documentation of patients and hospital records, Ensure the Principles of Batho Pele and patient rights at all times.
- ENQUIRIES** : Mrs. T Sogwedla @ 041 988 1111  
**APPLICATIONS** : Should be forwarded to Orsmond TB Hospital, 1 John Dissel Drive, Allanridge, Uitenhage, P.O. Box 246, Uitenhage, 6230
- POST 27/91** : **DENTAL THERAPIST REF NO: DT/LSDO/040/07/10**
- SALARY** : R130 425 per annum  
**CENTRE** : Lukhanji Sub-District Office  
**REQUIREMENTS** : Minimum education qualification, Relevant Diploma in Dental Therapy, Registration with the Health Professions Council inherent requirement of the job, Able to work under pressure, work independently, Valid driver's licence.
- DUTIES** : Key results areas/outputs: Oral Health education and promotion and schools and related institutions, Needs assessment and collection of base line oral Health data in the sub-district planning of preventative and the promotion of oral Health programmes in the Sub-Districts Implementation of Oral Health programmes completion of daily statistics, Clinical duties.
- ENQUIRIES** : Mawethu Ndyalvane @ 045 8071100  
**APPLICATIONS** : Should be forwarded to Chris Hani District Office, P.O Box 1661, Queenstown, 5320
- POST 27/92** : **INFORMATION OFFICER REF NO: IO/PAH/041/07/10**
- SALARY** : R130 425 per annum  
**CENTRE** : Port Alfred Hospital  
**REQUIREMENTS** : Degree or equivalent qualification in Information Management Systems, At least 1-2 years experience in information and communication technology, A valid code 08 drivers' licence, Knowledge of PFMA, Communication skills ( written & verbal).
- DUTIES** : Manage institution information systems, Manage processes and systems, database design, Manage information support service, Maintain information system functionality for internal administrative processes
- ENQUIRIES** : Ms. V Kolweni @ 041 408 8171  
**APPLICATIONS** : Should be forwarded to Cacadu CSC, P.O Box 27667, Greenacres, Port Elizabeth, 6057
- POST 27/93** : **PHYSIOTHERAPIST REF NO: P/GRCHC/042/07/10**
- SALARY** : R130 425 per annum Level 7(Plus competitive benefits)

<b><u>CENTRE</u></b>	:	Graff-Reinet CHC
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with a BSC Degree in Physiotherapy, Current registration with the HPCSA, Completed Community service year, Good interpersonal and communication skills, Valid EB drivers licence, Computer literacy.
<b><u>DUTIES</u></b>	:	Render and manage a physiotherapy service that complies with standards and norms as prescribed by health policies, Plan and implement effective and efficient physiotherapy programmes and related treatment for patients, Interaction with other professionals in the multi-disciplinary health team, Provide specialised quality care for patients needing physiotherapy services.
<b><u>ENQUIRIES</u></b>	:	Mrs. A Fourie @ 083 378 0894
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Camdeboo Sub-District Office, P.O Box 52, Graaff-Reinet, 6280
<b><u>POST 27/94</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REF NO: OT/TH/043/07/10</u></b>
<b><u>SALARY</u></b>	:	R130 425 –R 153 636 per annum
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Occupational Therapy, Proof of current registration with HPCSA as an Occupational Therapist, Knowledge of Legislation applicable to the practice of Occupational Therapy, computer literacy, good communication skills (verbal and written). Ability to function as a member of a multi- disciplinary team.
<b><u>DUTIES</u></b>	:	Provide Occupational Therapy Services that comply with norms and standards as prescribed by health policies, Implement quality improvement and quality assurance measures within the OT Department , Assess and treat Psychiatric patients, individuals and groups, Plan develop and implement programmes and operational plans for the OT Department, Attend and actively participate in ward rounds as a member of the multidisciplinary team, Assist with the training and development of staff allocated to the OT Department, Perform other duties as delegated by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr. HC Potgieter @ 046- 645 1122
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Tower Hospital, Private Bag X 228, Fort Beaufort, 5720
<b><u>POST 27/95</u></b>	:	<b><u>PERSONAL ASSISTANT: CORPORATE SERVICE CENTRE MANAGER REF NO: PA/CSCM/CCSC/044/07/10</u></b>
<b><u>SALARY</u></b>	:	R130 425- R 153 153 per annum
<b><u>CENTRE</u></b>	:	Cacadu District
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma or Grade with a minimum of 2 years as a Personal Assistant, Computer literacy, Ability to communicate clearly and discreetly in person and in writing, Ability to maintain good interpersonal relations with staff and stakeholders, Knowledge of health services will serve as recommendation.
<b><u>DUTIES</u></b>	:	Provide Secretarial Services , Make transport and accommodation arrangements, Manage the managers' diary and remind him/her of important days and events, Organize the managers' office environment, Construct and maintain the managers filing system, Control access to the manager to prevent unnecessary disruptions and disturbances, Capture documentation and data for the manager or in response to queries, Maintain database of information for the manager, Ensure a safe working environment where confidential documentation is secured, Respond to invitations on behalf of the manager, Liaise with other personal assistants/secretaries.
<b><u>ENQUIRIES</u></b>	:	Ms L. Njobe @ 041 408 8523
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Cacadu CSC, P.O Box 27667, Greenacres, Port Elizabeth, 6057
<b><u>POST 27/96</u></b>	:	<b><u>ENVIRONMENTAL HEALTH OFFICER REF NO: EHO/SSD/045/07/10</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum
<b><u>CENTRE</u></b>	:	Sakhisizwe Sub-District
<b><u>REQUIREMENTS</u></b>	:	National Diploma or B.Tech in Environmental Health, Current registration with the HPCSA as an Environmental Health Practitioner, Knowledge and skills, Expert knowledge to manage the provision of environmental health services and programs in a manner that improves the lives of the people of the Province of the Eastern Cape, Valid drivers' licence .
<b><u>DUTIES</u></b>	:	Execute all duties, functions and responsibilities in an effective manner in line with the Department of Health's strategic intent and within the prescripts and applicable legislation, Ensure that work processes and flows are pre-planned and organised effectively so that total well being of communities could be enhanced, Provide support and guidance to Environmental Health Officers and other stakeholders so that strategic objectives can be translated into operational

plans with clear defined objectives that are specific, measurable, achievable and time bound, Executive policies and procedures as advocated by ECDOH.

**ENQUIRIES** : Mr. M Ndyalwane @ 045 8071100  
**APPLICATIONS** : Should be forwarded to Chris Hani District Office, P.O Box 1661, Queenstown, 5320

**POST 27/97** : **PROFESSIONAL NURSE REF NO: PN/SVH/046/07/10**

**SALARY** : R130 119/ R 160 032/R 195 936 – PN Grades 1-3  
**CENTRE** : Sundays' Valley Hospital  
**REQUIREMENTS** : Registration with SANC as a Professional Nurse, Service certificates. A nurse with no experience will be paid at R130 119, (Grade 1) with 10 years experience will be paid at R 160 032 (Grade 2), with 20 years experience will be paid at R 195, 936 (Grade 3), Depending on experience, successful candidates will be appointed up to the 4<sup>th</sup> notch of the applicable salary scale.

**DUTIES** : Provide comprehensive and quality nursing care accordance to standards and guidelines in the hospital, Implement appropriate measures and systems to ensure quality patient care, Provide nursing care within scope of practice, Keep concise and legible records and ensure that nurses do likewise, Manage medication, Facilitate effective discharge processes, Ensure the implementation of, and adherence to, Patient Rights Charter and Batho Pele Principles.

**ENQUIRIES** : Ms M Lamani @ 042 230 0406  
**APPLICATIONS** : Should be forwarded to: The Human Resource Officer, Sundays' Valley Hospital, P.O Box 68, Kirkwood 6120

**POST 27/98** : **RADIOGRAPHER REF NO: R/MKMH/047/07/10**

**SALARY** : R130 425 per annum  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : Degree/National Diploma in Diagnostic Radiography, Current registration with HPCSA in Diagnostic Radiography, At least one year post registration experience.

**DUTIES** : Provide high quality Radiographic/Sonographic services, Execute all clinical procedures completely to prevent complications, Provide 24 hour radiographic services, Promote good health practices and ensure optimal patient care, Promote Batho Pele Principles in the execution of duties for effective service delivery. Participate in Radiographic/Sonographic quality assurance.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/99** : **SOCIAL WORKER REF NO: SW/MKMH/048/07/10**

**SALARY** : R130 425 per annum  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : Appropriate Tertiary qualification as a Social Worker, Current registration with SACSSP, Valid code 08 drivers' licence.

**DUTIES** : Organize and participate in providing social work to hospital patients and the community, Implement and evaluate relevant social work programmes, Maintain high standard of patient records, Collate and evaluate relevant statistic, Develop and implement Quality Improvement Programmes for the department, Participate in staff support and rehabilitation programme, Interact with relevant stakeholders and work as part of the team.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/100** : **PROFESSIONAL NURSE GRADE 1 REF NO: G1PN/MPH/049/07/10**

**SALARY** : R130 119 per annum (Notch determined by service records)  
**CENTRE** : Marjorie Parrish TB Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing ) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. Ability to work under pressure and extended hours.

**DUTIES** : Render Quality Nursing Care to patients. Perform Clinical practice in accordance with the scope Practice and nursing standards as determined by the Hospital. Ensure adherence to Batho Pele Principle. Maintain a constructive relationship with nursing and other stakeholders.

**ENQUIRIES** : Mr. Z. Meve 046 642 5307

<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Cacadu District CSC, P.O Box 27667, Greenacres, Port Elizabeth
<b><u>POST 27/101</u></b>	:	<b><u>COMMUNITY LIAISON OFFICER REF NO: CLO/LSDO/050/07/10</u></b>
<b><u>SALARY</u></b>	:	R105 645 per annum
<b><u>CENTRE</u></b>	:	Lukhanji Sub-District Office
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Health Promotion, Experience in community health, computer literacy, Excellent communication skills, Ability to work under pressure and meet deadlines, Willingness to work extra hours with extensive travelling, Valid code drivers licence is an added advantage.
<b><u>DUTIES</u></b>	:	Establish and support health promoting schools initiatives, Distribute IEC material to local areas, Plan campaigns and promotions for health services in the sub-district in conjunction with the programme managers, Assist with community mobilization for special campaigns and in response with any outbreak, Establish and support growth monitoring sites, Establishment communication links with community structures, NGO's and other sectors.
<b><u>ENQUIRIES</u></b>	:	Mawethu Ndyalvane @ 045 8071100
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Chris Hani District Office, P.O Box 1661, Queenstown, 5320
<b><u>POST 27/102</u></b>	:	<b><u>PHARMACIST ASSISTANT: POST BASIC REF NO: PPB/NMM/KCHC/051/07/10</u></b>
<b><u>SALARY</u></b>	:	Grade 1-3 Notch and Grade will be determined based on the years of experience as a Pharmacist Assistant Post Basic after registration as Pharmacist Assistant Post Basic Grade 1=R 105 543- R 118 893 (0-4 years experience) Grade 2= R 122 490-R130 005 (5-12 years relevant experience) Grade 3= R 132 738-R 151 776 (13 years and more relevant experience)
<b><u>CENTRE</u></b>	:	Korsten CHC
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or Grade 12, Current registration with the SA Pharmacy Council as Post Basic Pharmacist Assistant, Good written and verbal communication skills, Basic computer literacy is an advantage, Ability to operate basic equipment/machines.
<b><u>DUTIES</u></b>	:	To assist with the provision of pharmaceutical services, Administer stock replacement, Dispensing of medication of medication, Distribute pharmaceutical and non-pharmaceutical products in accordance with prescribed procedures and legislations, Pack and pre-pack pharmaceutical and non-pharmaceutical Products, Compound non-sterile pharmaceutical products, Collect and maintain the required records, statistics and Information, Patient counselling on usage of medication.
<b><u>ENQUIRIES</u></b>	:	Mrs. P. Makuluma @ 041 391 8162
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Nelson Mandela Metro District, Private Bag X 58000, Greenacres, Port Elizabeth, 6057
<b><u>POST 27/103</u></b>	:	<b><u>SENIOR LOGISTIC SUPPORT REF NO: SLS/MKMH/052/07/10</u></b>
<b><u>SALARY</u></b>	:	R105 645 per annum
<b><u>CENTRE</u></b>	:	Madzikane Ka Zulu Memorial Hospital: Mt Frere
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 2-3 years administration experience, Computer literacy.
<b><u>DUTIES</u></b>	:	Provide all procurement services within the institution, requests quotations from suppliers, Do orders and process them to pre-audit daily updating of commitment register, filing of necessary documents.
<b><u>ENQUIRIES</u></b>	:	Ms. WC Zitha @ 073 296 5587
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090
<b><u>POST 27/104</u></b>	:	<b><u>KEYBOARD OPERATOR REF NO: KO/NMM/053/07/10</u></b>
<b><u>SALARY</u></b>	:	R105 645 per annum
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro District
<b><u>REQUIREMENTS</u></b>	:	Relevant Post School qualification in Information Technology like A+ or N+, coupled with 1-2 years experience in this field, Technical knowledge and experience of the following is strongly recommended: Routers, Hubs, Switches, Network protocols, Knowledge and experience in supporting Novell/ Microsoft, Unix networks, Must be in possession of a valid drivers' license. Good interpersonal skills with strong service orientation, Ability to work under pressure, Solve problems by applying innovative thinking and encouraging a lateral approach

**DUTIES** : Installation, configuration and support of network servers, computer equipment and computer applications, Repair of computer equipment like servers, PC's and Printers, Rendering backup services, Rendering support services to end users, Manage IT resources, Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phone.

**ENQUIRIES APPLICATIONS** : Mrs. P. Makuluma @ 041 391 8162  
Should be forwarded to the Attention: Mrs P Makuluma, Nelson Mandela Metro District, Private Bag X 28000, Greenacres, Port Elizabeth, 6057

**POST 27/105** : **COMMUNITY LIAISON OFFICER 2 POSTS REF NO: CLO/KSD/054/07/10**

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
KSD Sub-District  
A Degree or Diploma in Health Promotion/Education or an equivalent qualification, Sound knowledge and experience of community outreach projects, knowledge and skills in computer literacy, A valid drivers' licence.

**DUTIES** : To conduct health awareness campaigns, To be involved in health promoting schools, health posts ,community health workers and traditional health services programmes, To implement or support healthy lifestyle projects, To report quarterly and annual progress reports to the health promotion management.

**ENQUIRIES APPLICATIONS** : Cwathi A @ 047 531 0110  
Should be forwarded to King Sabata Dalindyebo Sub-District, York Road, , Private Bag X 5005, Mthatha, 5099

**POST 27/106** : **LOGISTIC SUPPORT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LSCSCM/ANHD/055/07/10**

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
Alfred Nzo Health District  
Relevant Diploma in Finance/Management Accounting as an area of specialisation plus 2 years experience or Grade 12 plus 5 years experience in the Public Sector. Experience and Knowledge of the Public Finance Management Act (PFMA), Knowledge of BAS, Thorough knowledge and understanding of the South African context, Excellent communication skills (written & verbal), Basic computer skills (Ms Word, Excel & Power Point). A valid drivers' licence.

**DUTIES** : Knowledge of Supply Chain Management, Public Service Procurement and Asset Management ,Public Service Legislation, Regulations and Policies & PFMA, Well conversed with LOGIS and BAS, Computer literacy.

**ENQUIRIES APPLICATIONS** : Mr. M.V Bungane @ 083 378 2179  
Should be forwarded to Corporate Service Centre, 81 Murray Street, Private Bag X 3515, Kokstad, 4700

**POST 27/107** : **SENIOR STATE ACCOUNTANT: SUPPLIER PAYMENTS REF NO: SSASP/ANHD/056/07/10**

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum  
Alfred Nzo Health District  
An appropriate tertiary qualification with 3 years experience in Supplier Payments administration or Grade 12 with at least 6 years experience in Supplier Payments administration plus 3 years Supervisory experience, Computer literacy in office programs, BAS and REMS, Knowledge of PFMA, Valid code 08 licence, Excellent communication skills and interpersonal relations skills, Numeric skills, coordinating and organizing skills, Compile monthly reports.

**DUTIES** : To process payments of departmental creditors, Reconciliation of accounts, Monitoring and Management of accruals, Monitoring transfer payments, Render general supplier payments services and Compile monthly reports, Give support to institutions within the district, Maintain REMS

**ENQUIRIES APPLICATIONS** : Mr. M.V Bungane @ 083 378 2179  
Should be forwarded to Corporate Service Centre, 81 Murray Street, Private Bag X 3515, Kokstad, 4700

**POST 27/108** : **FORENSIC PATHOLOGY OFFICERS 3 POSTS GRADE 2 REF NO: G3FPQ/QFPSL/057/07/10**

**SALARY CENTRE** : R105 645- R 124 444 per annum  
Queenstown Forensic Pathology Laboratory, Aliwal North Forensic Pathology Laboratory and Molteno Holding Facility

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or Equivalent Qualification with appropriate medico legal experience, Preparedness to work standby duties , work shifts and wear uniform, Valid drivers' licence (minimum code 08 ) and preparedness to drive extensive distance (day/night), Commitment to Batho Pele Principles, Ability to lift, transport, preserves and conduct post mortem to corpses at various stages and conditions, Ability to interpret and apply policies with regard to Forensic Pathology Services, Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health, Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, Be prepared to undergo driving competency test as part of selection process.
<b><u>DUTIES</u></b>	:	Assist to ensure that all subcomponent responsibilities of the Department of Health are effective, Render an efficient support to the senior personnel with regard to operational management Forensic Pathology Services, Effective and efficient recovery, storage and processing of bodies, including the physical collection, process and safekeeping of corpses document evidence, information, exhibits and property from incidents scenes, Assisting of the Medical Officer/Forensic Specialist in rendering and effective and efficient autopsy process in accordance with the set standards and guidelines including the dissection, evisceration and subsequent suturing of the corpses, Registration of corpses admitted to the Forensic Pathology Laboratory as well as identification and subsequent release to relatives /funeral parlours including completion of relevant documents. Controlling reports and specimens during and after post mortem including completion and administration of statements and documents. Cleaning and maintaining of dissection area and equipment after autopsy, Maintaining of laboratory hygiene at all times, Ensuring a caring and kind interaction with bereaved families, Ensure a proper waste and laundry management according to Occupational Health and Safety regulations, Giving of evidence in court when required.
<b><u>ENQUIRIES</u></b>	:	Mr. VL Bebula @ 045 838 1715/ 083 378 0218
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Department of Health Forensic Pathology Services, P.O Box 1024, Queenstown, 5320
<b><u>POST 27/109</u></b>	:	<b><u>INVENTORY CLERK REF NO: INVC/MPH/058/07/10</u></b>
<b><u>SALARY</u></b>	:	R105 645- R 124 443 per annum
<b><u>CENTRE</u></b>	:	Margery Parks TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and a minimum of 2-4 years experience in asset management, inventory control and computer literate, Good interpersonal and communication skills, A valid code EB drivers' licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Record keeping and verification of assets, Reconciliation of Asset register with General Ledger, Tagging of assets, Allocation , grouping and categorizing, Monitor movements, transfer and disposal of movable assets, Condemning and disposal of surplus broken or worn-out equipment and furniture, Do inventory control, Must report to Supply Chain Manager in the District.
<b><u>ENQUIRIES</u></b>	:	Mrs. C Hopkins @ 049 893 0038
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Camdeboo Sub-District Office, P.O Box 56, Graaff – Reinet, 6280
<b><u>POST 27/110</u></b>	:	<b><u>SENIOR ARTISAN REF NO: SA/TH/059/07/10</u></b>
<b><u>SALARY</u></b>	:	R105 645 –R 124 443 per annum
<b><u>CENTRE</u></b>	:	Tower Hospital
<b><u>REQUIREMENTS</u></b>	:	Passing a Trade Test in terms of the provisions of section 13(2) (H) of the Man Power Training Act 1981, Two years appropriate post qualification experience, Valid drivers' licence.
<b><u>DUTIES</u></b>	:	To perform specialised practical tasks/actions in order to install/maintain/operate systems/goods according to knowledge /skills and standardised instructions, Job includes in-service training and supervision of as well as advice to skilled and unskilled workers.
<b><u>ENQUIRIES</u></b>	:	Mr. HC Potgieter @ 046- 645 1122
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Tower Hospital, Private Bag X 228, Fort Beaufort, 5720
<b><u>POST 27/111</u></b>	:	<b><u>ADMINISTRATION CLERK: FORENSIC PATHOLOGY SERVICES REF NO: AC/FPS/QFPS/060/07/10</u></b>
<b><u>SALARY</u></b>	:	R87 978-R 100 595 per annum plus benefits
<b><u>CENTRE</u></b>	:	Queenstown Forensic Pathology Laboratory

- REQUIREMENTS** : Senior Certificate or equivalent qualification, Diploma/Degree in Human Resource will be an added advantage, Computer literacy in Microsoft Word, Microsoft Excel and Microsoft PowerPoint, Valid light motor vehicle drivers' licence will be an added advantage, Ability to work in Forensic Laboratory environment with corpses at various stages, Ability to communicate clearly and discreetly in person and in writing, Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, Ability to interpret and apply departmental policies with regard to chosen career path, Preparedness to assist in other Forensic Pathology Institutions within the region when required to do so by the management.
- DUTIES** : Ensuring the completion of documentation for the Medical Officers and Pathologists prior to post mortem, Ensuring Proper control of reports after the medico legal processes, Rendering of support services to the Mortuary Manager regarding daily administrative duties including drafting and typing of correspondence and minutes, Coordination of meetings and taking of minutes, Rendering support services activities for the Queenstown Forensic Pathology Laboratory and staff, Ensure proper filing system is maintained within the laboratory, Compilation of all forms of statistics within the laboratory, Collection and submission of reports, statistics, circulars to and from the Regional Office, Liaison with the internal and external stakeholders.
- ENQUIRIES** : Mr. VL Bebula @ 045 838 1715/ 083 378 0218  
**APPLICATIONS** : Should be forwarded to Department of Health Forensic Pathology Services, P.O Box 1024, Queenstown, 5320
- POST 27/112** : **ARTISAN REF NO: A/MH/061/07/10**
- SALARY** : R87 978 per annum  
**CENTRE** : Midland Hospital  
**REQUIREMENTS** : A Grade 10 certificate with 2 years relevant experience in a hospital environment, Sound knowledge in all maintenance fields, e.g. experience on repairs of steam boilers, compressors, laundry equipment etc. Good written and verbal communications skills, Ability to work under pressure, Must be willing to standby, Painting/Plumbing or electrical will be added advantage.
- DUTIES** : Maintenance of electrical equipment, garden etc, Perform building, electrical, mechanical and maintenance tasks, Provide power, sanitation, water, gasses and vacuum services, All other maintenance tasks, tasks, Supervision of lower level workshop staff.
- ENQUIRIES** : Mrs. MM de Vos @ 083 378 0076  
**APPLICATIONS** : Should be forwarded to Midland Hospital, Private Bag X 696, Graaff-Reinet, 6280
- POST 27/113** : **DATA CAPTURER REF NO: D/MH/062/07/10**
- SALARY** : R87 978 per annum  
**CENTRE** : Midland Hospital  
**REQUIREMENTS** : A grade 2 certificate, Experience in client information will be an added advantage, Knowledge of General Administration policies and procedures and Batho Pele Principles, Good communication skills, To maintain a high level of professionalism when dealing with clients, The ability to work under pressure, Computer literacy.
- DUTIES** : Operate the hospital switchboard by directing all call to the correct persons or departments, Assist with compiling updated internal telephone directories and to ensure prompt distribution, Assist staff members with locating medical personnel and to treat this entire request as urgent, Render and administrative function to the switchboard unit, Treat official outgoing calls as urgent, Handle enquiries and supply customers with basic information, Detect and report faults with the switchboard timeously, Assist management to control and reduce telephone expenditure .
- ENQUIRIES** : Mrs.MM De Vos @ 083 378 0076  
**APPLICATIONS** : Should be forwarded to: The CEO Midland Hospital, Private Bag X 696, Graaff-Reinett, 6280
- POST 27/114** : **ARTISAN PAINTER REF NO: AP/TBH/063/07/10**
- SALARY** : R87 978 per annum  
**CENTRE** : Tayler Bequest Hospital (Matatiele)  
**REQUIREMENTS** : Standard 10 certificate/or Standard 8 certificate, with a NTC 3 or equivalent qualification plus at least 2 years experience in a painting environment, Passed trade test in terms of provision of section 13(2) (h) of the manpower training Act, 1981 as amended, A valid code 08 licence is required.

**DUTIES** : Be in charge of the painting department within the institution, Control work outputs from the job cards to ensure that the job is done within the available resources and is of good standard, Perform standby duties and emergency call-outs as required from time to time, Compile month reports on work in progress and completed work as well as safety records, Give written expert advice on specification and prioritization of projects, Detect and repair more complex faults in the work environment, Maintenance on fire hose main supply lines, fire hoses and fire hydrants, Exercise financial control of budgets and store items utilised by maintenance department to ensure adherence to the allocated budget, Execute and plan maintenance on all essential plants and equipments, Develop and execute maintenance plan.

**ENQUIRIES APPLICATIONS** : Mrs. R Kok @ 039 737 3107  
Should be forwarded to Tayler Bequest Hospital, Private Bag X 836, Matatiele, 4730

**POST 27/115** : **STAFF NURSE REF NO: SN/MKMH/064/07/10**

**SALARY CENTRE REQUIREMENTS** : R86 805 per annum GR 1  
Madzikane Ka Zulu Memorial Hospital: Mt Frere  
Grade 12/equivalent qualification, Registration with SANC as an Enrolled Nursing Assistant, Good Communication skills, Ability to work under pressure, Minimum of 1-3 years experience, Basic knowledge of health related legislation and guidelines, Extra notch and grade will be determined based on years of experience.

**DUTIES** : To provide nursing care within the scope of practice, as prescribed by Nursing Council , Ensure the implementation of patients Right Charter and Batho Pele Principles at all times, Maintain accurate patient records and statistics.

**ENQUIRIES APPLICATIONS** : Ms. WC Zitha @ 073 296 5587  
Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/116** : **ENROLLED NURSE REF NO: EN/GRCHC/065/07/10**

**SALARY CENTRE REQUIREMENTS** : R86 805- R 150 843 per annum  
Graff-Reinet: Community Health Centre  
Registered as an Enrolled Nurse with SANC 2-3 years experience as an Enrolled Nurse, Ability to work within a team, Good interpersonal relations.

**DUTIES** : Delivery of basic and holistic nursing care and counselling patients, families and community, Execution of the relevant procedures, Ensure implementation of the Batho Pele principles and the Patients Rights Charter at all times.

**ENQUIRIES APPLICATIONS** : Ms. A Fourie @ 049 892 4137  
Should be forwarded to Camdeboo LSA, P.O Box 52, Graaff-Reinet, 6280

**POST 27/117** : **ENROLLED NURSE REF NO: EN/MH/066/07/10**

**SALARY CENTRE REQUIREMENTS** : R86 805-R 150 843 per annum  
Midland Hospital  
Registered as an Enrolled Nurse with SANC, 2-3 years experience as an Enrolled Nurse, Ability to work within a team, Ability to work under pressure, Good interpersonal relations.

**DUTIES** : Delivery of basic and holistic nursing care and counselling patients, families and community, Execution of the relevant procedures, Ensure implementation of the Batho Pele Principles and the Patients Rights Charter at all times.

**ENQUIRIES APPLICATIONS** : Mrs.MM De Vos @ 083 378 0076  
Should be forwarded to: Midland Hospital, Private Bag X696, Graaff-Reinett, 6280

**POST 27/118** : **STAFF NURSE REF NO: SN/MPH/067/07/10**

**SALARY CENTRE REQUIREMENTS** : R86 805 per annum (SN-1 notch will be determined by experience)  
Marjorie Parrish TB Hospital  
Paid up registration with SANC as an Enrolled Nurse, Five years experience as an Enrolled Nurse, Good verbal and written communication skills.

**DUTIES** : Delivery of basic and holistic nursing care and counselling of patients families and community, Execution of the relevant procedures, supervision on Enrolled Nurses, ensure the implementation of the Batho Pele Principle and the patient right charter at all times.

**ENQUIRIES** : Mr. Z.W Meve @ 046 624 5306



**APPLICATIONS** : Should be forwarded to Marjorie Parrish TB Hospital, Private Bag 154, Port Alfred, 6107

**POST 27/119** : **WARD ADMIN CLERK REF NO: WAC/BH/068/07/10**

**SALARY** : R73 584 per annum  
**CENTRE** : Bedford Provincial Hospital  
**REQUIREMENTS** : A relevant tertiary qualification or Grade 12 with 2 years experience in Human Resource environment, Knowledge of Persal will be an added advantage, Computer literacy, Knowledge of relevant prescripts & legislations, Service delivery innovation in line with Batho Pele Principles, Sound interpersonal skills, Good verbal and written communication skills.

**DUTIES** : Check/verify competencies of application/request from institutions and capture on PERSAL timeously and accurately, Interface with other parties to complete processing of all HR transactional processes, Forward relevant HR documents to Salary Administration for further processing when necessary, Facilitate the recruitment and selection process, Process pension and leave gratuities.

**ENQUIRIES** : Mrs. Booï PP @ 046 685 0043  
**APPLICATIONS** : Should be forwarded to Bedford Provincial Hospital, P.O Box 111, Bedford, 5780

**POST 27/120** : **AUXILIARY WORKER: PHARMACY REF NO: AWP/CSDO/069/07/10**

**SALARY** : R73 584 per annum  
**CENTRE** : Camdeboo Sub-District –Graaff-Reinet  
**REQUIREMENTS** : Grade 12 certificate with Mathematics and Physical Science, Experience of working in a pharmacy environment will be an added advantage, Willingness to undergo training towards a qualification as a Pharmacy Assistant.

**DUTIES** : Manage the ordering, receipt, control and storage of pharmaceutical and non-pharmaceutical suppliers from depots, Ensure that control measures are in place( room and fridge temperate , access to pharmacy restricted). Provide basic primary health education to individuals in order to promote and maintain good health and prevent disease, Maintain and interpret the necessary records, statistics and information, Maintain good housekeeping (orderliness, hygiene and cleanliness) in the pharmaceutical environment at all times according to the requirements of Good Pharmacy Practice.

**ENQUIRIES** : Mrs. L Welman @ 049 892 4137/8  
**APPLICATIONS** : Should be forwarded to Camdeboo Sub-District Office, P.O Box 52, Graaff-Reinet, 6280

**POST 27/121** : **ADMIN CLERK: OFFICE ADMINISTRATION REF NO: ACOA/GRCHC/070/07/10**

**SALARY** : R73 584 per annum  
**CENTRE** : Graaff-Reinet CHC  
**REQUIREMENTS** : A Grade 12 certificate with 2 years experience in Office Administration, Knowledge of General Administration policies and procedures and Batho Pele Principles, Good communication skills, Good customer relationship management, The ability to work under pressure, Prepared to work shifts, Computer literacy.

**DUTIES** : Create patient cards, Manage patients' records, Attend to patients enquiries, Filing of patient cards and charts, Admission and discharge of patients, Patient bookings for doctors and down referrals to other hospital, Ordering of stock.

**ENQUIRIES** : Mrs. A Fourie @ 083 378 0894  
**APPLICATIONS** : Should be forwarded to Camdeboo Sub-District Office, P.O Box 52, Graaff-Reinet, 6280

**POST 27/122** : **CLIENT INFORMATION CLERK REF NO: CIC/TH/071/07/10**

**SALARY** : R73 584 – R 86 679 per annum  
**CENTRE** : Tower Hospital  
**REQUIREMENTS** : Grade 12, Computer literacy, MS Word, Excel, Power Point, MS Outlook, Excellent telephone etiquette, good communication skills, written and verbal.

**DUTIES** : Provide a secretarial support to the hospital manager; Render administrative support services, Provide support to the manager regarding meetings and appointments, Support the manager with administration, a proper filing system, Update the diary, Take minutes at Hospital meetings, Assist at Hospital switchboard when required.

**ENQUIRIES** : Mr. HC Potgieter @ 046- 645 1122  
**APPLICATIONS** : Should be forwarded to Tower Hospital, Private Bag X 228, Fort Beaufort, 5720

<b><u>POST 27/123</u></b>	:	<b><u>ENROLLED NURSING ASSISTANT 10 POSTS REF NO: ENA/MSD/072/07/10</u></b>
<b><u>SALARY</u></b>	:	R67 122 per annum
<b><u>CENTRE</u></b>	:	Mpame, Qwaninga, Kotyana and Hobeni, Soga, Nqadu, Msendo, Mpozolo, Jingqi and Badi
<b><u>REQUIREMENTS</u></b>	:	Senior or Junior (or equivalent), Certificate plus enrolment with the SANC as Nursing Auxiliary, Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide basic nursing care under the supervision of a professional nurse, Undertake low-level domestic and supervisory tasks, Be willing to under pressure.
<b><u>ENQUIRIES</u></b>	:	Mrs. XO. Bushula @ 047 489 2410/16
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Mbashe Sub-District Area, Private Bag X 1232, Dutywa, Dutywa, 5000 or hand delivered to Public Works Premises next to Kunene Funerals
<b><u>POST 27/124</u></b>	:	<b><u>GRADE 1 NURSING ASSISTANT REF NO: G1NA/SH/073/07/10</u></b>
<b><u>SALARY</u></b>	:	R67 122- R 75 549 per annum (Commencing notch will be determined upon proven years of experience according to the produced appropriate, valid Certificates of Service which should accompany the application)
<b><u>CENTRE</u></b>	:	Settlers Hospital, Grahamstown
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate: Registration with SANC as Nursing Assistant/Enrolled Nursing Assistant/Enrolled Nursing Assistant/ Enrolled Nursing Auxiliary, Minimum of 1-3 years appropriate recognizable experience after registration with SANC, Necessary competencies as required by the scope of practice for Nursing Assistants.
<b><u>DUTIES</u></b>	:	Providing of basic nursing care under supervision of Registered Nurse, Execute tasks allocated to her/him within the scope of practice of this rank, Assist with caring of patients both within the institution or whilst escorting patients to other institutions.
<b><u>ENQUIRIES</u></b>	:	Ms. LP Botile/Ms NP Dukashe @ 046 622 2215
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Human Resources Department, Settlers Hospital, Private Bag X 1007, Grahamstown, 6140
<b><u>POST 27/125</u></b>	:	<b><u>NURSING ASSISTANT REF NO: NA/MPH/074/07/10</u></b>
<b><u>SALARY</u></b>	:	R67 122-R 116 649 per annum (Salary will be determined according to years of experience)
<b><u>CENTRE</u></b>	:	Margery Parks TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and registration with SANC as a Nursing Assistant, A minimum of 2 years experience and sound knowledge in TB and HIV/AIDS will be an added advantage, Ability to work under pressure, Knowledge of Batho Pele principles will be a strong recommendation, Competencies as required by the scope practice for Nursing Assistants.
<b><u>DUTIES</u></b>	:	Provide nursing care to patients, Assist with the provision of health promotion services to the community.
<b><u>ENQUIRIES</u></b>	:	Mrs. M Strydom @ 049 893 0038/8
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Camdeboo Sub-District Office, P.O Box 56, Graaff-Reinett, 6280
<b><u>POST 27/126</u></b>	:	<b><u>NURSING ASSISTANT 2 POSTS REF NO: NA/MPH/0075/07/10</u></b>
<b><u>SALARY</u></b>	:	R67 122-R 116 649 per annum (Notch determined by experience)
<b><u>CENTRE</u></b>	:	Marjorie Parrish TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Paid up registration with South African Nursing Council (SANC) as a Nursing Assistant, Three years experience as a Nursing Assistant, Good written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Delivery of basic and holistic nursing care and counselling of patients, families and community, Execution of the relevant procedures, Ensure the implementation of the Batho Pele and the Patients Rights Charter at all times.
<b><u>ENQUIRIES</u></b>	:	Mr. Z.W Meve @ 046 624 5306
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to Marjorie Parrish TB Hospital, Private Bag 154, Port Alfred, 6107
<b><u>POST 27/127</u></b>	:	<b><u>FOOD SERVICE AID REF NO: FSA/MPH/076/07/10</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Marjorie Parrish TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std or equivalent qualification, good interpersonal skills, ability to work under pressure, be prepared to work shifts

**DUTIES** : Prepare and cook food, Ensure that dishes are prepared according to special diets, Ensure that food is served at correct times, dish food for patients cater for functions and meetings.

**ENQUIRIES** : Mr. Z.W Meve @ 046 624 5306

**APPLICATIONS** : Should be forwarded to Marjorie Parrish TB Hospital, Private Bag 154, Port Alfred, 6107

**POST 27/128** : **DRIVER REF NO: D/GRCHC/077/07/10**

**SALARY** : R62 094- R 73 143 per annum

**CENTRE** : Graaff Reinet CHC

**REQUIREMENTS** : ABET/Literacy and numeracy, Valid code EB drivers' licence plus PDP, Good verbal communication skills, Good interpersonal skills, Must be of sober habits.

**DUTIES** : Transportation patients, goods and passengers, Routine maintenance and garaging of vehicles, Timely report of the vehicles to transport officer, Responsible for prescribed records and logs with regards to the vehicles, Delivery and collection of mail, documents and goods to and from institution.

**ENQUIRIES** : Ms. A Fourie @ 083 378 0894

**APPLICATIONS** : Should be forwarded to Camdeboo LSA, P.O Box 52, Graaff-Reinet, 6280

**POST 27/129** : **GENERAL WORKER REF NO: GW/BH/078/07/10**

**SALARY** : R54 309 per annum

**CENTRE** : Bedford Provincial Hospital

**REQUIREMENTS** : The incumbent should be committed and hard working: basic literacy and ABET, Relevant experience in a hospital environment will be an added advantage, Ability to perform routine task and to operate cleaning machines.

**DUTIES** : Perform specific cleaning duties daily, Cleaning the dust bin in all offices and waiting area, dust and polish the desk, floors and walls, Wash dishes after meetings and sweep the floors twice a day, Request cleaning material in advance.

**ENQUIRIES** : Mrs. Booï PP @ 046 685 0043

**APPLICATIONS** : Should be forwarded to Bedford Provincial Hospital, P.O Box 111, Bedford, 5780

**POST 27/130** : **GENERAL ASSISTANT REF NO: GA/MAH/079/07/10**

**SALARY** : R54 000 per annum

**CENTRE** : Mount Ayliff Hospital

**REQUIREMENTS** : Abet/ Grade 10 or equivalent qualification, Ability to read and write, Excellent communication skills, Self motivated and willingness to work under pressure, Only people who meet these requirements need to apply, relevant experience would be an added advantage.

**DUTIES** : Support Nursing/Clinical and Admin sections of the unit with cleaning and other related household activities, Clean and take proper of cleaning equipment and machinery used in working areas such as offices, Report problems and faults to the Supervisor, Operate equipment and machinery in accordance to standing instructions, Work as part of a team to enhance service delivery.

**ENQUIRIES** : L. Xhelithole @ 039 254 0230/6

**APPLICATIONS** : Should be forwarded to Mount Ayliff, Private Bag 504, Mount Ayliff, 4735

**POST 27/131** : **GENERAL ASSISTANT: FORENSIC PATHOLOGY SERVICES REF NO: GAFPS/ANFPL/080/07/10**

**SALARY** : R54 308-R 60 274 per annum

**CENTRE** : Aliwal North Forensic Pathology Laboratory

**REQUIREMENTS** : Grade 10/Std 8 or equivalent qualification, Ability to work in Forensic Laboratory environment with corpses at various stages, Ability to communicate clearly and discreetly in person and in writing, Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, Preparedness to assist in other Forensic Pathology Institutions within the region when required to do so by the management.

**DUTIES** : Clean, disinfection and polish of all rooms, ablution facility and offices including walls, floors, window sills, office equipment and furniture in the laboratory, Secondary cleaning of dissection room and wash bay of the laboratory, Removal of office waste for disposal, Packing and collection of medical and general waste material for removal, Replenishing of liquid hand soap, towels, toilet papers and waste refuse bags, Refreshing of all laboratory rooms and offices with refreshing detergents, Compilation of all forms of statistics within the laboratory, Collection and submission of reports, statistics, circulars to and from the Regional Office.

**ENQUIRIES** : Mr. VL Bebula @ 045 838 1715/ 083 378 0218

**APPLICATIONS** : Should be forwarded to Department of Health Forensic Pathology Services, P.O Box 1024, Queenstown, 5320

**POST 27/132** : **HOUSEKEEPER REF NO: HK/MKMH/081/07/10**

**SALARY** : R54 222 per annum  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : Grade 12, 3 years experience, Public Sector experience in a hospital environment would be an advantage with supervisory responsibilities.

**DUTIES** : Supervisor of staff, Maintain a clean, hygienic and safe environment, Preparation and serving of food, beverage s, or fresh water to patients, Staff or visitors, stock control, Ensure adherence to policies and Legislation relating to waste management, handling of hazardous chemical, safe working procedure.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**POST 27/133** : **ROPERTY CARETAKER GRADE2 REF NO: PCT/GRCHC/082/07/10**

**SALARY** : R54 000 per annum  
**CENTRE** : Graff-Reinet CHC  
**REQUIREMENTS** : Abet or Grade 8 certificate, Interpersonal skills, problem analysis and problem solving skills are a necessity, Honesty and integrity, Ability to operate elementary equipment and machines, Clean and maintain offices and grounds.

**DUTIES** : Cleaning wards, offices, etc as well as maintaining the grounds, Report faults/defects to supervisor, Operate equipment/machines using chemicals, Clean windows and furniture and disinfect regularly, Empty and clean waste baskets and refuse bins, Store and safeguard cleaning materials and equipment, Perform any other job related or allocated.

**ENQUIRIES** : Ms A Fourie @ 083 378 0894  
**APPLICATIONS** : Should be forwarded to Camdeboo Sub-District Office, P.O. Box 56,Graaf-Reinet, 6280

**POST 27/134** : **GENERAL ASSISTANT 9 POSTS REF NO: GA/MKMH/083/07/10**

**SALARY** : R51 936 per annum  
**CENTRE** : Madzikane Ka Zulu Memorial Hospital: Mt Frere  
**REQUIREMENTS** : Abet (Read & Write)  
**DUTIES** : Perform routine tasks relating to the maintenance of the institutional gardens and grounds, Move heavy items such as furniture, equipment and stores items, Maintain a clean working environment in order to promote the ethos of hygiene and hygiene and cleanliness, Clean and maintain equipment used in the daily working activities, Sand and prepare surfaces for painting as required in routine maintenance activities, Safeguard and maintain stock levels of consumables that support the daily work activities, Climb step ladders and scaffolding to change light bulbs, Identify potential problems and report these to the supervisor, Remain abreast of the latest Public Service developments and continuously seek opportunities self-development.

**ENQUIRIES** : Ms. WC Zitha @ 073 296 5587  
**APPLICATIONS** : Should be forwarded to Office of the District Hospital Manager, Madzikane ka Zulu Memorial, Alfred Nzo Health District, Private Bag X 9002, Mt Frere, 5090

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

*The Free State Provincial Government and Free State Department of Education are equal opportunity,  
affirmative action employers*

- CLOSING DATE** : 14 July 2010
- NOTE** : Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. Lastly, to the candidature of non-public servants. Bursary holders interested in applying for this post must clearly indicate on top of Z83, in red, that he/she is currently a bursary holder of the Department. All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: ([www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za)). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's licence (where specified), identity document and a detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/ promotion/ appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; Salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance will be conducted and it is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. Please note that applicants may be subjected to practical testing. Successful candidates will be vetted. This advertisement will also appear on the website of the Department at [www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za).

**OTHER POSTS**

- POST 27/135** : **E-LEARNING FACILITATOR 25 POSTS**  
Contract positions for two years
- SALARY** : R4840 per month
- CENTRE** : Districts: Xhariep (2 posts): Ref nr PS 20/2010/01  
Motheo (6 posts): Ref nr PS 20/2010/02  
Lejweleputswa (5 Posts): Ref nr PS 20/2010/03  
Thabo Mofutsanyana (8 posts): Ref nr PS 20/2010/04  
Fezile Dabi (4 posts): Ref nr PS 20/2010/05
- REQUIREMENTS** : Grade 12 plus an appropriate post school qualification in an ICT related field. Extensive knowledge of and experience in end-user applications, including word-processing, spreadsheets, databases, presentations, Internet and e-mail. As travelling is required, a valid driver's licence is essential. Candidates will be required to pass an ICT end user skill evaluation before being considered for an interview. Recommendations: A teacher's diploma and recognised ICT end user qualification like ICDL or MOUS. Experience in e-Learning and ICT curriculum integration, together with good communication, collaboration and facilitation skills.
- DUTIES** : Assist with the implementation of the White Paper on e-Education at all educational institutions in the province, with a focus on e-Learning • Assist with ICT professional development and training of educators, administrators and support staff at the districts and schools • Develop the ability of educators to apply ICT skills to access, manage, integrate, evaluate and create information in order to enhance learning and teaching • Conduct school visits for ongoing support, monitoring, evaluation and reporting • Assist schools with establishing

ICT management teams, ICT policies and e-Learning strategic development plans • Support the eradication of the digital divide and the building of information literacy skills

**ENQUIRIES** : Mr DC Baatjies, ☎ (051) 404 8414  
**APPLICATIONS** : See attached address list to post/deliver applications

**POST 27/136** : **IT TECHNICIAN 15 POSTS**  
 Contract position for two years

**SALARY** : R3960 per month  
**CENTRE** : Districts Xhariep (2 posts): Ref nr PS 20/2010/06  
 Motheo (3 posts): Ref nr PS 20/2010/07  
 Lejweleputswa (3 Posts): Ref nr PS 20/2010/08  
 Thabo Mofutsanyana (4 posts): Ref nr PS 20/2010/09  
 Fezile Dabi (3 posts): Ref nr PS 20/2010/10

**REQUIREMENTS** : Grade 12 certificate and an appropriate technical IT qualification. A valid code B (code 8) driver's license. Experience in IT technical support. A sound technical knowledge of MS Windows desktop and server operating systems. Candidates will be required to pass a technical evaluation before being considered for an interview. Applications should be accompanied by originally certified copies of formal and informal qualifications, Grade 12 certificate, driver's license and ID document. Recommendations: A+, N+, MCSE or any other relevant technical IT qualification. Technical knowledge of routers, switches, network protocols are strongly recommended. Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation.

**DUTIES** : The successful candidate will be responsible for the installation and maintenance of software and hardware, as well as rendering a network and desktop support service to schools. It will also be required to provide ICT support to district offices and Education Resource Centers.

**ENQUIRIES** : Mr DC Baatjies, ☎ (051) 404 8414  
**APPLICATIONS** : See attached address list to post/deliver applications

DISTRICT CONTACT INFORMATION

DISTRICT OFFICE	POSTAL & PHYSICAL ADDRESS	CONTACT PERSON	ROOM NO	TELEPHONE NUMBERS
Xhariep	The Director: Xhariep District Office Private Bag X 20513 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONT	Ms M Cronje	101	(051) 404-4735
Motheo	The Director: Motheo District Office Private Bag X20512 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Mr Kraalshoek F	207	(051) 404-4319
Lejweleputswa	The Director: Lejweleputswa District Office Private X 30 WELKOM 9460 C/O Stateway & Tulbach Street Anmercosa House WELKOM	Mr Mokhobo MD	105	(057) 353 2901
Thabo Mofutsanyana	The Director: Thabo Mofutsanyana District Office Private Bag X 817 WITSIESHOEK 9870 Parliament Building (On the mountain) PHUTHADITJABA	Mr Makhubu MD	G39	(058) 718-4788
Fezile Dabi	The Director: Fezile Dabi District Office Private Bag X 2007 SASOLBURG 9570 23 Totius Street Old Cedar School Building SASOLBURG	Mr JMM Mthimkhulu	32	(016) 973-9043

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

- POST 27/137** : **HEAD: CLINICAL UNIT ORTHOPAEDICS REF NO: 70252930**  
Directorate: Medical
- SALARY** : R892 287 per annum (inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : MBChB degree. Registration certificate with the HPCSA as a Medical Specialist in Orthopaedic. Seven (7) years appropriate experience as a Orthopaedic Specialist.
- DUTIES** : Overall chageship of the Department of Orthopaedic. Maintain satisfactory clinical, professional and ethical standards elated to these services. Ensure effective and efficient specialist in order to contribute to optimal health care. Supervision of and effective utilization of medical staff. Responsible for training junior doctors. Conduct, assist in, and stimulate appropriate research. Organize and participation in the departmental teaching program.
- ENQUIRIES** : Dr. A. Christoforou Tel No: (011) 898-8320
- CLOSING DATE** : 26 July 2010

**OTHER POSTS**

- POST 27/138** : **SPECIALIST (GRADE 1, 2 AND 3 REF NO: 70252931**  
Directorate: Medical (Accident & Emergency, Radiology, Anaesthetic and Internal Medicine)
- SALARY** : Grade 1: R 554 109 per annum (inclusive package)  
Grade 2: R 643 065 per annum (inclusive package)  
Grade 3: R 746 301 per annum (inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Grade 1: None. Grade 2: a minimum of 5 years appropriate experience in the respective department after registration with the HPCSA Grade 3: a minimum of 10 years appropriate experience in the respective department after registration with the HPCSA.
- DUTIES** : Service delivery will be in the respective department. The clinical service include in and out patient management. Maintain satisfactory clinical professional and ethical standards related to these services. Ensure effective and efficient specialist service in order to contribute to optimal health care. Supervision of and effective utilization of medical staff. Responsible for training junior doctors. Conduct, assist in, and stimulate appropriate research. Organize and participate in the departmental teaching program.
- ENQUIRIES** : Dr. A. Christoforou Tel No: (011) 898-8320
- CLOSING DATE** : 26 July 2010
- POST 27/139** : **NURSING SERVICE MANAGER PNB4 REF NO 70253140**
- SALARY** : R314 427 per annum (plus benefits).
- CENTRE** : Cullinan Care and Rehabilitation Centre
- REQUIREMENTS** : Diploma / Degree in Nursing. Register as psychiatrist Nurse and post qualification in the relevant speciality Knowledge of PFMA, HR Management and Mental Health Care Act of 2002.Strongleadership, effective problem solving and management skill. Good verbal and written communication skills are also a necessity. Knowledge of Public Sector Legislation and relevant prescript/Regulation. Valid driver's licence. Experience: Minimum 10 years appropriate/recognizable experience in Nursing, 5 years of the period mentioned above must be at management/supervisory level in Mental Care Services

**DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services plan and monitor the objective of the specialised unit in line with the strategic plan of the institution. Provide therapeutic environment for staff, Patients and Public. Ensure compliance to Professional and ethical practice. Monitor and ensure nursing care is practised in accordance with the statutory law governing the Nursing Profession, Labour and Health Care. Liaise and communicate with the Multi-disciplinary team as well as other departments within the institution. Participate in various committees and task teams. Effective management and utilization of Human and material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and infection control standards. Planning of the allocation list for day and night duty rosters and inputs for leave. Plan for the provision of orientation and mentoring of all grievance and procedures including Student Nurses. Execute disciplinary code and grievance procedure.

**ENQUIRIES** : Ms S Knouws, Tel no; (012)7347033  
**CLOSING DATE** : 27 July 2010

**POST 27/140** : **ASSISTANT MANAGER: NURSING (SPECIALITY UNIT) REF NO: 70252932**  
Directorate: Nursing

**SALARY** : R314 427 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional nurse. At least 6 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post-basic qualification in Theatre/ICU. Minimum of 3 years experience in a Managerial position. Strong leadership skills. Conflict management skills.

**DUTIES** : Leading and supervision a component of personnel in a specialized unit. Ensure formulation and availability of clinical patient care protocols and policies in the department. Provide a good quality and availability of standards and policies in the department. Allocation of personnel according to the care level of the department. Effective monitoring and management of absenteeism. Maintain infection control, occupational health and safety principles to ensure a safe environment for patients and personnel.

**ENQUIRIES** : Ms. T.J. Moloko Tel No: (011) 898 8311  
**CLOSING DATE** : 26 July 2010

**POST 27/141** : **LECTURER GRADE 1 PROFESSIONAL NURSE 3 POSTS REF NO: 70253359**  
Directorate: Administration

**SALARY** : R195 936 per annum (plus benefits)  
**CENTRE** : SG Lourens Nursing College  
**REQUIREMENTS** : Registration with the South African Nursing Council. Degree/Diploma in General Nursing and Midwifery. Diploma in Nursing Education. Computer literacy. Proficiency in English. Valid driver's licence. Experience in a comprehensive Health care setting. Good interpersonal and communication skills

**DUTIES** : Ensure effective and successful education and training of student nurses. Develop, review and evaluate curricula. Ensure availability for student guidance. Support the mission and vision of the College and to promote its image and standards by serving on committees, attending and participating in meetings and activities. Participate in research. Provide and maintain information.

**ENQUIRIES** : Mrs. B. Riekert Tel no: (012) 3195601  
**CLOSING DATE** : 27 July 2010

**POST 27/142** : **SENIOR MEDICAL ORTHOTIST & PROSTHETIST REF NO: 70252929**  
Directorate: Allied

**SALARY** : R145 512 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : National Diploma/Bachelors Degree in Medical Orthotist/Prosthetist. Registration with the HPCSA. A valid drivers License and good interpersonal relations skills.  
**DUTIES** : Manufacturing of all M.O.P. devices. Train students. Engage in Outreach programmes for the community. Management of staff. Consultation of patients. Statistics.



**ENQUIRIES** : Ms. L. Janse van Rensburg Tel No: (011) 898-8079  
**CLOSING DATE** : 26 July 2010

**POST 27/143** : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70252928**  
Directorate: Allied

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Tertiary qualification in Occupational Therapy. Registration with HPCSA. Good interpersonal and communication skills.

**DUTIES** : Assessment and treatment of patients in the physical field. Contributing positively towards service development and functioning of the department according to departmental guidelines. Assist in department administrative duties. Participate in continuous professional development. Training and supervision of juniors and OT students.

**ENQUIRIES** : Ms. E. Senwedi, Tel No: (011) 898-8299  
**CLOSING DATE** : 26 July 2010

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

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

**NOTE** : 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. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course.

**MANAGEMENT ECHELON**

**POST 27/144** : **HEAD CLINICAL UNIT: MEDICAL: GRADE I (SPECIALIST) REF NO: EMP15/2010**  
Component: Medical: MCWH Outreach

**SALARY** : (All inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Head Clinical Unit : Medical : Grade I = R892 287 per annum Other Benefits: 18% In-Hospitable allowance of basic salary Commuted Overtime

**CENTRE** : Empangeni Hospital: Lower Umfolozi District War Memorial Hospital

**REQUIREMENTS** : The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist), registration certificate with HPCSA, plus 7 years experience after registration with HPCSA as a Medical Specialist in a normal specialty or in a recognized sub-specialty. Knowledge, Skills, Attributes And Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in Obstetrics and Gynaecology and outreach programmes. Willingness to be actively involved in the Outreach Program in Area 3, KZN

**DUTIES** : Key Performance Areas: Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources Strategize and implement outreach programmes.

**ENQUIRIES** : DR S R Kambaran 083 279 9945 or 035 907 7116 or [allen.kambaran@kznhealth.gov.za](mailto:allen.kambaran@kznhealth.gov.za)

**APPLICATIONS** : All applications must be forwarded to: The Hospital CEO. Lower Umfolozi District War Memorial Hospital, Private Bag X20005, EMPANGENI, 3880, Please fax copy of Z83 to Dr S R Kambaran 0866 203 837

**FOR ATTENTION** : Human Resource Office

**CLOSING DATE** : 16 July 2010

**NOTE** : The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**POST 27/145** : **MEDICAL SPECIALIST 3 POSTS REF NO: MEDSPECANAESTH/1/2010**  
Department: Anaesthetics

**SALARY** : The appointment to Grade I (R554 109 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade II (R643 065 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade III (R746 301 all inclusive salary package) requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

**CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : Registration as a Specialist Anaesthesiologist with the Health Professions Council of South Africa. Experience in the provision of a pre-anaesthetic consultation service and the administration and management of a Pre-Anaesthetic assessment clinic essential. Knowledge. Skills, Training And Competencies Required: Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES** : Assist the Anaesthetic head of department and head of clinical unit with effective overall management of the provision of Pre-Anaesthetic assessment services for patients scheduled to undergo Anaesthesia at IALCH. Assist the head of department and head of clinical unit with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to the pre-assessment and pre-operative preparation of patients scheduled to undergo Anaesthesia. Provision of a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Assist the head of department and head of clinical unit with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise preoperative patient care with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of the service of the Anaesthetic Department.

**ENQUIRIES** : Dr CH Daniel 031 2401802

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 06 August 2010

**POST 27/146** : **MEDICAL SPECIALIST 1 POST REF NO: MEDSPECANAESTH/2/2010**  
Department: Anaesthetics – Pre ANaesthetics

**SALARY** : The appointment to Grade I (R554 109 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade II (R643 065 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade III (R746 301 all inclusive salary package) requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

**CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : Registration as a Specialist Anaesthesiologist with the Health Professions Council of South Africa. Additional experience in providing a consultative service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge. Skills, Training And Competencies Required: Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES** : Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation

and implementation of staffing and health care programmes in the areas related to Anaesthesia. Provision of a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provision of after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department.

**ENQUIRIES** : Dr CH Daniel 031 2401802  
**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058  
**CLOSING DATE** : 06 August 2010

**POST 27/147** : **DEPUTY MANAGER NURSING REF NO: PSH 78/10**

**SALARY** : R 435 414 per annum, All inclusive package PLUS 12% rural allowance  
**CENTRE** : Port Shepstone Regional Hospital  
**REQUIREMENTS** : Educational Qualification :- Matric / Grade 12, Degree / Diploma in General Nursing, Midwifery Registration with the South African Nursing Council as a registered nurse/Midwife Proof of current registration with SANC for 2010 Degree / Diploma in Nursing Administration/ management A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at management level Recommendation: Valid Driver's license Knowledge, Skills And Experience: Leadership, management, planning, organizing and coordinating skills Clinical competencies and policy formulation skills Knowledge of nursing care delivery approaches Knowledge of relevant nursing acts Good verbal and written communication skills Conflict management / sound labour management skills Mentorship and supervisory skills Computer literacy Knowledge and understanding of Human Resource and Financial practices

**DUTIES** : KRA'S: To execute duties and functions with proficiency, in support of aims and strategic objectives of the department To contribute towards strategic planning process of the institution To demonstrate institution's commitment to quality nursing care To manage and supervise the formulation of policies and procedures for nursing service To manage human resource nursing component To ensure effective and efficient use of resource within component To ensure provision of effective and efficient infection control services in the institution Monitoring and evaluating of patient care delivery in the hospital

**ENQUIRIES** : Mr GBC Khaawulai: 039- 6886000  
**APPLICATIONS** : Instructions To Applicants: Application form fully completed and signed (Z83) and updated detailed C.V. with certified copies of ID, educational qualifications and proof of current registration to be submitted, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

**FOR ATTENTION** : Ms. D. Du Randt  
**CLOSING DATE** : 16<sup>th</sup> July 2010 at 16h00 p.m. N.B. If You Have Not Been Contacted Within Two (2) Weeks Hereof, Please Consider Your Application As Not Being Accepted.

**POST 27/148** : **ASSISTANT MANAGER: MEDICALSERVICES REF NO: IMBAL 01/2010**

**SALARY** : R430 206, Level 12 Other Benefits: 18% Inhospitable Rural Allowance, Medical Aid Optional And Housing Allowance (Inclusive Package)

**CENTRE** : Imbalenhle CHC (PMB)  
**REQUIREMENTS** : Appropriate qualification in the appropriate Health Science (MBCHB or Equivalent); Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner; Plus at least 3-5 years Post-registration experience in clinical and administrative management. Recommendation: A Qualification in Family Medicine would be an added advantage. Knowledge, Skills, Training And Competencies Required: Knowledge of the relevant Acts; Policies and Regulation administered by the KZN Department of Health. Good verbal and written Communication skills. Sound Negotiation, Planning, Organising, Interpersonal relations and conflict management Skills. Computer Literate Ability to develop Policies Working background should include experience in basic medical disciplines as well as management.

**DUTIES** : Key Performance Areas: Ensure the provision of a Safe, Ethical, Legal and High quality Medical care at IMBALENHLE CHC Ensure provision of an integrated and co-coordinated and patient centered service Formulate policies and

procedure for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Assist in controlling and monitoring the budget of the CHC and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores. Ensure the provision of protocols and guidelines to the Doctors at the correct level. Maintain discipline and deal with grievances and labour related issues in terms with Laid down Procedures and Policies. Facilitate the development and implementation of HR policies that promote continual training and development of Staff in the Centre. Formulate Strategic plans in keeping with the requirements of the CHC. Provide supervision to heads of Department and all junior doctors.

**ENQUIRIES** : The District Medical Manager Dr T.P. Kerry: 033 8971000  
**APPLICATIONS** : Please Forward Applications To: Human Resource Department Private Bag 9104 Pietermaritzburg 3200  
**FOR ATTENTION** : HR Practices  
**CLOSING DATE** : 30 July 2010

**POST 27/149** : **HOSPITAL MANAGER LEVEL 11 REF NO: UTHUNG 02/2010**

**SALARY** : An all inclusive salary package of R 387 456 per annum  
**CENTRE** : ST Mary's KwaMagwaza Hospital  
**REQUIREMENTS** : An appropriate B-degree or equivalent qualification in the field of Administration and Management or a tertiary qualification in Health Science, Plus at least 3 years experience in management. Management in a Health Facility would be an added advantage, valid code B Driving Licence (Code 08) and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Knowledge of Human Resource Management, Financial Management Systems, Acts and Regulations relating to the Public and Health Service. Good working knowledge of functioning of hospitals or public sector institutions. Leadership skills and management ability inclusive of planning, organising and decision-making. Must have good management, problem solving and analytical thinking skills. Good communication skills in writing and speaking. Conflict management and skills in negotiation. Good interpersonal skills. Project Management. Performance Management. Report writing and analytical skills. Time management.

**DUTIES** : Key Performance Areas: - Provide the necessary support and assistance to the Head of Department to ensure optimal health status for all persons in KwaZulu-Natal. Demonstrate sound ethics in management by directing conduct that promotes the broader interest of the community and environment. Ensure sound Financial Management of the Institution in line with the Public Finance Management Act No 1 of 1999. Be responsible for the effective and efficient management of the team by coordinating the Human Resources Division. Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. Manage the institution in a cost effective and efficient manner and ensure that systems are established and maintained to enable this. Ensure the co-ordination of all health services within the catchments area. Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. Monitor and evaluate the provision of institutional services. Plan and effect an institutional human resource strategy within the ambit of the Labour Relations Act 66 of 1995. Implement the Occupational Health and Safety Act No 85 of 1993. Ensure the effective management of physical facilities and other clinical and non-clinical support services (radiology, pharmacy, laboratory, catering, procurement and other hotel services) in line with Provincial regulations and guidelines. Ensure good governance programmes and community participation which includes the effective functioning of hospital boards. Provide optimal health care for the communities which the institution serves, by identifying key result areas that are specific, measurable, achievable and realistic, that will enable the institution to sustain its service delivery thereby achieving the objectives of the KwaZulu-Natal Department of Health's five year plan. Manage and control the finances allocated to the institution and the team in line with the Public Finance Management Act No 1 of 1999 (as amended by Act 29 of 1999), Treasury Regulations and Delegation of Authority and the prescripts of the Department of State Expenditure and Finance. Develop clinical protocols and guidelines for management of patients. Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the KZN Department of Health.

**ENQUIRIES** : Mr M.M Zungu: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 23 July 2010

**POST 27/150** : **DEPUTY DISTRICT MANAGER (LEVEL 11) INTERGRATED PUBLIC HEALTH SYSTEMS) CLINICAL & PROGRAMMES REF NO: UTHUNG 14/2010**

**SALARY** : An all inclusive salary package of R378 456 per annum  
**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : An appropriate B-degree or equivalent qualification. 3 – 5 years appropriate managerial experience. Valid code 08 Driving Licence. Computer literacy: MS Office Software Applications. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC would be an added advantage. Knowledge, Skills, Training and Competencies required: - ability to think critically in difficult situations. Sound project management skills. Ability to make independent decisions. Strong communication and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritize issues and other work related matter and to comply with time frames. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly.

**DUTIES** : Key Performance Areas: Compile, implement and manage operational plans which enable the efficient roll out of health promotion programmes and practices. Facilitate quarterly reviews, analyse results and realign strategies to improve service delivery at health institutions and clinics in the Uthungulu District. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development staff. Monitor, support and evaluate community education events to establish their effectiveness. Coordinate programme objectives with initiatives managed by other departments inclusive of community gardens, child headed household projects and children education programmes.

**ENQUIRIES** : Mr M.M Zungu: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 23 July 2010

**POST 27/151** : **PRINCIPAL HR PRACTITIONER: DISTRICT HR PLANNING AND ORGANISATIONAL IMPROVEMENT COORDINATION SERVICE LEVEL 11 REF NO: UTHUNG 16/2010**

**SALARY** : An all inclusive salary package of R378 456 per annum  
**CENTRE** : Uthungulu Health District Office  
**REQUIREMENTS** : An appropriate B-degree or equivalent qualification, Plus at least 3 years appropriate managerial experience in Human Resource environment, Valid code B Driving Licence (Code 08) and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Strong interpersonal and communication skills. Sound project management skills. Ability to co-operate well with supervisors, colleagues and those supervised. Ability to make independent decisions. Ability to plan effectively and efficiently. An understanding of the “push” factors affecting human resource supply and demand within the health sector. Ability to prioritise issues and other work related matters so as to comply with time frames. Broad knowledge of HR practices and disciplines. Ability to ready accept changes in work, work patterns or procedures that may be required in order to help achieve Departmental objectives.

**DUTIES** : Key Performance Areas: - Ensure and facilitate the consolidation of an integrated HR Plan for the District and monitor and evaluate the performance of Institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problems areas. Oversee and manage processes for the alignment of organisational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, Budget allocations as well as standards and workload statistics. Oversee the effective implementation of Human Resource Management Policy Imperatives in Institutions and ensure consistency in the application thereof. Ensure a well coordinated and integrated approach to develop sound labour relations within the District, promote staff wellbeing, safety, performance

	:	management and development. Manage the utilisation of resources allocated to the Section inclusive of the development of staff.
<b><u>ENQUIRIES</u></b>	:	Mrs I.F Mkhize: 035-787 0631/3/4/5
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880
<b><u>FOR ATTENTION</u></b>	:	Mr S.D Mzimela
<b><u>CLOSING DATE</u></b>	:	30 July 2010
<b><u>POST 27/152</u></b>	:	<b><u>SENIOR COMMUNICATION PRACTITIONER: DISTRICT COMMUNICATION SERVICE LEVEL 9 REF NO: UTHUNG 17/2010</u></b>
<b><u>SALARY</u></b>	:	R192 540 per annum Plus 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Uthungulu Health District Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree or National Diploma in Public Relations Plus at least 3 years appropriate operational experience in a Communication and Public Relations environment, Valid code B Driving Licence (Code 08) and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Excellent communication skills both verbal and written. Excellent human relations. Strong organizational ability. A broad knowledge of the public health sector. Ability to make independent decisions. Knowledge and proven competencies related to the main line media, public relations, marketing, advertising and desk top publishing.
<b><u>DUTIES</u></b>	:	Key Performance Areas: - Promote events for the health calendar by ensuring that advertisements and information for District Programmes are effected and appear in the local media. Manage community liaison services to ensure that effective and efficient partnerships are developed and maintained for the delivery of health services. Provide communications material to promote and inform the public and other external stakeholders of District and departmental initiatives and achievements in health service delivery. Foster a good relationship with the public and media by hosting information sessions and interviews in a participative environment with a view to share district health service objectives, initiatives and achievements. Establish and maintain links with other departments and external organisations ensuring integrated planning, co-ordination and collaboration of events. Manage internal communication and information by: - Ensuring that notices, circulars and newsletter are made available on notice boards and receptions areas; Updating the internal telephone directory; Ensuring that way finding and signage at the District Office is appropriate and maintained.
<b><u>ENQUIRIES</u></b>	:	Mr M.M Zungu: 035-787 0631/3/4/5
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880
<b><u>FOR ATTENTION</u></b>	:	Mr S.D Mzimela
<b><u>CLOSING DATE</u></b>	:	30 July 2010
<b><u>POST 27/153</u></b>	:	<b><u>HOSPITAL MANAGER LEVEL 11 REF NO: UTHUNG 18/2010</u></b>
<b><u>SALARY</u></b>	:	An all inclusive salary package of R 378 456 per annum
<b><u>CENTRE</u></b>	:	Eshowe Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree or equivalent qualification in the field of Administration and Management or a tertiary qualification in Health Science, Plus at least 3-5 years experience in management. Management in a Health Facility would be an added advantage, valid code B Driving Licence (Code 08) and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Knowledge of Human Resource Management, Financial Management Systems, Acts and Regulations relating to the Public and Health Service. Good working knowledge of functioning of hospitals or public sector institutions. Leadership skills and management ability inclusive of planning, organising and decision-making. Must have good management, problem solving and analytical thinking skills. Good communication skills in writing and speaking. Conflict management and skills in negotiation. Good interpersonal skills. Project Management. Performance Management. Report writing and analytical skills. Time management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: - Provide the necessary support and assistance to the Head of Department to ensure optimal health status for all persons in KwaZulu-Natal. Demonstrate sound ethics in management by directing conduct that promotes the broader interest of the community and environment. Ensure sound Financial Management of the Institution in line with the Public Finance Management Act No 1 of 1999. Be responsible for the effective and efficient management of the team by coordinating the Human Resources Division.

Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. Manage the institution in a cost effective and efficient manner and ensure that systems are established and maintained to enable this. Ensure the co-ordination of all health services within the catchments area. Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. Monitor and evaluate the provision of institutional services. Plan and effect an institutional human resource strategy within the ambit of the Labour Relations Act 66 of 1995. Implement the Occupational Health and Safety Act No 85 of 1993. Ensure the effective management of physical facilities and other clinical and non-clinical support services (radiology, pharmacy, laboratory, catering, procurement and other hotel services) in line with Provincial regulations and guidelines. Ensure good governance programmes and community participation which includes the effective functioning of hospital boards. Provide optimal health care for the communities which the institution serves, by identifying key result areas that are specific, measurable, achievable and realistic, that will enable the institution to sustain its service delivery thereby achieving the objectives of the KwaZulu-Natal Department of Health's five year plan. Manage and control the finances allocated to the institution and the team in line with the Public Finance Management Act No 1 of 1999 (as amended by Act 29 of 1999), Treasury Regulations and Delegation of Authority and the prescripts of the Department of State Expenditure and Finance. Develop clinical protocols and guidelines for management of patients. Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the KZN Department of Health.

**ENQUIRIES** : Mr M.M Zungu: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880  
**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 30 July 2010

**POST 27/154** : **ENVIRONMENTAL HEALTH OFFICER LEVEL 6 REF NO: UTHUNG 15/2010**

**SALARY** : R105 645.00 per annum Plus 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Uthungulu Health District Office

**REQUIREMENTS** : An appropriate three (3) year National Diploma in Environmental Health Plus one year practical experience in Environmental Health, Current registration with the Health Professions Council of South Africa as an Environmental Health Officer, Computer literacy: MS Office Software Applications and Valid code B Driving Licence (Code 08). Knowledge, Skills, Training and Competencies Required: - Ability to translate legislative and guidelines into practical policies. Technical knowledge on environmental health. Expert knowledge of the legislative and policy framework informing this complex area of operation. Networking skills to enables the various environmental health stakeholders to contribute to contribute to the future direction of the function. Strong analytical and statistical skills. Research analysis, planning and execution skills. Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritize issues and other work related matters and to comply with time frames.

**DUTIES** : Key Performance Areas: - Ensure the implementation of and adherence to the regulatory and legislative imperatives pertaining to environmental health. Render oversight function for schools, prisons and hospitals to validate environmental practices. Ensure planning of environmental health activities to facilitate a healthy environment for the district population. Ensure the investigation of public health contravention incidents. Ensure liaison and co-ordination of basis packages for Environmental Health services through district environmental health forums. Strengthen food safety monitoring. Strengthen prevention and control of diarrhoea. Strengthen water quality monitoring. Strengthen general and health care risk waste management. Strengthen rabies control.

**ENQUIRIES** : Mr B Dlamini: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 30 July 2010



**POST 27/155** : **PHARMACIST GRADE 1, 2 OR 3 (ART ROLLOUT/ROVING/ROLL-OUT COMPONENT) REF NO: UGU-ARTR 2/2010**

**SALARY** : All inclusive package –Grade I R302 319.00, Grade II R349 263.00 and Grade III R381 900.00 per annum plus 17% Rural Allowance

**CENTRE** : UGU Health District Office

**REQUIREMENTS** : National Diploma/Degree in Pharmacy, PLUS Current registration as a Pharmacist with the SAPC Copy of proof current renewal of registration (2010) with SAPC Driver’s licence Code EB Knowledge, Skills Training And Competencies: Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practice Supervisory, team building and analysis skills Appropriate clinical and theoretical knowledge Professional concern for excellence Computer literacy Interpersonal, communication, planning and organizing skills

**DUTIES** : Key Performance Areas: Provide high quality pharmaceutical services to patients and health professional within all applicable legislation Maintain accurate and appropriate record in line with legal and accounting requirements Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered Maintain optimal use and proper care of all resources Provide out-reach services in the community Provide pharmaceutical services as part of multidisciplinary ART roving tem

**ENQUIRIES** : Mr. K Ramasir Tel: 039 688 3000

**APPLICATIONS** : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

**FOR ATTENTION** : HR MANAGER

**CLOSING DATE** : 16 July 2010

**POST 27/156** : **PHARMACIST REF NO: IMBAL 02/2010**

**SALARY** : (All inclusive package)  
Grade 1 R 302 319 per annum  
Grade 2 R 349 263 per annum  
Grade 3 R 381 900 per annum, Allowance & Benefits : Inhospitable 12 % And housing allowance (*optional*)

**CENTRE** : Imbalenhle CHC

**REQUIREMENTS** : Appointment to grade 1 requires appropriate qualification, registration with SAPC as a Pharmacist. Appointment to grade 2 requires appropriate qualification, registration certificate plus 5 years experience after registration with SAPC as a Pharmacist Appointment to grade 3 requires appropriate qualification, registration certificate plus 13 years experience after registration with SAPC as a Pharmacist Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation applicable to the practice of pharmacy. Knowledge of the essential drug list (EDL). Sound knowledge of work process and procedures such as planning and organizing. Appropriate clinical and theoretical knowledge. Good communication supervisory, conflict management and interpersonal skills. Computer literacy.

**DUTIES** : Key Performance Areas: Control of supervision of all junior staff Implement procedure to the benefit of the pharmacy service. Distribute medicines to the clinics. Manufacture and compound pharmaceutical products. Pre – pack and re – label medicines. Dispense medicines. Oversee the control of the pharmacy bulk stores. Provide medicine information, counseling and education service to health professionals and patients. Supervise and provide training to interns and pharmacy assistants. Exercise control over expenditure in ensuring non – waste of pharmacy resources

**ENQUIRIES** : Dr. R. Okafor Tel no. 033 - 398 9100

**APPLICATIONS** : Please forward applications to: Human Resource Department, Private Bag 9104 Pietermaritzburg 3200

**FOR ATTENTION** : HR Practices

**CLOSING DATE** : 30 July 2010

**POST 27/157** : **OPERATIONAL NURSING MANAGER (PHC) INFECTION CONTROL REF NO: UTHK 11/2010 LEVEL 10**

**SALARY** : R287 745 per annum plus 13<sup>th</sup> cheque, medical aid (optional) Homeowners allowance (employee must meet the prescribed requirements)

**CENTRE** : Uthukela District Office

**REQUIREMENTS** : Diploma/Degree in nursing Plus 9 years experience as a Professional Nurse. 1 year post Basic Primary Health Care Qualification plus 5 years experience after obtaining the post basic qualification. Current registration with SANCO, Computer literacy and Valid drivers licence. Report writing abilities. Financial management

skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

**DUTIES** : Plan, organise and conduct community rallies and events in HIV/Aids that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programmes are implemented in all institutions, facility community. Monitor indicators which measure intergrated health practices in HIV/AIDS and TB in the institutions, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of identity documents, home based care services and orphan assistance thereby supporting the broader health care provision in the district. Support schools to meet the criteria required to become health promoting schools and ensure that this status is sustained. Analyse emerging health practices and introduce remedial action in conjunction with health care specialists.

**ENQUIRIES** : Mr MAC Asvat Telephone: 036 6312202  
**APPLICATIONS** : Applications should be forwarded To UTHUKELA HEALTH DISTRICT OFFICE PRIVATE BAG X 9958, LADYSMITH, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370 for ATT: Human Resource Manager

**CLOSING DATE** : 30 July 2010

**POST 27/158** : **OPERATIONAL MANAGER (PHC): REF NO: BETH 20/2010**

**SALARY** : R287 745 per Annum Plus 13<sup>th</sup> cheque Medical Aid(Optional), Housing Allowance ( Employee must meet prescribed requirements) , 12% Rural Allowance.

**CENTRE** : Bethesda Hospital ( Madonela Clinic)  
**REQUIREMENTS** : Diploma in Nursing Science and Midwifery. Current SANC registration ( 2010). A minimum of 9 ( nine) years appropriate / recognizable experience in nursing after registration as Professional with SANC in general nursing of which at least 5 ( five) years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Proof of experience – certificate /s of service. Ability to formulate patients care related policies. Sound knowledge of Provincial and National Acts and Policies. Sound knowledge of nursing care delivery approaches. Basic financial management skills. Knowledge of Human Resource Management. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Ability to provide mentoring and coaching to her / his supervisees. Leadership and supervisory skills. Report writing skills and time management.

**DUTIES** : Provide effective and professional leadership by ensuring that the clinic is organized to provide quality Primary Health Care. Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with. Public health indicators, set norms, standards and targets with a view to report thereon and initiate corrective action timeously. Provide a comprehensive range of service according to PHC core package. Manage and direct resources to improve services delivery by holding the principles of Batho Pele and standards set by the accreditation process. Evaluate patients care programmes and initiate plans for improvement that are supported by strong work ethics. Ensure and monitor that Primary Health Care services within the designated service area are provided with adequate support by multi disciplinary teams attached to the district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure intergrated approach with the implementation of various Primary Health Care. Programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Manage and control clinic budget. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented. Ensure the effective and efficient allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system ( s).

**ENQUIRIES** : Nurse Manager: Mrs. C.N.N Mkhwanazi Tel no. 035 – 595 1004  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 23 July 2010

- POST 27/159** : **CLINICAL NURSE PRACTITIONER 4 POSTS REF NO: GTN 23/2010**
- SALARY** : R195 936 per annum Other Benefits: 13<sup>th</sup> cheque, medical aid (optional), 12% rural allowance, housing allowance (employee must meet the prescribed requirements)
- REQUIREMENTS** : Diploma/ degree in nursing or equivalent qualification that allows registration with the SANC as professional plus 1 year accredited with the SANC in terms of Government Notice No R48 in the relevant specialty. A minimum of 4 years appropriate experience as professional nurse with the SANC in General Nursing. Current SANC Receipt (2010). Driver's license. Knowledge of SANC rules and regulations Communication skills and decision-making. Driving skills. Ability to provide mentoring and coaching to her/ his supervises. Leadership and supervisory skills
- DUTIES** : Provision comprehensive of services according to PHC core package. Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Provision of clinical services. Responsible for screening, diagnosis and management of patients as primary health care level. Initiate treatment, implementation of programmes and evaluation of patients clinical conditions. Initiate community participation. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes indicators are achieved. Involved in clinical audits
- ENQUIRIES** : Mrs. S.G. Ngubane
- APPLICATIONS** : All applications should be forwarded to: Human Resources Department, Private Bag X5562, Greytown 3250 or handed to Human Resources Office
- FOR ATTENTION** : Ms L.I. Myaka
- CLOSING DATE** : 20 July 2010
- POST 27/160** : **CLINICAL NURSE PRACTITIONER (PHC): REF NO: BETH 19/2010**
- SALARY** : R195 936 per Annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance ( Employee must meet prescribed requirements ), 12 Rural Allowance.
- CENTRE** : Bethesda Hospital (Jozini Clinic )
- REQUIREMENTS** : Degree / Diploma in General Nursing plus 1 year post basic qualification in Primary Health Care. Registration with the SANC as a General Nurse and Primary Health Care Nurse. Proof of current registration with South African Council 2010 receipt. A minimum of 4 years appropriate/ recognizable registration experience as a Professional Nurse. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Mental Health Act, OH & S Act, Batho Pele and patients Right Charter, Labour Relations Acts, grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge. Good insight of procedures and policies pertaining to nursing care. Computer skills in basic programmes.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required. Work as a part of a multidisciplinary team to ensure good nursing care at PHC setting in all health programmes. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Demonstrate a sound knowledge of nursing care delivery approaches for various programmes. Ensure increased accessibility of health service to all community members including performance of 24 hours where applicable. Ensure Batho Pele Principles are implemented. Diagnose, treat and dispense.
- ENQUIRIES** : Nurse Manager: Mrs. C.N.N Mkhwanazi Tel no. 035 – 595 1004
- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
- CLOSING DATE** : 23 JULY 2010
- POST 27/161** : **CLINICAL NURSE PRACTITIONER GR 1 (MATERNITY) REF NO: IMBAL 03/2010**  
Component: Nursing

**SALARY** : R195 936 Medical Aid – optional, Inhospitable Allowance 8% 13<sup>th</sup> Cheque Homeowner's Allowance – Must meet prescribed requirements

**CENTRE** : Imbalenhle Community Health Centre

**REQUIREMENTS** : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurses and Midwife with South African Nursing Council PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science Certified copy of Degree/Diploma in General Nursing/Midwifery Certified copy of registration certificate with SANC as a General Nurse and Midwifery Certified copy of current registration receipt with SANC (not bank receipt 2010). Recommendation: Primary Health Care experience Knowledge, Skills Training And Competences: Knowledge of public Service Policies, Acts and regulations Knowledge of SANC rules and regulations Good communication, leadership, interpersonal and problem solving skills Knowledge of code of Conduct, Labour Relations, Conflict management and negotiation skills Ability to function well within a team Skills in organizing, planning and supervising Knowledge of Batho Pele principles and patients rights charter

**DUTIES** : Key Performance Areas: Must be able to handle obstetric emergencies and high risk conditions To participate in Quality Improvement programmes and clinical audits Provide a safe, therapeutic environment as laid down by the Nursing Act Exercise control over discipline, grievance and Labour relation issues Implement and management of Infection Control and prevention protocols Assist with performance reviews i.e. EPMDS Supervision of staff and allocation thereof Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner Assist in planning, organising and monitoring of objectives of the specialised unit Manage all resources within the unit effectively and efficiently to ensure optimum service delivery Able to plan and organize own work and that of support personnel to ensure proper nursing care Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele) Work as part of the multidisciplinary team to ensure good nursing care Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction Maintain accurate and complete patient records including monitoring and evaluation throughout the stages of delivery and post delivery Participate in the analysis and formulation of nursing policies and procedures

**ENQUIRIES** : Miss N. Binase (033) 398 9103

**APPLICATIONS** : Please Forward Applications To: Human Resource Department Private Bag 9104 Pietermaritzburg 3200

**FOR ATTENTION** : HR Practices

**CLOSING DATE** : 30 July 2010

**POST 27/162** : **MANAGER: COMMUNITY HEALTH CENTRE (LEVEL 9) REF NO: UTHUNG 10/2010)**

**SALARY** : An all inclusive salary package of R192 540.00 per annum Plus 13<sup>th</sup> Cheque, Medical Aid (Optional) And Housing Allowance (Employee Must Meet Prescribed Conditions)

**CENTRE** : Nseleni CHC

**REQUIREMENTS** : An appropriate B-degree or equivalent qualification in the field of Administration and Management or a tertiary qualification in Health Science. At least 3 years experience in management. Management in a Health Facility would be an added advantage. Valid code 08 Driving Licence and Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competencies Required: - Knowledge of Legislative prescripts governing the Public Service. Ability to plan and organize. Project management and Human Resource Management. Good communication skills (oral and written). Leadership, financial management and management skills. Problem solving and conflict management. Good interpersonal relations.

**DUTIES** : Key Performance Areas: - Manage and monitor the day to day functioning of the Community Health Centre and its PHC clinics to ensure that the high quality of services is being provided to clients. Formulates strategic plans and ensure the execution of measurable and achievable strategies and operational activities for optimal service delivery. Manage and control the finances of the institution in line with the Public Finance Management Act and other relevant prescripts and policies. Ensure that the environment complies with the Health and Safety Act and that staff adhere to safety precautions and their welfare is maintained to attain optimal productivity. Maintains discipline and deals with grievances and

labour relations issues in terms of laid down policies and procedures. Plan and effect an institutional human resource strategy in line with the policy framework of the Public Service. Formulates policies and procedures for the CHC to promote efficiency. Facilitates the development and implementation of HR policies that promotes continuous training and development of staff in the Centre. Participates in the recruitment of staff in different fields.

**ENQUIRIES** : Mr M.M Zungu: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880  
**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 23 July 2010

**POST 27/163** : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: UTHK 13/2010, LEVEL 8**

**SALARY** : R161 970 p.a plus 13<sup>th</sup> Cheque, Medical – aid (optional), Homeowners Allowance (employee must meet the prescribed requirements)

**CENTRE** : Uthukela Health District Office  
**REQUIREMENTS** : Appropriate B Degree/ N Dip. In Environmental Health, 3 years appropriate operational experience in an Environmental Health environment. Current Registration with Health Professions Council of South Africa. Valid code EB Drive's licence (code 08). Technical knowledge on the Environment Health. Ability to translate legislative frameworks and guidelines into practical policies. Expect knowledge of the legislative and policy framework informing this complex are of operation. Networking skills enable the various environmental health stakeholders to contribute to the future direction of the function. Strong analytical and statistical ability. Strong interpersonal. Communication and presentation skills. Sound project management skills. Research analysis. Planning and execution skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning framework. Ability to priorities issues and other work related matters and to comply with time frames.

**DUTIES** : Ensure that inspections are conducted at prisons, schools, hospitals, farms private concerns, etc or evaluate these organizations on thee application of the environmental practices. Analyse data to identify trends in environmental health to determine environmental health priorities and prepare reports to advise management on environmental health in the District. Take stock of the state of environmental health shortcomings across the District and mobilize the appropriate resources to satisfy these needs. Identify indicators which will drive the norms and highlight the state of the environmental health in the district. Ensure that environmental health clinical protocols are reviewed and considered to determine their effectiveness in health institutions. Provide education to the community and the public on environmental health issues to facilitate a healthy population.

**ENQUIRIES** : Mrs. GPP Mazibuko Telephone: 036 6312202  
**APPLICATIONS** : Applications should be forwarded to Uthukela Health District Office Private Bag X9958, Ladysmith, 3370 OR Hand deliver to 60A Midblock Corner Alexander, Ladysmith, 3370

**FOR ATTENTION** : Human Resource Manager  
**CLOSING DATE** : 30 July 2010

**POST 27/164** : **PRINCIPAL DIETICIAN: LEVEL 8 REF NO: BETH 07/2010**

**SALARY** : R161 970 per Annum Plus 13<sup>th</sup> cheque Medical Aid(Optional), Housing Allowance ( Employee must meet prescribed requirements) ,10% Scarce Skills & 17% Rural Allowance.

**CENTRE** : Bethesda Hospital  
**REQUIREMENTS** : BSc. Dietetics (3 years degree) plus Post Graduate Diploma in hospital Dietetics. OR 3-5 years post registration experience in a clinical setting in a Public health facility . Experience in a hospital will be an added advantage. Registration with the HPCSA as a Dietician. Advance knowledge of Therapeutic Dietetics, implications and implementation. Experience with the management and flow up of the following patient profile areas is required: neonates and peadiatrics. Advanced knowledge of Dietetics procedures, practices, and equipment and the evaluation thereof. Good understanding of clinical governance, peer review and auditing processes. Ability to plan and organize resources. Ability to contribute towards the development of departmental strategic and operational plans. Communication and training skills with respect to other health workers. Advanced administrative skills including assimilation and interpretation of departmental statistics. Computer literacy, with knowledge

of basic advanced programmes ( MS Word, MS Excel, MS Outlook), including food analysis programmes and packages. Experience in implementing Quality Assurance initiatives and the development of procedural guidelines. Excellent interpersonal skills.

**DUTIES** : To service the nutritional needs of both in and outpatients and staff of the hospital in a cost effective and appropriate manner within a multidisciplinary team. Responsibility will include the following: - Clinical duties, educational and training, Human Resource Management, provide advisory service to the food service unit, administrative duties, Quality improvement initiatives, assist and provide a supportive role with Management tasks

**ENQUIRIES APPLICATIONS** : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004

: All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 23 JULY 2010

**POST 27/165** : **SENIOR DIETICIAN LEVEL 7 REF NO: BETH 16/2010**

**SALARY** : R130 425 per Annum Plus 13<sup>th</sup> cheque Medical Aid(Optional),Housing Allowance ( Employee must meet prescribed requirements) ,10% Scarce Skills & 17% Rural Allowance.

**CENTRE REQUIREMENTS** : Bethesda Hospital

: Must be a qualified Dietician and have a current registration with the Health Professional Council of South Africa. National Diploma /Degree in Dietetics. 1-2 years experience as a Dietician in a clinical setting. Sound knowledge of dietetic principles including nutritional assessment and analysis. Knowledge of general nutritional management with emphasis on the management of HIV/AIDS. Counseling skills. Good verbal and writing communication skills. Interpersonal and team building skills. Ability to work under pressure and independently. Time management skills.

**DUTIES** : To provide nutritional counseling and support to all patient requiring dietetic intervention, including patient from the HIV clinic. To monitor, evaluate and follow up all patients receiving nutritional intervention. To liaise with other staff members regarding nutritional care of patients. To assist with training of staff in nutritional related issues, with regard to HIV/AIDS. To contribute towards quality improvement with the dietetic department. To assist with basic managerial departmental functions, including report writing. To make recommendation with regard to policies/ procedures for the effective functioning of the dietetic department.

**ENQUIRIES APPLICATIONS** : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004

: All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 23 July 2010

**POST 27/166** : **OPERATIONAL MANAGER REF NO: GTN 23/2010**

**SALARY** : Other Benefits: 13th cheque, medical aid (optional), 12% rural allowance, Housing Allowance (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS** : Greytown Hospital (Kwasenge Clinic)

: Senior certificate. Diploma in general nursing / midwifery. Diploma in clinical nursing science, assessment, diagnosis treatment and care. A minimum of 9 years appropriate / recognizable in nursing after registration as professional nurse with the SANC in general nursing of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification of primary health care. Current SANC receipt (2010). Knowledge of SANC rules and regulations. Knowledge of legislative frameworks and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision-making. Ability to provide mentoring and coaching to her/ his supervisees. Leadership and supervisory skills.

**DUTIES** : Provision of comprehensive of services according to PHC Core package. Provision of quality comprehensive community health care (preventive and promotive, curative and rehabilitative) services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Provision of clinical services. Responsible for screening, diagnosis and management of patients as primary health care level. Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions. Initiate community participation. Work

as part of multidisciplinary team to ensure quality nursing care and priority programme indicators are achieved. Involved in clinical audits.

**ENQUIRES FOR ATTENTION APPLICATIONS** : Mrs. S.G. Ngubane  
: Ms. N.N.M Zungu  
: All applications should be forwarded to: Human Resources Department, Private Bag X5562, Greytown 3250 or handed to Human Resources Office  
**CLOSING DATE** : 20 JULY 2010

**POST 27/167** : **CLINICAL TECHNOLOGIST 4 POSTS REF NO: CLNTECHANAESTH /1/2010**  
Department: Anaesthetics – Critical Care

**SALARY** : 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: National Diploma in Clinical Technology (Critical Care). Registration with HPCSA. Experiential Training Experience in the Operating Theatres, Intensive Care Units and Trauma Units. Must be able to speak English very well and at least 1 of the official language. (IsiZulu or IsiXhosa) Knowledge, Skills, Training And Competencies Required: Extensive knowledge and trouble - shooting skills in various pieces of medical devices related to the field of practice. Demonstrate the ability to link theory to medical devices during patient treatment, rehabilitation, diagnostic and preventative measures.

**DUTIES** : Ensure that all medical devices related to the field of practice are readily available. User maintenance and troubleshooting of all Anaesthetics and Critical Care related equipment. Assist doctors in difficult procedures e.g. difficult intubations, cardiac pulmonary resuscitations, cardiac output measurements etc. Ensuring record keeping of tests performed. Perform all diagnostic tests related to Critical care e.g. ECG, TEG, INR Blood gas sampling, Cell saving etc. Key areas of responsibility are Theatre, Trauma and Burns units, ICU and the Pre-Anaesthetic clinic. Attend all training and theory sessions held by the supervisors. Assisting HealthCare Workers with equipment related issues. Provide a 24 hour 7 days a week Critical Care Clinical Technology service by way of overtime or shift duties dependant on available staffing. Required to work on a rotational basis in ALL service areas. Participation in teaching and training programmes for students and staff.

**ENQUIRIES APPLICATIONS** : Ms Susan Mtshali – 031 2404076  
: All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 06 August 2010

**POST 27/168** : **SENIOR RADIOGRAPHER (RAD/ONCOLOGY) REF NO: SNRRADONCO/1/2010**  
Department: Radiation Oncology

**SALARY** : R130 425 pa plus Scarce Skills Allowance. Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: A diploma or second category Bachelor degree in Radiography (Therapy). Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy). A minimum of one year post registration clinical experience in Radiotherapy. Community service Radiographers are welcome to apply, with the intention to commence duty in January 2011. Knowledge, Skills, Training And Competence Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of X-rays. C.T. scans and MRI scans for treatment planning purposes. Radiotherapy planning. Good interpersonal skills and basic supervisory skills and the ability to perform effectively in a team. Knowledge of Basic patient care.

**DUTIES** : Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy treatment procedure. Liase with the Physicist, Oncologist, Patient, Oncology nurses and the patient. Safely operate and care for all the equipment and accessories used in the planning and treatment of the

patient. Ensure that all record keeping of radiation treatment planning and delivery is accurately delivered.

**ENQUIRIES APPLICATIONS** : B. Rasool: 013 2401856/1839  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 06 August 2010

**POST 27/169** : **RADIOGRAPHERS REF NO: RADONCO/1/2010**  
 Department: Radion Oncology

**SALARY** : R105 645.00 pa Other Benefits: 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 : Diploma/degree in Radiography (Therapy) Registration with HPCSA as a Radiographer (Therapy). 1 year Community service. Community service Radiographers are welcomed to apply, with the intention to commence duty at completion of service Knowledge, Skills and Competency Requirements: You must also display knowledge of basic radiation planning, Radiation dose calculations and treatment accessory production. Function within a total quality management system as an integral member of the Oncology team.

**DUTIES** : The successful candidate must be prepared to provide a holistic support for the patient and family safely operate and care for all equipment. Know how to accurately interpret and deliver all Radiation treatment directives.

**ENQUIRIES APPLICATIONS** : B. Rasool: 013 2401856/1839  
 : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

**CLOSING DATE** : 06 August 2010

**DEPARTMENT OF TREASURY**

***The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

**APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Street, Pietermaritzburg 3200

**FOR ATTENTION** : Mrs SC Magwaza or Mr A.S. Zulu

**CLOSING DATE** : 23 July 2010

**NOTE** : Applications must be submitted on Form Z83, (which must be originally signed and dated) obtainable from any Public Service Department, and it must be accompanied by a detailed CV, and originally certified copies(not copies of certified copies) of required educational qualifications as stipulated in the advertisement and driver's license (where a driver's license is a requirement). Should an applicant wish to apply for more than one post, separate applications i.e. all the requirement documentation must be submitted for each post applied for. Under no circumstances will faxed, e-mailed or or late applications will be accepted. Therefore, the onus is on the applicants to ensure that their applications are posted or hand delivered timeously.

**POST 27/170** : **DEPUTY MANAGER: SECURITY AND RISK MANAGEMENT SERVICES 1**  
**POST REF: KZNPT 10/09**

**SALARY** : Total Flexible remuneration package of R 378 456 per annum.

**CENTRE** : KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS** : A National Diploma or Degree in Security and Risk Management Services. NIA Security Management Course. Three to five (3-5) years experience in a Security and Risk Management Services ( 2 years of which must be at a managerial level).

**DUTIES** : Manage the physical security of the MEC, HOD, staff and visitors. Manage personnel security in the office of the MEC and Provincial Treasury. Plan, organise and implement effective security related risk management strategies. Manage information / communication security. Liase with all relevant security stakeholders. Skills, Competences And Knowledge: Planning and organising, Investigation, Interpersonal relations, Negotiation skills, Research and Data analysis, Report writing, Presentation, Leadership, Diplomacy, Facilitation skills, Project planning / management, Decision making, Conflict Management and Computer skills. Constitution of the Republic of South Africa, Minimum Information Security Standards(MISS) Document, Minimum Physical Security Standards(MPSS), Protection of Information Act, Control of Access to Public Premises and vehicle Act, National Strategic Intelligence Act, National Vetting



Strategy, South African Police Services Act, Criminal Procedure Act, Public Service Act, Public Service Regulations, Broad understanding of the National Counter Intelligence Strategy, Departmental Security Policy, Memorandum of understanding of VIP services.

**ENQUIRIES**  
**NOTE**

- : Ms N Zulu (033) 846 6800
- : Applicants who applied when the advert was first sent out, are not encouraged to re-apply. Recommended candidates will be subjected to screening prior to employment. Preferences: African Females, African Males and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

*The Department of Health and Social Development is an equal opportunity and Affirmative Action employer.  
People with disabilities are encouraged to apply and attention will be given to individuals or persons from  
disadvantaged communities.*

**CLOSING DATE** : 23 July 2010  
**NOTE** : Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications. Applications for posts at the districts offices and hospitals should be addressed to the District Executive Managers and Chief Executive Managers of the district offices and hospitals. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered.

**OTHER POSTS**

**POST 27/171** : **PRINCIPAL CLINICAL PSYCHOLOGIST [LEVEL 12] = 2 POSTS**

**SALARY** : R490 140 p.a. [Inclusive remuneration package] plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Tshilidzini Hospital [1]  
**SALARY** : Commencing salary notch: R504 861 p.a. [Inclusive remuneration package] plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : St Ritas Hospital [1]  
**REQUIREMENTS** : An M.A degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Minimum of Four (4) years experience as a Psychologist in the Public Health Sector with three (3) years experience in training and supervising clinical psychology and psychometric interns and proven record in management. Knowledge and Skills: Appropriate clinical knowledge and experience in the field of Clinical Psychology. Knowledge of current mental health and public health legislation, regulations and policies. Sound knowledge of professional ethics. Computer literacy. Research and training skills will be an added advantage. Knowledge of the local mental health care environment. Appropriate supervision of interns and training experience in the Public Health Sector.

**DUTIES** : Manage the training and supervision section of the Clinical Psychology Department in coordination with the clinical psychology department. Develop and implement departmental work protocols. Provide academic support for research activities. Provide specialized psychological services. Liaise with training institutions. Coordinate the registered counsellors program. Coordinate the Clinical Psychology Department program for the department.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to Chief Executive Officers: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061

**POST 27/172** : **SENIOR CLINICAL PSYCHOLOGIST [LEVEL 9] = 1 POST**

**SALARY** : R216 954 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : Sekororo Hospital  
**REQUIREMENTS** : An M.A degree in clinical Psychology or equivalent qualification. Current registration with the Health Professions Council (HPCSA) as a Clinical Psychologist. Minimum of three (3) years experience in the public health sector. Research and training skills will be an added advantage. Knowledge and Skills: Appropriate clinical knowledge and experience in the field of Clinical Psychology. Knowledge of current Mental Health and Public Health legislation, regulations and policies. Sound knowledge of professional ethics. Computer literacy. Knowledge of the local mental health care environment. Proven interest in Community Outreach Programme. Appropriate supervision of interns and training experience in the Public Health Sector.

**DUTIES** : Provide clinical assessment and psychotherapeutic services. Provide psychological services in the wards. Render community outreach programmes. Supervise students and interns.

- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officer, Sekororo Hospital, Private Bag X 404, TRICHARDTSDAL, 0890
- POST 27/173** : **DEPUTY MANAGER: DIETETICS [LEVEL 9] = 6 POSTS**
- SALARY** : R 210 564 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
- CENTRE** : Mokopane Hospital [1], Mankweng Hospital [1], Elim Hospital [1], Lebowakgomo Hospital [1]
- SALARY** : Commencing salary notch: R216 954 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
- CENTRE** : St Ritas Hospital [1], Sekororo Hospital [1]
- REQUIREMENTS** : An appropriate degree/diploma in Dietetics. Four (4) years experience in a management position. Current registration with the Health Professions Council of South Africa [HPCSA] as a Dietician. A valid driver's license [attach copy]. Knowledge and Skills: Expert knowledge in the functional field of dietetics. A thorough understanding of relevant legislation and policies related to the discipline. An understanding of public service financial procedures. Good communication skills, report writing, planning. A questioning attitude. Computer literacy. An independent thinker and worker. Ability to work under pressure.
- DUTIES** : Implement policies, plan and coordinate the discipline specific professional services at hospitals in the district. Recommend and/or monitor budget levels. Upgrading and maintenance of specialized equipment. Give expert advice of a specialist nature in the discipline specific area. Receive professional and management information on several unrelated subject areas that require in-depth analysis and interpretation before action can be taken. Includes the collection and analysis of data with regard to scientific, clinical, sociological and economic impacts of patient care and patient/client behavior. Solve complex, professional and management problems and policy issues whereby a variety of information is analyzed by evaluating a wide range of alternative on the best suitable solutions/outcomes. Make recommendation with regard to policies/strategies for dietetics professional services. Liaise with stakeholders on discipline specific professional services including NGOs and universities. Coordinate community service. Support and coordinate district and institutions on specialized services of dietetics and professional development. Ensure the provision of food supplements to patients. 80% management. 20% clinical work.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officers: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Elim Hospital, Private Bag X 12, ELIM, 0960: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Sekororo Hospital, Private Bag X 404, TRICHARDTSDAL, 0890
- POST 27/174** : **DEPUTY MANAGER: SPEECH THERAPY AND AUDIOLOGY [LEVEL 9] = 3 POSTS**
- SALARY** : R210 564 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
- CENTRE** : Letaba Hospital [1], Tshilidzini Hospital [1], Mokopane Hospital [1]
- REQUIREMENTS** : An appropriate Bachelors degree in Speech Therapy and Audiology. Current registration with Health Professions Council of South Africa as a Speech Therapist and Audiologist. Minimum of four (4) years of experience as a Speech Therapist. A valid driver's license [attach copy]. Knowledge and Skills: Expert knowledge in the functional field of Speech Therapist and Audiologist. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy. An independent thinker and worker. Ability to work under pressure.
- DUTIES** : Recommend and or monitor budget level. Upgrading and maintenance of equipment. Give expert advice of a specialist nature in the discipline specific area. Receive professional and management information on several unrelated subject areas which require in-depth analysis and interpretation before action can be taken which include the collection and analysis of patient data. Solve complex professional and management problems and policy issues whereby a variety of information is analyzed by evaluating a wide range of alternatives on

the best suitable solutions/outcomes. Make recommendations with regard to policies / strategies for Speech Therapy and Audiology. Liaise with the stakeholders on Speech Therapy and Audiology services including NGO's and universities. Support and co-ordinate Speech Therapy and Audiology services and professional development. Ensure the provision of communication assistive devices to institution. 80% Management. 20% Clinical work.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief executive Officers: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Mokopane Hospital, private Bag X 2466, POTGIETERSRUS, 0600

**POST 27/175** : **DEPUTY MANAGER: MEDICAL ORTHOTIST AND PROSTHETIST [LEVEL 9] = 3 POSTS**

**SALARY** : R210 564 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance

**CENTRE** : Tshilidzini Hospital [1], Mokopane Hospital [1]

**SALARY** : R216 954 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance

**CENTRE** : St Ritas Hospital [1]

**REQUIREMENTS** : An appropriate Diploma or equivalent qualification in Medical Orthotics and Prosthetics. Current registration with the Health Professions Council of South Africa [HPCSA] as Medical Prosthetist and Prostetist. A minimum of four (4) years post registration experience. A valid driver's license [attach copy]. Knowledge and skills: Expert knowledge in the functional field of Medical Orthotics and Prosthetics. A thorough understanding of relevant legislations and policies related to MOP and rehabilitation professions. Understanding of the Public Finance Management Act. Report writing skills. Computer literacy. Good communication skills. Good interpersonal relations.

**DUTIES** : Improvement and maintenance of MOP services that comply with quality standards and norms as indicated by the health policies and norms. Monitor and implement all aspects of financial management as outlined by PFMA. Formulate and review sectional strategies and participate in formulation of Provincial strategies and policies and to ensure implementation thereof. Manage stock. Train students and staff. Conduct outreach when required. Manufacture Medical Orthotist and Prosthetist devices.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Mokopane Hospital, private Bag X 2466, POTGIETERSRUS, 0600: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061

**POST 27/176** : **DEPUTY MANAGER: PHYSIOTHERAPY [LEVEL 9] = 4 POSTS**

**SALARY** : R210 564 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Letaba Hospital [1], Elim Hospital [1]

**SALARY** : R210 564 p.a. plus 10% of basic salary scarce skills allowance.

**CENTRE** : Polokwane Hospital [1]

**SALARY** : R216 954 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : St Ritas Hospital [1]

**REQUIREMENTS** : Bachelor's degree or National Diploma in Physiotherapy. Four (4) years experience in management position. Current registration with the Health Professions Council of South Africa [HPCSA] as a physiotherapist. A valid driver's license. Knowledge and skills: Expert knowledge in a functional field of physiotherapy. A thorough understanding of relevant legislation and policies related to clinical support /rehabilitation. Knowledge of public finance procedures. Report writing skills. Good interpersonal relations. Good communication skills. Good planning skills. A questioning attitude. Computer literacy. An independent thinker & worker. Ability to work under pressure.

**DUTIES** : Implement policies, plan and co-ordinate the discipline specific professional service in the institution. Recommend and monitor budget levels. Upgrading and maintenance of specialized equipment /assistive devices. Give expert advice of a specialist nature in discipline specific area. Supervision of staff. Monitor and manage patient care. Make recommendation with regard to policies/ strategies for discipline specific professional services. Liaise with the stakeholders on

	:	discipline specific professional services including NGO's universities and coordinate community service for Physiotherapists.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officers: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Elim Hospital, P.O. Box 12, ELIM, 0960: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061
<b><u>POST 27/177</u></b>	:	<b><u>DEPUTY MANAGER: RADIOGRAPHY [LEVEL 9] = 5 POSTS</u></b>
<b><u>SALARY</u></b>	:	R210 564 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
<b><u>CENTRE</u></b>	:	Mokopane Hospital [1], Tshilidzini Hospital [1], Mankweng Hospital [1]
<b><u>SALARY</u></b>	:	R216 954 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
<b><u>CENTRE</u></b>	:	Maphutha L. Malatji Hospital [1]
<b><u>SALARY</u></b>	:	R216 954 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance
<b><u>CENTRE</u></b>	:	St Ritas Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	National Diploma/B-Rad Diagnostic Radiography. Current registration with Health Professions Council of South Africa [HPCSA] as a Radiographer. A minimum of four (4) years experience as a radiographer. Knowledge and skills: Expert knowledge in a functional field of Radiography. A thorough understanding of relevant legislation and policies related to radiography. An understanding of public finance procedures. Knowledge of Hazardous Substance Act 15 of 1973. Good interpersonal relations. Good communication skills. Good planning skills. A questioning attitude. Computer literacy. An independent thinker & worker. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide expert advice in radiography related matters. Provision of Radiography services. Supervision of staff. Implementation of policies. Plan and coordinate radiography in the province. 80% management. 20% clinical.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>POST 27/178</u></b>	:	<b><u>DEPUTY MANAGER: SONOGRAPHY [LEVEL 9] = 5 POSTS</u></b>
<b><u>SALARY</u></b>	:	R192 540 p.a.
<b><u>CENTRES</u></b>	:	Mokopane Hospital [1], Tshilidzini Hospital [1], Letaba Hospital [1], St Ritas Hospital [1], Philadelphia Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma / Bachelors degree in Diagnostic Radiography. Certificate in Ultrasonography. Current registration with Health Professions Council of South Africa as a Diagnostic Radiographer and Ultrasonographer. Minimum of three (4) years of experience as a Radiographer. Knowledge and skills: Expert knowledge in a functional field of Radiography. A thorough understanding of relevant legislation and policies related to radiography. An understanding of public finance procedures. Knowledge of Hazardous Substance Act 15 of 1973. Good interpersonal relations. Good communication skills. A questioning attitude. Computer literacy. An independent thinker & worker. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide expert advice in radiography related matters. Provision of Radiography services. Supervision of staff. Formulate procedures and protocols. Implementation of policies. Administer and manage the operations of ultrasound service. Manage proper utilization of equipment and stock. Clinical supervision of student and personnel. 80% management. 20% clinical.
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officers: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Letaba Hospital, Private Bag X 1430, LETABA, 0870: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Philadelphia Hospital, P.O. Box 1, DENNILTON, 1030
<b><u>POST 27/179</u></b>	:	<b><u>CHIEF MEDICAL ORTHOTIST AND PROSTHETIST [LEVEL 8] = 1 POST</u></b>
<b><u>SALARY</u></b>	:	R182 514 p.a.
<b><u>CENTRE</u></b>	:	St Ritas Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Medical Orthotic and Prosthetic. Current registration with the Health Professions Council of South Africa [HPCSA] as Medical Orthotist and Prosthetic. A minimum of three (3) years post registration experience. A valid driver's license [attach copy]. Knowledge and skills: Specialized knowledge in

	:	manufacturing Orthotic and Prosthetic devices. Procurement procedures. Interpersonal relations. Budgeting. Report writing skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Manage stock. Train students and staff. Conduct outreach when required. Manufacture Medical Orthotic and Prosthetic devices.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officer, St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061
<b><u>POST 27/180</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST [LEVEL 8] = 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R182 514 p.a. plus 10% basic salary scarce skills allowance and 17% basic salary ISRDS nodes rural allowance.
<b><u>CENTRE</u></b>	:	St Ritas Hospital [1]
<b><u>SALARY</u></b>	:	R177 147 p.a. plus 10% basic salary scarce skills allowance and 12% basic salary of PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Lebowakgomo Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	An M.A degree in Clinical Psychology or Equivalent. Current registration with the Health Professions Council (HPCSA) as a Clinical Psychologist. Knowledge and Skills: Appropriate clinical knowledge & experience in the field of clinical Psychology: psychotherapy, assessment, counseling. Analytical/report writing skills. Knowledge of current health and public service legislation, regulations and policies. Sound knowledge of professional ethics. IT skills. Research, teaching and training skills. Time management.
<b><u>DUTIES</u></b>	:	Provide psychological service delivery at hospital level. Participate in hospital teams/committees. Support hospital activities related to mental health. Supervise work of the psychometrists in the hospital. Implement community outreach programmes. Liaise and work with other hospital departments. Liaise with psychiatric services in the hospital. Assist in training for primary health care professionals.
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officers: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745
<b><u>POST 27/181</u></b>	:	<b><u>CHIEF OPTOMETRIST [LEVEL 8] = 6 POSTS</u></b>
<b><u>SALARY</u></b>	:	R182 514 p.a
<b><u>CENTRE</u></b>	:	St Ritas Hospital [1], Sekororo Hospital [1], Zebediela Hospital [1]
<b><u>SALARY</u></b>	:	R177 147 p.a
<b><u>CENTRE</u></b>	:	Mokopane Hospital [1], Tshilidzini Hospital [2]
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors degree in Optometry. Current registration with Health Professions Council of South Africa as an Optometrist. Minimum of four (4) years of experience as an Optometrist. A valid driver's license [attach copy]. Knowledge and Skills: Expert knowledge in the functional field of Optometry. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy. An independent thinker and worker. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Recommend and or monitor budget level. Upgrading and maintenance of equipment. Give expert advice of a specialist nature in the discipline specific area. Receive professional and management information on several unrelated subject areas which require in-depth analysis and interpretation before action can be taken which include the collection and analysis of patient data. Solve complex professional and management problems and policy issues whereby a variety of information is analyzed by evaluating a wide range of alternatives on the best suitable solutions/outcomes. Make recommendations with regard to policies / strategies for Optometry. Liaise with the stakeholders on optometry services including NGO's and universities. Support and co-ordinate optometry services and professional development. Ensure the provision of optical and non-optical devices to institution. 40% Management. 60% Clinical work.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officers: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Sekororo Hospital, Private Bag X 404, TRICHARDTSDAL, 0890: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Tshilidzini Hospital, private Bag X 924, SHAYANDIMA, 0931

<b><u>POST 27/182</u></b>	:	<b><u>PRINCIPAL DIETICIAN [LEVEL 8] = 4 POSTS</u></b>
<b><u>SALARY</u></b>	:	R177 147 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Mokopane Hospital [1], Ellisras Hospital [1] R182 514 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Ritas Hospital [1], Groblersdal Hospital [1] Bachelor's degree in Dietetics. Current registration with the Health Professions Council of South Africa as a Dietician. Proven relevant competencies as a clinical dietician. A minimum of four [4] years experience in field of Dietetics. Knowledge and skills: Expert knowledge and competencies in clinical dietetics. Knowledge of the PFMA and the public service related Act. Computer literacy. Report writing skills. Good interpretation skills. Good interpersonal relations. Problem solving and conflict resolution. Team building.
<b><u>DUTIES</u></b>	:	Budget and finance planning, staff establishment and other human resource related issues for the department. Supervision of Dieticians. Discipline control. Management of the unit. Liaison with all relevant stakeholders. Statistics. Report writing. Prepare and provide performance management agreements reports to sub-ordinates in the department. Equipment maintenance. Procurement. Maintain and improve quality standards. 60% clinical work. 40% management.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>APPLICATIONS</u></b>	:	Direct your applications to The Chief Executive Officers: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS. 0600: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Groblersdal Hospital, Private Bag X8604, GROBLERSDAL, 0470
<b><u>POST 27/183</u></b>	:	<b><u>CHIEF RADIOGRAPHER [LEVEL 8] = 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R177 147 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Mokopane Hospital [1]
<b><u>SALARY</u></b>	:	R182 514 p.a. plus 10% of basic salary scarce skills allowance and 12 % of basic salary PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Helene Franz Hospital [1]
<b><u>SALARY</u></b>	:	R182 514 p.a. plus 10% of basic salary scarce skills allowance and 17 % of basic salary ISRDS nodes rural allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Matlala Hospital [1] National Diploma / B- Rad Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as Diagnostic Radiographer. Minimum of four (4) years of practical experience in the field of Radiography. Knowledge and Skills: Knowledge and skills in Diagnostic Radiography. Knowledge of various x-ray equipments. Occupational health and safety. Hazardous Substance Act 15 of 1973. Good communication, supervisory, report writing and interpersonal relations skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Perform Radiography Services. Implement quality assurance plan. Implement policies and protocols. Supervision of subordinate. 60% Clinical work. 40% Management work.
<b><u>ENQUIRES</u></b>	:	Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
<b><u>APPLICATIONS</u></b>	:	Direct your application to The Chief Executive Officer: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: Matlala Hospital, Private Bag X 9624, MARBLE HALL,0453
<b><u>POST 27/184</u></b>	:	<b><u>CHIEF HEALTH THERAPIST: PHYSIOTHERAPY [LEVEL 8] = 7 POSTS</u></b>
<b><u>SALARY</u></b>	:	R177 147 p.a. plus 10% basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Mokopane Hospital [1], Tshilidzini Hospital [1], Lebowakgomo Hospital [1]
<b><u>SALARY</u></b>	:	R182 514 p.a. plus 10% basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
<b><u>CENTRE</u></b>	:	Helen Franz Hospital [1], Zebediela Hospital [1]
<b><u>SALARY</u></b>	:	R182 514 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Ritas Hospital [1], Sekororo Hospital [1] Bachelor's degree or National Diploma in Physiotherapy. Current registration with the Health Professions Council of South Africa [HPCSA]. Minimum of four (4) years of practical experience in the field of Physiotherapy. A valid driver's

licence [attach copy]. Knowledge and Skills: Expert knowledge of patient treatment using physiotherapy techniques. A thorough understanding of relevant legislation and policies related to physiotherapy and rehabilitation. Knowledge of Public Finance Management Act. Report writing skills. Good interpersonal relations. Computer literacy.

**DUTIES** : Manage, co-ordinate and develop physiotherapy services in the hospital, including human resource finance and equipments. Assess and treat patients in the hospital and community using physiotherapy principles. Plan and co-ordinate local out reach programmes for physiotherapy. Manage physiotherapy student's programme in the section and participate in student evaluation and clinical teaching. Participate in policy implementation regarding physiotherapy and disability issues at institutional level.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Manager: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: St Ritas Hospital, Private Bag x 1303, GLEN COWIE, 1061: Sekororo Hospital, Private Bag X 404, TRICHARDTSDAL, 0890

**POST 27/185** : **CHIEF HEALTH THERAPIST: OCCUPATIONAL THERAPY [LEVEL 8] = 8 POSTS**

**SALARY** : R177 147 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE SALARY** : Mokopane Hospital [2], Seshego Hospital [1], Tshilidzini Hospital [1]  
: R182 514 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE SALARY** : Helene Franz Hospital [1]  
: R182 514 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE REQUIREMENTS** : St Ritas Hospital [1], Matlala Hospital [1], Sekororo Hospital [1]  
: Bachelor's degree or National Diploma in Occupational Therapy. Current registration with the Health Professions Council of South Africa as Occupational Therapist. Management experience in the field of Occupational Therapy. Minimum of four (4) years post registration experience in the field of Occupational Therapy. A valid driver's licence [attach copy]. Knowledge and skills: Expert knowledge in the functional Occupational Therapy. Thorough knowledge, understanding and application of appropriate legislation and policies related to Occupational Therapy. Understanding of public service financial procedures. Hazardous substance act 15 of 1973. Good communication skill. Good interpersonal relations. A questioning attitude. Computer literacy. An independent thinker and worker. Report writing skills. Ability to work under pressure.

**DUTIES** : Render, manage and contribute to the planning of Occupational Therapy service that complies with the standards and norms as indicated by health policies. Implement sectional and provincial quality assurance measures in the section and contribute to the maintenance of provincial quality assurance programme. Plan and implement all aspects of financial management. Participate in and initiate continuous professional development of subordinates according to the regulations of the Health Professions Council of South Africa. Plan the placement and supervision of students according to the agreement with the tertiary training institutions and contribute to related training activities. 40% management. 60% clinical work.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officer, Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Seshego Hospital, Private Bag X 4014, SESHEGO, 0742: Tshilidzini Hospital, private Bag X 924, SHAYANDIMA, 0931: Helene Franz Hospital, Private Bag X 5002, BOCHUM,0790: St Ritas Hospital, private Bag X 1303, GLEN COWIE, 1061: Matlala Hospital, Private Bag X 9624, MARBLE HALL, 0453: Sekororo Hospital, Private Bag X 404, TRICHARDTSDAL, 0890

**POST 27/186** : **CHIEF HEALTH THERAPIST: SPEECH AND HEARING [LEVEL 8] = 2 POSTS**

**SALARY** : R177 147 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.



**CENTRE** : Tshilidzini Hospital [1]  
**SALARY** : R182 514 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : St Ritas Hospital [1]  
**REQUIREMENTS** : Appropriate bachelors' degree or equivalent qualification. Current registration with the Health Professions Council of South Africa [HPCSA] as a Speech, Language Pathology and Audiology Therapist. A minimum of four (4) years post registration experience. Knowledge and skills: Knowledge of Speech Language Pathology and Audiology. Manipulation of various Speech and Audiology equipments. Communication skills. Good interpersonal relations. Good planning skills. Good report writing skills. Computer literacy.

**DUTIES** : Perform Speech Therapy and Audiology services. Prescription fitting of hearing devices and other high and low technology communication devices. Perform quality control test. Recommend and or monitor budget levels. Receive professional and management information on several unrelated subject areas, which require in depth analysis and interpretation before action can be taken. Liaise with stakeholders on speech and hearing therapy services. Ensure provision of assistive devices.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officer: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: St Ritas Hospital, private Bag X 1303, GLEN COWIE, 1061

**POST 27/187** : **SENIOR MEDICAL ORTHOTIST AND PROSTHETIST (MOP) [LEVEL 7] = 40 POSTS**

**SALARY** : R146 964 p.a.  
**CENTRE** : Helene Franz Hospital [1], WF Knobel Hospital [1], Nkensani Hospital [1], Maphuta L Malatji Hospital [1], Evuxakeni Hospital [1], Donald Fraser Hospital [1], Siloam Hospital [1], Musina Hospital [1], Zebediela Hospital [1], Thabazimbi Hospital [1], Groblersdaal Hospital [1], St Ritas Hospital [1], Jane Furse Hospital [1], Matlala Hospital [1], Mecklenburg Hospital [1] ,Dilokong Hospital [1], Philadelphia Hospital [1], Sekororo Hospital [1],

**SALARY** : R142 641 p.a.  
**CENTRE** : Botlokwa Hospital [1], Mankweng Hospital [2], Lebowakgomo Hospital [1], Thabamopo Hospital [1], Seshego Hospital [1], Kgapane Hospital [1], Dr CN Phatudi Hospital [1], Van Velden Hospital [1], Letaba Hospital [1]. Louis Trichardt Hospital [1], Hayani Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Voortrekker Hospital [1], F.H. Odendaal Hospital [1], Malamulele Hospital [1], Warmbath Hospital [1], Ellisras Hospital [1], Polokwane Hospital [2]

**REQUIREMENTS** : An appropriate Diploma / Bachelors degree in Medical Orthotic and Prosthetic. Current registration with Health Professions Council of South Africa as a Medical Orthotist and Prosthetic. Minimum of three (3) years of experience as a Medical Orthotist and Prosthetic. Knowledge and Skills: Expert knowledge in the functional field of Medical Orthotic and Prosthetic. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.

**DUTIES** : Render Medical Orthotic and Prosthetic services and Outreach services. Ensure the provision of orthotic and prosthetic assistive devices to institution. Provide expert knowledge in optometry services. Support and attend professional development. Provide clinical supervision for Medical Orthotic and Prosthetic students. Supervision of personnel.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officers: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: WF Knobel Hospital, Private Bag X 65, LONSDALE, 0710: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: Siloam Hospital, Private Bag X 2432, LOUIS TRICHARDT, 0920: Musina Hospital, P.O. Box 102, MESSINA, 0900: Witpoort Hospital, Private Bag X 01, ELLISRAS, 0555: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Evuxakeni Hospital, Private Bag x 9661, GIYANI, 0826: Botlokwa Hospital, Private Bag X 544, DWARSRIVER, 0812: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Thabamopo Hospital, Private Bag X 37, CHUENESPOORT, 0745: Seshego Hospital, Private Bag x

4016, SESHEGO, 0742: Kgapan Hospital, Private Bag X 742, GA-KGAPANE, 0838: Dr CN Phatudi Hospital, Private Bag X 4056, TZANEEN, 0850: Van Velden Hospital, Private Bag X 4014, TZANEEN, 0850: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Louis Trichardt Hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Voortrekker Hospital, Private Bag X 2495, POTGIETERSRUS, 0600: FH Odendaal Hospital, Private Bag X 1007, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag X 1618, WARMBAD, 0480: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890:

- POST 27/188** : **SENIOR HEALTH THERAPIST: OCCUPATIONAL THERAPY [LEVEL 7] = 40 POSTS**
- SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
- CENTRE** : Helene Franz Hospital [1], WF Knobel Hospital [1], Nkensani Hospital [1], Maphutha L Malatji Hospital [1], Evuxakeni Hospital [1], Donald Fraser Hospital [1], Siloam Hospital [1], Musina Hospital [1], Witpoort Hospital [1], Zebediela Hospital [1], Thabazimbi Hospital [1],
- SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
- CENTRE** : Botlokwa Hospital [1], Mankweng Hospital [2], Lebowakgomo Hospital [1], Thabamooopo Hospital [1], Seshego Hospital [1], Kgapan Hospital [1], Dr CN Phatudi Hospital [1], Van Velden Hospital [1], Letaba Hospital [1], Louis Trichardt Hospital [1], Hayani Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Voortrekker Hospital [1], F.H. Odendaal Hospital [1], Warmbath Hospital [1], Malamulele Hospital [1], Ellisras Hospital [1]
- SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance.
- CENTRE** : Polokwane Hospital [2]
- SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance
- CENTRE** : Groblersdaal Hospital [1], St Ritas Hospital [1], Jane Furse Hospital [1], Matlala Hospital [1], Mecklenburg Hospital [1], Dilokong Hospital [1], Philadelphia Hospital [1], Sekororo Hospital [1],
- REQUIREMENTS** : An appropriate Bachelors degree in Occupational Therapy. Current registration with Health Professions Council of South Africa as an Occupational Therapist. Minimum of three (3) years of experience as an Occupational Therapist. Knowledge and Skills: Expert knowledge in the functional field of Occupational Therapist. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.
- DUTIES** : Render Occupational Therapy services and Outreach services. Ensure the provision of assistive devices to institution. Provide expert knowledge in Occupational Therapy services. Support and attend professional development. Provide clinical supervision for Occupational Therapy students.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officers: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: WF Knobel Hospital, Private Bag X 65, LONSDALE, 0710: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Evuxakeni Hospital, Private Bag X 9661, GIYANI, 0826: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: Siloam Hospital, Private Bag X 2432, LOUIS TRICHARDT, 0920: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Musina Hospital, P.O. Box 102, MESSINA, 0900: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala

Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890: Botlokwa Hospital, Private Bag X 544, DWARSRIVER, 0812: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Thabamoo Hospital, Private Bag X 37, CHUENESPOORT, 0745: Seshego Hospital, Private Bag x 4016, SESHEGO, 0742: Kgapane Hospital, Private Bag X 742, GA-KGAPANE, 0838: Dr CN Phatudi Hospital, Private Bag X 4056, TZANEEN, 0850: Van Velden Hospital, Private Bag X 4014, TZANEEN, 0850: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Louis Trichardt Hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Voortrekker Hospital, Private Bag X 2495, POTGIETERSRUS, 0600: FH Odendaal Hospital, Private Bag X 1007, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag X 1618, WARMBAD, 0480: Elliras Hospital, Private Bag X 218, ELLIRAS, 0555: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890:

- POST 27/189** : **SENIOR HEALTH THERAPIST: PHYSIOTHERAPY [LEVEL 7] = 40 POSTS**
- SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
- CENTRE** : Helene Franz Hospital [1], WF Knobel Hospital [1], Nkensani Hospital [1], Maphutha L Malatji Hospital [1], Evuxakeni Hospital [1], Donald Fraser Hospital [1], Siloam Hospital [1], Musina Hospital [1], Witpoort Hospital [1], Zebediela Hospital [1], Thabazimbi Hospital [1],
- SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
- CENTRE** : Botlokwa Hospital [1], Mankweng Hospital [2], Lebowakgomo Hospital [1], Thabamoo Hospital [1] Seshego Hospital [1], Kgapane Hospital [1], Dr CN Phatudi Hospital [1], Van Velden Hospital [1], Letaba Hospital [1]. Louis Trichardt Hospital [1], Hayani Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Voortrekker Hospital [1], F.H. Odendaal Hospital [1], Warmbath Hospital [1] , Malamulele Hospital [1],
- SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance
- CENTRE** : Polokwane Hospital [2]
- SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
- CENTRE** : Groblersdaal Hospital [1], St Ritas Hospital [1], Jane Furse Hospital [1], Matlala Hospital [1], Mecklenburg Hospital [1], Dilokong Hospital [1], Philadelphia Hospital [1], Sekororo Hospital [1],
- REQUIREMENTS** : An appropriate Bachelors degree in Physiotherapy. Current registration with Health Professions Council of South Africa as a Physiotherapist. Minimum of three (3) years of experience as a Physiotherapist. Knowledge and Skills: Expert knowledge in the functional field of Physiotherapy. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.
- DUTIES** : Render Physiotherapy services and outreach services. Ensure the provision of assistive devices to institution. Provide expert knowledge in optometry services. Support and attend professional development. Provide clinical supervision for Physiotherapy students. Supervision of personnel.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officers: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: WF Knobel Hospital, Private Bag X 65, LONSDALE, 0710: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Evuxakeni Hospital, Private Bag x 9661, GIYANI, 0826: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: Siloam Hospital, Private Bag X 2432,

LOUIS TRICHARDT, 0920: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Musina Hospital, P.O. Box 102, MESSINA, 0900: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890: Botlokwa Hospital, Private Bag X 544, DWARSRIVER, 0812: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Thabamoo Hospital, Private Bag X 37, CHUENESPOORT, 0745: Seshego Hospital, Private Bag x 4016, SESHEGO, 0742: Kgapane Hospital, Private Bag X 742, GA-KGAPANE, 0838: Dr CN Phatudi Hospital, Private Bag X 4056, TZANEEN, 0850: Van Velden Hospital, Private Bag X 4014, TZANEEN, 0850: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Louis Trichardt Hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Voortrekker Hospital, Private Bag X 2495, POTGIETERSRUS, 0600: FH Odendaal Hospital, Private Bag X 1007, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag X 1618, WARMBAD, 0480: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890:

<b><u>POST 27/190</u></b>	:	<b><u>SENIOR HEALTH THERAPIST: SPEECH AND AUDIOLOGY [LEVEL 7] = 40 POSTS</u></b>
<b><u>SALARY</u></b>	:	R146 964 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
<b><u>CENTRE</u></b>	:	Helene Franz Hospital [1], WF Knobel Hospital [1], Nkensani Hospital [1], Maphuta L Malatji Hospital [1], Donald Fraser Hospital [1], Siloam Hospital [1], Musina Hospital [1], Witpoort Hospital [1], Thabazimbi Hospital [1], Zebediela Hospital [1], Evuxakeni Hospital [1]
<b><u>SALARY</u></b>	:	R142 641 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance
<b><u>CENTRE</u></b>	:	Botlokwa Hospital [1], Mankweng Hospital [2], Lebowakgomo Hospital [1], Thabamoo Hospital [1], Seshego Hospital [1], Kgapane Hospital [1], Dr CN Phatudi Hospital [1], Van Velden Hospital [1], Letaba Hospital [1], Louis Trichardt Hospital [1], Hayani Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Voortrekker Hospital [1], F.H. Odendaal Hospital [1], Warmbath Hospital [1], Malamulele Hospital [1], Ellisras Hospital [1],
<b><u>SALARY</u></b>	:	R142 641 p.a. plus 10% of basic salary scarce skills allowance
<b><u>CENTRE</u></b>	:	Polokwane Hospital [2]
<b><u>SALARY</u></b>	:	R146 964 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
<b><u>CENTRE</u></b>	:	Groblersdaal Hospital [1], St Ritas Hospital [1], Jane Furse Hospital [1], Matlala Hospital [1], Mecklenburg Hospital [1], Dilokong Hospital [1], Philadelphia Hospital [1], Sekororo Hospital [1],
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors degree in Speech Therapy and Audiology. Current registration with Health Professions Council of South Africa as a Speech Therapist and Audiologist. Minimum of three (3) years of experience as a Speech Therapist and Audiologist. Knowledge and Skills: Expert knowledge in the functional field of Speech Therapy and Audiology. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.
<b><u>DUTIES</u></b>	:	Render Speech Therapy and Audiology services and Outreach Services. Ensure the provision of communication devices to institution. Provide expert knowledge in Speech Therapy and Audiology services. Support and attend professional

development. Provide clinical supervision for Speech Therapy and Audiology students. Supervision of personnel.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officers: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: WF Knobel Hospital, Private Bag X 65, LONSDALE, 0710: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAAGALE, 1391: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: Siloam Hospital, Private Bag X 2432, LOUIS TRICHARDT, 0920: Musina Hospital, P.O. Box 102, MESSINA, 0900: Witpoort Hospital, Private Bag X 01, ELLISRAS, 0555: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Evuxakeni Hospital, Private Bag x 9661, GIYANI, 0826: Botlokwa Hospital, Private Bag X 544, DWARSRIVER, 0812: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Thabamoo Hospital, Private Bag X 37, CHUENESPOORT, 0745: Seshego Hospital, Private Bag x 4016, SESHEGO, 0742: Kgapan Hospital, Private Bag X 742, GA-KGAPANE, 0838: Dr CN Phatudi Hospital, Private Bag X4056, TZANEEN, 0850: Van Velden Hospital, Private Bag X 4014, TZANEEN, 0850: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Louis Trichardt Hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Voortrekker Hospital, Private Bag X 2495, POTGIETERSRUS, 0600: FH Odendaal Hospital, Private Bag X 1007, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag X 1618, WARMBAD, 0480: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890:

**POST 27/191** : **SENIOR HEALTH THERAPIST: RADIOGRAPHY [LEVEL 7] = 40 POSTS**

**SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Malamulele Hospital [1], Ellisras Hospital [1], Botlokwa Hospital [1], Mankweng Hospital [2], Lebowakgomo Hospital [1], Thabamoo Hospital [1] Seshego Hospital [1], Kgapan Hospital [1], Dr CN Phatudi Hospital [1], Van Velden Hospital [1], Letaba Hospital [1], Louis Trichardt Hospital [1], Hayani Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Voortrekker Hospital [1], F.H. Odendaal Hospital [1], Warmbath Hospital [1],

**SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : Groblersdaal Hospital [1], St Ritas Hospital [1], Jane Furse Hospital [1], Matlala Hospital [1], Mecklenburg Hospital [1], Dilokong Hospital [1], Philadelphia Hospital [1], Sekororo Hospital [1],

**SALARY** : R146 964 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Helene Franz Hospital [1], WF Knobel Hospital [1], Nkhensani Hospital [1], Maphutha L Malatji Hospital [1], Siloam Hospital [1], Musina Hospital [1], Zebediela Hospital [1], Thabazimbi Hospital [1], Witpoort Hospital [1], Donald Fraser Hospital [1], Evuxakeni Hospital [1],

**SALARY** : R142 641 p.a. plus 10% of basic salary scarce skills allowance.

**CENTRE** : Polokwane Hospital [2]

**REQUIREMENTS** : An appropriate Bachelors degree/ National Diploma in Diagnostic Radiography. Current registration with Health Professions Council of South Africa as a Diagnostic Radiographer. Minimum of three (3) years of experience as a Diagnostic Radiographer. Knowledge and Skills: Expert knowledge in the functional field of Radiography. A thorough understanding of relevant legislation and policies related to Radiography. An understanding of Public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.

**DUTIES** : Render quality Radiography services. Provide expert knowledge in Radiography services. Support and attend professional development. Provide clinical supervision for Radiography students. Supervision of subordinates.

- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive officers: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: Botlokwa Hospital, Private Bag X 544, DWARSRIVER, 0812: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Thabamopo Hospital, Private Bag X 37, CHUENESPOORT, 0745: Seshego Hospital, Private Bag x 4016, SESHEGO, 0742: Kgapane Hospital, Private Bag X 742, GA-KGAPANE, 0838: Dr CN Phatudi Hospital, Private Bag X4056, TZANEEN, 0850: Van Velden Hospital, Private Bag X 4014, TZANEEN, 0850: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Louis Trichardt Hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Hayani Hospital, Private Bag X 2272, SIBASA, 0970: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Voortrekker Hospital, Private Bag X 2495, POTGIETERSRUS, 0600: FH Odendaal Hospital, Private Bag X 1007, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag X 1618, WARMBAD, 0480: Groblersdal Hospital, Private Bag X 8604, GROBLERSDAL, 0470: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: Matlala Hospital, private Bag X 9624, MARBLE HALL, 0453: Mecklenburg Hospital, Private Bag X 1012, BURGERSFORT, 1150: Dilokong Hospital, Private Bag X 9119, DRIEKOP, 1129: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Sekororo Hospital, Private Bag X 404, TRICHRDTS DAL, 0890: Helene Franz Hospital, Private Bag X 5002, BOCHUM, 0790: WF Knobel Hospital, Private Bag X 65, LONSDALE, 0710: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMA KGALE, 1391: Siloam Hospital, Private Bag X 2432, LOUIS TRICHARDT, 0920: Musina Hospital, P.O. Box 102, MESSINA, 0900: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: Witpoort Hospital, Private Bag X 01, ELLISRAS, 0555: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: Evuxakeni Hospital, Private Bag x 9661, GIYANI, 0826
- POST 27/192** : **SENIOR HEALTH THERAPIST: ULTRASONOGRAPHER [LEVEL 7] = 5 POSTS**
- SALARY** : R130 425 p.a.
- CENTRE** : Letaba Hospital [1], Tshilidzini Hospital [1], Mokopane Hospital [1], St Ritas Hospital [1], Philadelphia Hospital [1]
- REQUIREMENTS** : An appropriate National Diploma / Bachelors degree in Diagnostic Radiography. Certificate in Ultrasonography. Current registration with Health Professions Council of South Africa as a Diagnostic Radiographer and Ultrasonographer. Minimum of three (3) years of experience as a Radiographer. Knowledge and skills: Expert knowledge in a functional field of Ultrasonography. A thorough understanding of relevant legislation and policies related to radiography. An understanding of public finance procedures. Knowledge of Hazardous Substance Act 15 of 1973. Good interpersonal relations. Good communication skills. Good planning skills. A questioning attitude. Computer literacy. An independent thinker & worker. Ability to work under pressure.
- DUTIES** : Provide expert advice in radiography related matters. Provision of Ultrasonography service. Implementation of policies. Administer and manage the operations of ultrasound service. Manage proper utilization of equipment and stock. Clinical supervision of student and personnel
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officer, Letaba Hospital, Private Bag X 1430, LETABA, 0870: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Philadelphia Hospital, P.O. Box 1, DENNILTON, 1030:
- POST 27/193** : **HEALTH THERAPIST: SPEECH AND HEARING [LEVEL 6] = 4 POSTS**
- SALARY** : R115 551 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
- CENTRE** : Mokopane Hospital [1], Ellisras Hospital [1]
- SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.
- CENTRE** : St Ritas Hospital [2]

- REQUIREMENTS** : Appropriate Bachelor's degree or equivalent qualification. Current registration with the HPCSA as Speech – Language Pathology & Audiology therapist. Knowledge and skills: Knowledge of Speech – Language Pathology and Audiology. Manipulation of various Speech and Audiology equipments. Communication skills. Good interpersonal relations.
- DUTIES** : Perform Speech Therapy and Audiology services. Prescription and fitting of hearing devices and other high and low technological communication devices. Perform Quality Control tests.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officers: Mokopane Hospital, private Bag X 2466, POTGIETERSRUS, 0600: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061
- POST 27/194** : **HEALTH THERAPIST: OCCUPATIONAL THERAPY [LEVEL 6] = 2 POSTS**
- SALARY** : R115 551 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC of rural allowance.
- CENTRE** : Mokopane Hospital [1]
- SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC of rural allowance.
- CENTRE** : Zebediela Hospital [1]
- REQUIREMENTS** : An appropriate degree in the Health Sciences (Occupational therapy). Current registration with the Health Professions Council of South Africa as an Occupational Therapist. A valid driver's license [attach copy]. Knowledge and skills: Expert knowledge in the functional Occupational Therapy field. Thorough knowledge, understanding and application of appropriate legislation and policies related to Occupational Therapy. Understanding of public service financial procedures. Report writing skills. Good interpersonal relations. Good communication skills. Good planning skills. A questioning attitude. Computer skills. An independent thinker and worker. Able to work under pressure.
- DUTIES** : Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by health policies. Implement sectional and provincial quality assurance measures in own area of work. Implement all aspect of allocated financial management tasks as indicated in sectional guidelines and governmental policies. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate that of subordinates according to the regulations of the Health Profession Council of South Africa and governmental regulations in allocated area of work. Manage allocated human resources, including supervision and performance appraisal, according to regulations of the department, public service and Health Professions Council of South Africa. Supervise allocated students, preferably only after 6 months in rank, according to the agreement with the tertiary training institution and contribute to related training activities.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officers: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631
- POST 27/195** : **HEALTH THERAPIST: PHYSIOTHERAPY [LEVEL 6] =5 POSTS**
- SALARY** : R115 551 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.
- CENTRE** : Mokopane Hospital [1], Elim Hospital [2], Ellisras Hospital [1]
- SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills and 12% of basic salary PSCBC rural allowance.
- CENTRE** : Maphutha L. Malatji Hospital [1]
- REQUIREMENTS** : B. Sc Degree or equivalent qualification in physiotherapy. Proof of current registration with health professional council of South Africa as physiotherapist. A valid driver's license [attach copy]. Knowledge and skills: Expert knowledge of patient treatment using physiotherapy techniques. A thorough understanding of relevant legislation and Policies related to physiotherapy and rehabilitation. Understanding of public finance management Act. Report writing skills. Good interpersonal relations. Computer literacy.
- DUTIES** : Manage co-ordination and develop physiotherapy services in the hospital, including human resource, finance and equipments. Assess and treat patients in the hospital and community using physiotherapy principles. Plan and co-ordinate

local outreach programs for physiotherapy. Manage physiotherapy students program in section and participate in evaluation and clinical teaching. Participate in policy implementation regarding physiotherapy and disability issues at institutional level.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officer: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Elim Hospital, P.O. Box 12, ELIM, 0960: Ellisras Hospital, Private Bag X 218, ELLISRAS, 0555: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391

**POST 27/196** : **HEALTH THERAPIST: RADIOGRAPHER [LEVEL 6] = 3 POSTS**

**SALARY** : R115 551 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Mokopane Hospital [1], Malamulele Hospital [1]

**SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Zebediela Hospital [1]

**REQUIREMENTS** : Bachelor's degree or National Diploma in Radiography. Current registration with HPCSA as a Radiographer. A valid driver's license [attach copy]. Knowledge and skills: Expert knowledge in the relevant functional field of Radiography. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of public service procedures. Report writing skills. Good interpersonal relations. Computer literacy. An independent thinker and worker. Ability to work under pressure.

**DUTIES** : A successful candidate will be responsible for the following: Take X-ray photos, Process X-ray films, Prepare reports.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your application to The Chief Executive Officer: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: Malamulele Hospital, Private Bag X 9245, MALAMULELE, 0982: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631

**POST 27/197** : **MEDICAL ORTHOTIST & PROSTHETIST [LEVEL 6] = 1 POST**

**SALARY** : R119 052 p.a.

**CENTRE** : St Ritas Hospital

**REQUIREMENTS** : An appropriate Diploma / Bachelors degree in Medical Orthotic and Prosthetic. Current registration with the Health Professions Council of South Africa [HPCSA] as a Medical Orthotist and Prosthetist. Knowledge and skills: Computer literacy. People management skills.

**DUTIES** : Manufacturing of Medical Orthotist and Prosthetist devices. Manage stock. Training of students and staff. Do outreach in the district.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief Executive Officer: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061

**POST 27/198** : **DIETICIAN [LEVEL 6] = 10 POSTS**

**SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Nkhensani Hospital [1], Thabazimbi Hospital [1], W.F Knobel Hospital [1], Zebediela Hospital [1],

**SALARY** : R119 052 p.a. plus 10% of basic salary scarce skills allowance and 17% of basic salary ISRDS nodes rural allowance.

**CENTRE** : Matlala Hospital [1]

**SALARY** : R115 551p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary PSCBC rural allowance.

**CENTRE** : Lebowakgomo Hospital [1], Warmbath Hospital [1], Elim Hospital [1], Louis Trichardt Hospital [1], Ellisras Hospital [1]

**REQUIREMENTS** : Bachelor's degree or National Diploma in Dietetics. Current registration with the Health Professions Council of South Africa as a Dietician. Knowledge and skills: Diet therapy [surgical, medical, and pediatric]

**DUTIES** : Clinical diet therapy practice on patients [in and out patients]

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142



**APPLICATIONS** : Direct your applications to The Chief Executive Officer: Nkhensani Hospital, Private Bag X 9581, GIYANI, 0826: Thabazimbi Hospital, P.O. Box 79, THABAZIMBI, 0380: W.F Knobel Hospital, Private Bag X 544, LONSDALE, 0710: Zebediela Hospital, Private Bag X 342, GOMPIES, 0631: Matlala Hospital, Private Bag X 9624, MARBLE HALL, 0453: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: Warmbath Hospital, Private Bag X 1618, WARMBAD, 0480: Elim Hospital, P.O. Box 12, ELIM, 0960: Louis Trichardt hospital, Private Bag X 2417, LOUIS TRICHARDT, 0920: Ellisras Hospital, private Bag 218, ELLISRAS, 0555

**POST 27/199** : **CHIEF THERAPY ASSISTANT: PHYSIOTHERAPY [LEVEL 6] = 2 POSTS**

**SALARY** : R105 645 p.a.  
**CENTRE** : Mokopane Hospital [1], St Ritas Hospital [1]  
**REQUIREMENTS** : Current registration with Health Professions Council of South Africa as a Physiotherapy assistant. Minimum of three (3) years of experience as a Therapy Assistant. Knowledge and Skills: Knowledge in the functional field of Physiotherapy. Clinical notes writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.

**DUTIES** : Supervise Physiotherapy assistants. Assess and treat patients under the supervision of a physiotherapist. Perform outreach duties with a physiotherapist. Assess and issue patients/clients with walking aids. Keep clinical records. Provide physiotherapy health education to patients/clients. Support and attend professional development

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your applications to The Chief executive Officer: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061

**POST 27/200** : **CHIEF DENTAL ASSISTANTS [LEVEL 6] = 32 POSTS**

**SALARY** : R105 645 p.a.  
**CENTRE** : Capricorn District: Polokwane Hospital [1], Mankweng Hospital [1], Lebowakgomo Hospital [1], Rethabile [1], Blouberg [1], Ratshaatsha [1], Sekhukhune District: Jane Furse Hospital [1], St Ritas Hospital [1], H.C. Boshoff [1], Penge [1], Ga-Nchabeleng [1], Hlogotlou [1], Vhembe District: Tshilidzini Hospital [1], Elim Hospital [1], Thohoyandou [1], Bungeni [1], Tshwilwavirusiku [1], Mutale [1], Grace Mukondeni [1], Mpambo [1], Mopani District: Philadelphia Hospital [1], Mphutha L. Malatjie Hospital [1], Letaba Hospital [1], Giyani [1], Tiyane [1], Lulekani [1], Dzumeri [1], Nkowankowa [1], Julesburg [1], Waterberg District: : Warmbaths Hospital [1], Mokopane Hospital [1], Mookgophong [1]

**REQUIREMENTS** : Qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as supervised Dental Assistant. Certificate of registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant in category of supervise practice. Current registration with the Health Professions Council of South Africa [HPCSA] as a Dental Assistant. A minimum of five years working experience as supervised Dental Assistant in public health facility. Knowledge and skills: Good communication skills. Understanding of Batho Pele principles. Computer literacy. Good interpersonal relations.

**DUTIES** : Perform dental assisting services. Supervision of subordinate and ensure compliance to infection control practices. Supervise inventory control, ordering of stock and management of patients.

**ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142

**APPLICATIONS** : Direct your application to The Chief Executive Officers: Capricorn District, Private Bag X 9530, POLOKWANE, 0700: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: The District Executive Manager: Sekhukhune District, Private Bag X 04, CHUENESPOORT, 0745: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Vhembe District, Private Bag X 5009, THOHOYANDOU, 0950: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Mopani District, Private Bag X 9628, GIYANI, 0826: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Waterberg District, Private Bag X 1026, NYLSTROOM, 0510:

Warmbaths Hospital, Private Bag x 1618, WARMBAD, 0480: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600

- POST 27/201** : **SENIOR DENTAL ASSISTANTS [LEVEL 5] = 32 POSTS**
- SALARY** : R85 338 p.a.  
**CENTRE** : Capricorn District: Polokwane Hospital [1], Mankweng Hospital [1], Lebowakgomo Hospital [1], Rethabile [1], Blouberg [1], Ratshaatsha [1], Sekhukhune District: Jane Furse Hospital [1], St Ritas Hospital [1], H.C. Boshoff [1], Penge [1], Ga-Nchabeleng [1], Hlogotlou [1], Vhembe District: Tshilidzini Hospital [1], Elim Hospital [1], Thohoyandou [1], Bungeni [1], Tshwilwavirusiku [1], Mutale [1], Grace Mukondeni [1], Mpambo [1], Mopani District: Philadelphia Hospital [1], Mphutha L. Malatjie Hospital [1], Letaba Hospital [1], Giyani [1], Tiyane [1], Lulekani [1], Dzumeri [1], Nkowankowa [1], Julesburg [1], Waterberg District: : Warmbaths Hospital [1], Mokopane Hospital [1], Mookgophong [1]
- REQUIREMENTS** : Qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as supervised Dental Assistant. Certificate of registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant in category of supervise practice. Current registration with the Health Professions Council of South Africa [HPCSA] as a Dental Assistant. A minimum of two years working experience as supervised Dental Assistant in public health facility. Knowledge and skills: Good communication skills. Understanding of Batho Pele principles. Computer literacy. Good interpersonal relations.
- DUTIES** : Prepare dental instruments and materials for various oral health procedures. Maintain infection control in dental clinic. Collect and record patient health information. Instrument transfer and dental charting dental. Assist operator in patient management during dental procedures. Inventory control.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your application to The Chief Executive Officers: Capricorn District, Private Bag X 9530, POLOKWANE, 0700: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: The District Executive Manager: Sekhukhune District, Private Bag X 04, CHUENESPOORT, 0745: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Vhembe District, Private Bag X 5009, THOHOYANDOU, 0950: Tshilidzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Mopani District, Private Bag X 9628, GIYANI, 0826: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Waterberg District, Private Bag X 1026, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag x 1618, WARMBAD, 0480: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600
- POST 27/202** : **SENIOR THERAPY ASSISTANT: PHYSIOTHERAPY [LEVEL 5] = 2 POSTS**
- SALARY** : R85 338 p.a.  
**CENTRE** : Mokopane Hospital [1], St Ritas Hospital [1]
- REQUIREMENTS** : Current registration with Health Professions Council of South Africa as a Physiotherapy assistant. Minimum of three (3) years experience as a Therapy Assistant. Knowledge and Skills: Knowledge in the functional field of Physiotherapy. Clinical notes writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. Computer literacy.
- DUTIES** : Assess and treat patients under the supervision of a Physiotherapist. Perform outreach duties with a Physiotherapist. Assess and issue patients/clients with walking aids. Keep clinical records. Provide physiotherapy health education to patients/clients. Support and attend professional development.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- POST 27/203** : **DENTAL ASSISTANTS [LEVEL 4] = 32 POSTS**
- SALARY** : R72 138 p.a.  
**CENTRE** : Capricorn District: Polokwane Hospital [1], Mankweng Hospital [1], Lebowakgomo Hospital [1], Rethabile [1], Blouberg [1], Ratshaatsha [1], Sekhukhune District: Jane Furse Hospital [1], St Ritas Hospital [1], H.C. Boshoff [1], Penge [1], Ga-Nchabeleng [1], Hlogotlou [1], Vhembe District: Tshilidzini Hospital [1], Elim Hospital [1], Thohoyandou [1], Bungeni [1],

Tshwilwavhusiku [1], Mutale [1], Grace Mukondeni [1], Mpambo [1], Mopani District: Philadelphia Hospital [1], Mphutha L. Malatjie Hospital [1], Letaba Hospital [1], Giyani [1], Tiyane [1], Lulekani [1], Dzumeri [1], Nkowankowa [1], Julesburg [1], Waterberg District: Warmbaths Hospital [1], Mokopane Hospital [1], Mookgophong [1]

- REQUIREMENTS** : Qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as supervised Dental Assistant. Certificate of registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant in category of supervise practice. Current registration with the Health Professions Council of South Africa [HPCSA] as a Dental Assistant. Knowledge and skills: Good communication skills. Understanding of Batho Pele principles. Computer literacy. Good interpersonal relations. Dental procedure isolation techniques.
- DUTIES** : Prepare dental instruments and materials for various oral health procedures. Maintain infection control in dental clinic. Collect and record patient health information. Instrument transfer and dental charting. Assist operator in patient management during dental procedures.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your application to The Chief Executive Officers: Capricorn District, Private Bag X 9530, POLOKWANE, 0700: Polokwane Hospital, Private Bag X 9316, POLOKWANE, 0700: Mankweng Hospital, Private Bag X 1117, SOVENGA, 0727: Lebowakgomo Hospital, Private Bag X 14, CHUENESPOORT, 0745: The District Executive Manager: Sekhukhune District, Private Bag X 04, CHUENESPOORT, 0745: Jane Furse Hospital, Private Bag X 429, JANE FURSE, 1085: St Ritas Hospital, Private Bag X 1303, GLEN COWIE, 1061: Vhembe District, Private Bag X 5009, THOHOYANDOU, 0950: Tshildzini Hospital, Private Bag X 924, SHAYANDIMA, 0931: Elim Hospital, P.O. Box 12, ELIM, 0960: Mopani District, Private Bag X 9628, GIYANI, 0826: Philadelphia Hospital, P.O. Box 1, DENILTON, 1030: Maphutha L. Malatji Hospital, Private Bag X 11020, NAMAKGALE, 1391: Letaba Hospital, Private Bag X 1430, LETABA, 0870: Waterberg District, Private Bag X 1026, NYLSTROOM, 0510: Warmbaths Hospital, Private Bag x 1618, WARMBAD, 0480: Mokopane Hospital, Private Bag X 2466, POTGIETERSRUS, 0600
- POST 27/204** : **THERAPY ASSISTANT: OCCUPATIONAL THERAPY [LEVEL 4] = 3 POSTS**
- SALARY** : R72 138 p.a.
- CENTRE** : Malamulele Hospital [1], Donald Frazer Hospital [1], George Masebe Hospital [1]
- REQUIREMENTS** : Current registration with the Health Professions Council of South Africa as a Therapy Assistant [Occupational Therapy]. Knowledge and Skills: Computer literacy. Good communication skills. Good interpersonal relations. Knowledge in the relevant functional field.
- DUTIES** : Assist in providing Occupational Health Therapy Services.
- ENQUIRES** : Messrs. Mabila J/ Maselesele LM at 015 293 6126/6249/ Ms Mokgonyana PR at 015 293 6142
- APPLICATIONS** : Direct your applications to The Chief Executive Officer: Malamulele Hospital, private Bag X 9245, MALAMULELE, 0982: Donald Frazer Hospital, Private Bag X 1172, VHUFULI, 0971: George Masebe Hospital, Private Bag x 22, SUSWE, 0612

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**NOTE** : (a) Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

**MANAGEMENT ECHELON**

**POST 27/205** : **CHIEF DIRECTOR: ROADS MANAGEMENT REF NO: 26/2010**  
Purpose: To manage Road Capital Development in the department.

**SALARY** : R790 953 per annum (all-inclusive remuneration package on SMS, Salary Grade B, of which a flexible portion can be structured according to individual needs within the framework provided) (Annexure C to dpsa Circular 1 of 2010)

**CENTRE REQUIREMENTS** : Head Office: Mmabatho

: An appropriate Degree in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute for Civil Engineers (SAICE). A minimum of 5 years roads experience as manager with project management and high-level financial and supply chain management (tender/procurement procedures) experience is required. The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes). The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services Act, Public Service Regulations and other related prescripts, as well as the ability to implement such and have good knowledge of financial planning, budgeting and cashflow forecasting. Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed. Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach is essential. The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team and on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage. The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner. Understand the work of the Department and the North West Provincial Government. A valid Code B driver's license is a requirement.

**DUTIES** : Manage Road Planning and Design; Manage Road Network Planning, Road Protection and Traffic Engineering; Provide Project Management for road contracts (budget monitoring and project coordination); Manage Road Maintenance operations (pavement management services); Manage Strategic Support (operational support) within the Chief Directorate.

**ENQUIRIES APPLICATIONS** : Mr S. Mbanjwa Tel (018) 387 2067

: The Head of Department, Public Works, Roads & Transport, Private Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : Ms Tshepi Motsamai: Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho

**CLOSING DATE** : 23 July 2010

<b><u>NOTE</u></b>	:	Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.
<b><u>POST 27/206</u></b>	:	<b><u>DIRECTOR: PLANNING AND DESIGN REF NO: 27/2010</u></b> Purpose: To manage Road Planning, Design and Budget determination.
<b><u>SALARY</u></b>	:	R652 572 per annum (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided) (Annexure C to dpsa Circular 1 of 2010)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mmabatho An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers (SAICE). A minimum of 5 years experience in a management environment, project management and high-level financial and supply chain management (tender/procurement procedures) is required. The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes) are essential features for this post. The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cashflow forecasting. Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed. Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage. The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage. The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and Government in general. A valid Code B driver's license is a requirement.
<b><u>DUTIES ENQUIRIES APPLICATIONS</u></b>	:	Planning, Design, Surveys of provincial roads and Management of consultants. Mr S. Mbanjwa Tel (018) 387 2067 The Head of Department, Public Works, Roads & Transport, Private Bag X2080, Mmabatho, 2735
<b><u>FOR ATTENTION</u></b>	:	(Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1 <sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
<b><u>CLOSING DATE</u></b>	:	23 July 2010
<b><u>NOTE</u></b>	:	Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.
<b><u>POST 27/207</u></b>	:	<b><u>DIRECTOR: ROADS MAINTENANCE REF NO: 28/2010</u></b> Purpose: To manage Road Maintenance in the district.
<b><u>SALARY</u></b>	:	R652 572 per annum (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mahikeng- Ngaka Modiri Molema District An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers (SAICE). A minimum of 5 years experience in a management environment, project management and high-level financial and supply chain management (tender/procurement procedures) is required. The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes) are essential features for this post. The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services

Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cashflow forecasting. Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed. Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage. The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage. The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and Government in general. A valid Code B driver's license is a requirement.

- DUTIES** : Road maintenance, road protection, traffic engineering, network planning and road construction. Provide project management for road maintenance and construction contracts. Implement the Maintenance Management System and the Road Network Management System. Manage the strategic support service within the Directorate. Administer Construction Fleet Maintenance management. Note: Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department. This is a re-advertisement. Previous applicants with the required qualifications, experience and skills must re-apply.
- ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067
- APPLICATIONS** : The Head of Department, Public Works, Roads & Transport, Private Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai: Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
- CLOSING DATE** : 23 July 2010
- POST 27/208** : **DIRECTOR: INFRASTRUCTURE CAPITAL IMPLEMENTATION REF NO: 32/2010**
- SALARY** : R652 572 Per annum (all-inclusive remuneration package on SMS, Salary Band A, of which a flexible portion can be structured according to individual needs within the framework provided.
- CENTRE** : Head Office – Mmabatho
- REQUIREMENTS** : 4 year tertiary built environment qualification with extensive relevant years of experience in Project Management in the Built Environment. Registered (or registerable within a period of 6 months) as a professional projects or construction manager with SACPCM. A minimum of 5 years experience in a management environment, project management and high level financial and supply chain management (tender/procurement procedures) is required. The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public service Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cash flow forecasting. Analytical skills, problem solving abilities, accuracy in fact finding and reporting, initiative, self motivation, reliability, integrity, honesty, ethical behaviour, creativity, assertiveness and proven skills in respect of planning and organizing is needed. The ability to use appropriate information technology (computer literacy/word processing, spread sheet, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage. The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaisons, communication (written and verbal) and negotiation skills) will be an added advantage. The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the department and government in general. A valid code 08 driver license is a requirement. Competencies: Program and project management. \* Built environment legal and operational compliance. \* Built environment operational communications. \* Process knowledge and skills. \* Maintenance knowledge and skills. \*Creating high performance culture. \* Technical consulting. \* Professional judgment.\* Strategic capability and leadership.

Problem solving and analysis. \* Decision making. \* Team leadership. \* Creativity. \* Financial management.\* Customer focus and responsiveness. \* Communication.\* Computer skills. \* People management.\* Planning and organization.\* Conflict management.\* Negotiation skills. \* Change management.\*

- DUTIES** : Specific Duties: Provide strategic advice on project management to the DDG and Chief Director: Infrastructure. \* Plan, manage and oversee projects performed by the Department for Clients departments. \* Provide strategic inputs for prioritization of projects to be executed at.\* Ensure effective implementation of projects performed by the Department. \* Monitor end evaluate implemented projects.\* Provide contract management advice/training to Regional offices.\* Oversee the management of implementation of EPWP on capital and maintenance projects. \* Manage implementation of Infrastructure Delivery Improvement Programme (IDIP). \* Maintain and administered projects managements guidelines as well as projects documentation. \* Maintain sound relation with Client Departments. \* Provide updated reports on the management of projects. Generic Duties: Ensure training and development of technicians, technologies and candidates build environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and code of practice. Manage resources and prepare and consolidate inputs for the facilitation of resources utilization. \* Ensure adherence to regulations and procedures for procurement and personnel administration. \* Monitor and control expenditure.\* Report on expenditure and service delivery.\* Continuous professional development to keep-up with new technology and procedures. \* Liaise with relevant bodies/councils on professional matters. \* Willingness to travel regularly. \* Experience in program and projects management.\* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. \* Good interpersonal skills. \* Computer literacy (MS office). \* Ability to work under pressure. \* Plan, design, operate and maintain cost effective solutions according to norms and standards. \* Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. \* Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.
- ENQUIRIES** : Mr S Mbanjwa Tel (018) 387 2067
- APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
- CLOSING DATE** : 23 July 2010
- NOTE** : Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.
- POST 27/209** : **DIRECTOR: PROJECTS IMPLEMENTATION (ROADS) REF NO: 33/2010**
- SALARY** : R652 572 per annum (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided)
- CENTRE** : Head office
- REQUIREMENTS** : An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers ( SAICE). \* Minimum of five (5) years in a management environment, project management and high level financial and supply chain management (tender/procurement procedures) is required.\* The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect and programs and the ability to champion new ways of delivery services that contribute to the maintenance and improvement of roads ( infrastructure delivery processes) are essential features for this post. \* The applicant must also demonstrate an advance knowledge with regard to the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cash flow forecasting. \* Analytical skills, problem solving abilities, accuracy in facts finding and reporting, initiative, self motivation, reliability, integrity, honesty, ethical behaviour, creativity, assertiveness, and proven skills in respect of planning and organizing is needed. \* Further the ability to use appropriate information technology (computer literacy/word processing, spread sheet, presentation skills, report writing, etc) to manage organizational systems and the ability to demonstrate a logical problem

solving approach will be an advantage. \* The ability to manage and empower employees ( dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills will be an added advantage.\* The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and government in general. \* A valid code B Driver License is a requirement.

- DUTIES** : Manage and implementation of Roads Projects under CAPEX.\* Management of roads construction (Capex projects), Programming, reporting on projects and budget monitoring.
- ENQUIRIES APPLICATIONS** : Mr S Mbanjwa Tel (018) 387 2067
- FOR ATTENTION** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735
- CLOSING DATE** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
- NOTE** : 23 July 2010
- : Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

#### **OTHER POSTS**

- POST 27/210** : **CHIEF ENGINEER GRD A: ELECTRICAL / MECHANICAL REF NO: 31/2010**
- SALARY** : R 507 114 per annum
- CENTRE** : Head Office: Mmabatho
- REQUIREMENTS** : Degree in Electrical / Mechanical Engineering or related qualification/s with a relevant 6 years applied post graduate experience in various facets of Electrical / Mechanical Engineering. Registration as professional Engineer with the Engineering Council of South Africa (ECSA) is compulsory. Proven Electrical / Mechanical Engineering design experience and preferably some exposure to and experience of the dolomite risk management discipline is required. Competencies: Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programme. Excellent technical report writing and presentation skills are required. Personal attributes must include for innovative problem solving ability and to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SABS), the OHS Act, National Building Regulations and all relevant Built Environment Legislation, including contract administration and documentation would be advantageous. The ability/willingness to travel is essential. Experience in programme and project management. Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure Program and project management. Built Environment legal and operational compliance. Built Environment operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Chance management.
- DUTIES** : Specific: Development and regular updating of standardized Electrical / Mechanical Engineering reference manuals for Consultants of the Department. Review, evaluate and analyze Electrical / Mechanical Engineering consultant's design reports, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts. Provide technical hands-on specialized support and technical reports to project managers in evaluating effectiveness and/or efficiency of proposed Electrical / Mechanical engineering designs. Ad-hoc inspection and/or evaluation of Electrical / Mechanical Engineering construction work. Ad-hoc auditing of Civil Engineering professional account/s and Electrical / Mechanical Engineering contract final account/s. GIS system upgrading and further improvement. Retrieving and assessing GIS information from database. Execute ad-hoc Electrical / Mechanical Engineering infrastructure designs and analyze same with AutoCAD compatible software programs. Generic: Ensure training and development of technicians, technologists and candidates built environment



professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. 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. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.

- ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067
- APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
- CLOSING DATE** : 23 July 2010
- NOTE** : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance
- POST 27/211** : **CHIEF ENGINEER GRADE A – CIVIL ENGINEERING, BUILDING AND ENVIRONMENTAL MANAGEMENT -STATUTORY COMPLIANCE REF NO: 34/2010**
- SALARY** : R 507 114 per annum
- CENTRE** : Head Office – Mmabatho
- REQUIREMENTS** : Applicants must be in possession of four (4) year tertiary qualification in Civil/Structural Engineering plus 6 years applied post graduate experience with experience in the building industry. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000 (Act 46 of 2000) as a Professional Engineer. Appropriate experience in the profession covering the design of most of the following disciplines: water reticulation, sewer reticulation, urban roads and parking areas, building structures, geotechnical engineering (including dolomite), storm water reticulation and disposal. He/she must have appropriate experience in middle management in the Public Service or the private sector and the ability to communicate (verbally and writing) at all levels. Excellent interpersonal (team work) and negotiation skills and computer literacy. Possess skills, financial control, and training of staff, planning and organizing. Experience in the implementation of the requirement of *inter alia* the Occupational Health and Safety Act, National Building Regulations and Standards Acts, The Water Acts and the Environmental Management Acts. Must be in possession of a valid code 08 Driver’s License and willing to travel extensively. Competencies: Program and project management. \* Built environment legal and operational compliance. \* Built environment operational communications. \* Process knowledge and skills. \* Maintenance knowledge and skills. \*Creating high performance culture. \* Technical consulting. \* Professional judgment.\* Strategic capability and leadership. Problem solving and analysis. \* Decision making. \* Team leadership. \* Creativity. \* Financial management.\* Customer focus and responsiveness. \* Communication.\* Computer skills. \* People management.\* Planning and organization.\* Conflict management.\* Negotiation skills. \* Change management.\*
- DUTIES** : Visit projects regularly to do evaluation of Civil/Structural Engineering Projects/proposals to ensure that all safety policies and the requirements of the Occupational Health and Safety Act 1993( Act 85 of 1993) and Regulations as well as the National Building Regulations and Standards Acts are adhered to. Responsible for sub-section Civil Engineering, Building and environmental management, which will include the compiling, management, implementation and monitoring of policies regarding safety and compliance with the relevant Acts and Regulations in the Civil/Structural engineering and Building Industry. The evaluation of Civil Engineering projects/proposal with regard to the application of safe geotechnical and safety requirement in terms of the Occupational Health and Safety Act 1993 (Act 85 of 19993). Oversee that all parties involved adhered to all the legal requirements related to good Civil Engineering practices, the Environmental Management Acts, and the Water Acts. Facilitate the registration of all water and waste water treatment plants and other civil installations. Give guidance and training at the district offices to all involved in statutory requirement in the Building Industry and monitor

compliance. Generic: Ensure training and development of Technicians, Technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resource and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and services delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. \* Willingness to travel regularly. \* Experience in program and projects management.\* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. \* Good interpersonal skills. \*Computer literacy (MS office). \* Ability to work under pressure. \* Plan, design, operate and maintain cost effective solutions according to norms and standards. \* Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. \* Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.

- ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067
- APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho
- CLOSING DATE** : 23 July 2010
- POST 27/212** : **CHIEF ENGINEER GRADE A- CIVIL/STRUCTURAL ENGINEERING REF NO: 35/2010**
- SALARY** : R 507 114 per annum
- CENTRE** : Head Office – Mmabatho
- REQUIREMENTS** : Degree in Civil/Structural Engineering or related qualification/s with 6 (six) years applied post graduate experience in various facets of Civil/Structural Engineering. Registration as Professional Engineer with the Engineering Council of South Africa (ECSA) is essential. Proven Civil/Structural Engineering Design experience and preferably some exposure to and experience of the dolomite risk management discipline are required. Advanced computer aided designed experience within the AutoCAD environment and the ARCGIS suite of programmes. Excellent technical report writing and presentation skills are required. Personal attributes must include for innovative problem solving ability and to work independently at strategic, production and execution levels. Applied knowledge of all relevant built environment legislatives/regulatory requirements of National and International standard (ISO/SABS), the Water Act, the Water Service Acts, the Environmental Conservation Act, the National environmental Management Act and the OHS Act would be advantageous. A valid Driver's License (minimum code 08) and the ability/wiliness to travel are essential. Competencies: Program and project management. \* Built environment legal and operational compliance. \* Built environment operational communications. \* Process knowledge and skills. \* Maintenance knowledge and skills. \*Creating high performance culture. \* Technical consulting. \* Professional judgment.\* Strategic capability and leadership. Problem solving and analysis. \* Decision making. \* Team leadership. \* Creativity. \* Financial management.\* Customer focus and responsiveness. \* Communication.\* Computer skills. \* People management.\* Planning and organization.\* Conflict management.\* Negotiation skills. \* Change management.\*
- DUTIES** : Specific Duties Development and regular updating of standardized Civil/Structural Engineering reference manuals for Consultant of the Department. Review, evaluate and analyze Civil/Structural Engineering consultant design reports, (mostly in areas underlain by dolomite formation), tender documentation, drawings and the details against the industry best practice norms as applicable to new, upgrading and maintenance contracts. Provide technical hands-on specialized support and technical reports to projects managers in evaluating effectiveness and/or efficiency of proposed Civil Engineering designs. Ad-hoc inspection and/or evaluation of Civil/Structural Engineering construction work. Ad-hoc auditing of Civil Engineering professional account/s and Civil/Structural Engineering contract final account/s. GIS system upgrading and further improvement. Retrieving and assessing GIS information from data-base. Execute ad-hoc Civil Engineering infrastructure designs and analyze same with AutoCAD compatible software programs. Generic Duties: Ensure training and development of Technicians, Technologists

and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resource and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and services delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. \* Willingness to travel regularly. \* Experience in program and projects management. \* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. \* Good interpersonal skills. \* Computer literacy (MS office). \* Ability to work under pressure. \* Plan, design, operate and maintain cost effective solutions according to norms and standards. \* Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. \* Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.

**ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067  
**APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735  
**FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho  
**CLOSING DATE** : 23 July 2010  
**POST 27/213** : **CHIEF QUANTITY SURVEYOR GRD. A REF NO: 30/2010**  
**SALARY** : R 443 520 per annum  
**CENTRE** : Head Office: Mmabatho  
**REQUIREMENTS** : Four (4) year tertiary degree in Quantity Surveying or equivalent ; registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor plus a minimum of 6 years appropriate post graduate experience. Competencies: Program and project management. Quantity surveying legal and operational compliance. Quantity surveying operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Change management. Willingness to travel regularly. Experience in programme and project management. Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure  
**DUTIES** : Specific:: Perform and manage quantity survey cost estimates for building projects, structures and facilities and provide strategic direction in the process. Perform final review and approvals of audits on quantity surveying processes. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources. Set quantity surveying standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity surveying efficiencies according to organizational goals to direct or re-direct quantity surveying services for the attainment of organizational objectives. Generic: Ensure training and development of technicians, technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure regarding Projects, Programs and Administratively. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.  
**ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067

**APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho

**CLOSING DATE** : 23 July 2010

**NOTE** : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

**POST 27/214** : **DEPUTY DIRECTOR: TOWN AND REGIONAL PLANNING REF NO: 29/2010**

**SALARY** : R 378 456 per annum (SL 11)

**CENTRE** : Head Office: Mmabatho

**REQUIREMENTS** : An appropriate B degree in Town and Regional Planning with 3 years relevant experience. Competencies Ability to read and understand plans and the integration of facility requirements. Understand Local Government and municipalities policies. Good verbal and written communications skills. Knowledge of fixed property policies, legislation and social development issues. Knowledge of environmental and land legislations and policies. Knowledge of land-use matters. Property risk analysis skills. Registration with SACTRP will be an advantage. Willingness to travel regularly. Experience in programme and project management. Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure. Program and project management. Built Environment legal and operational compliance. Built Environment operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Chance management.

**DUTIES** : Identify risks associated with different types/categories of buildings and advise the department on measures to minimize the impact of such risks. Understanding of zoning, density, land uses and their impact on socio economic and integrated development plans of the department and government as a whole. Provide analysis on environmental sensitivity issues. Provide input into performance indicators and benchmarks for portfolio analysis. Provide advice on new construction/refurbishments, demolition and disposals for the department. Interpret feasibility studies and provide guidance and recommendations to different stakeholders. Evaluate and monitor performance and risks in the property market on a continuous basis and provide recommendations to stakeholders. Evaluate projects Generic Ensure training and development of technicians, technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.

**ENQUIRIES** : Mr S. Mbanjwa Tel (018) 387 2067

**APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho

**CLOSING DATE** : 23 July 2010

**NOTE** : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

**POST 27/215** : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT 1 POST REF NO: KKB 01 / 2010**

**SALARY** : R192-540 per annum (Level 09)

**CENTRE** : Dr Kenneth Kaunda District Office: Potchefstroom

**REQUIREMENTS** : Relevant three-year bachelor's degree/ Diploma in Management of Property or equivalent qualification, and 2 - 5 years experience in Property Management \* Must have the ability to lead and operate in a team\* Human Resource Management and Procurement Administration Written and verbal communication skills\* Good interpersonal skills\* Computer literacy \*Valid driver's license will be a recommendation \*.

**DUTIES** : Implement and Manage Provincial fixed property policies Management of administration of state housing and official accommodation Providing office accommodation for users Manage the verification of properties and updating of data for asset register Administration of expropriation of servitudes Supervise gardening, cleaning and security services Human Recourse Management Inspection of government premises Control lease register, maintenance register for work orders and rental collection register Supply Chain services.

**ENQUIRIES** : Mr O. D More Tel (018)-293 9032

**APPLICATIONS** : The Head of Department, Public Works,Roads & Transport, Private Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : (Ref 26 –35): Ms Tshepi Motsamai:Office No. 160 1<sup>st</sup> floor, New Head Office complex – Old parliament Building – Modiri Molema Road, Mmabatho

**CLOSING DATE** : 23 July 2010

**POST 27/216** : **SENIOR PERSONNEL PRACTITIONER REF 37/2010**

**SALARY** : R161 970 per annum (SL 08)

**CENTRE** : Head Office ( Mmabatho)

**REQUIREMENTS** : An appropriate and recognized 3-year tertiary qualification or equivalent qualification in Human Resource Management or related discipline. Certificate in Management Services will be an added advantage. Appropriate work experience. A valid Code 08 driver's license. Competencies: Demonstration of the required knowledge of the applicable Public Service Legislations; Sound verbal and written communication skills (including report writing and presentation skills) ; Ability to interpret and apply policies;. Good analytical skills and problem –solving abilities. Computer literacy in MS Office package and application of Org Plus.

**DUTIES** : Review, re -design and maintain departmental organisational structure Advise Managers on the proper configuration of the structure and alignment to strategic programmes Develop, review and maintain departmental Human Resource Plan Monitor implementation of departmental HR Plan and provide regular reports.

**ENQUIRIES** : Ms N. V. Matlapeng ( 018) 3881229

**APPLICATIONS** : The Head of Department, Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : Ms Tshepi Motsamai: Office No. 160, 1<sup>st</sup> Floor, New Head Office Complex- Old Parliament Building – Modiri Molema Road. Mmabatho

**CLOSING DATE** : 30 July 2010

**POST 27/217** : **PERSONNEL PRACTITIONER (JOB ANALYST) REF 38/2010**

**SALARY** : R130 425 per annum (SL 07)

**CENTRE** : Head Office (Mmabatho)

**REQUIREMENTS** : Grade 12 qualification and appropriate experience; Job Evaluation certificate; Knowledge of Job Evaluation and Human Resource Public Service legislations and prescripts; Presentation, facilitation, report writing, research and good communication skills; MS Word, Excel and PowerPoint computer skills. A driver's license will be an added advantage.

**DUTIES** : Conduct job evaluations for the Department Compile reports and keep the records Provide secretarial services in all Job Evaluation meetings Prepare logistics for Job Evaluation sittings Inform the stakeholders accordingly Develop Job Evaluation database

**ENQUIRIES** : Ms C. Sekgetle ( 018) 3872185/2023

**APPLICATIONS** : The Head of Department, Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735

**FOR ATTENTION** : Ms Tshepi Motsamai: Office No. 160, 1<sup>st</sup> Floor, New Head Office Complex- Old Parliament Building – Modiri Molema Road. Mmabatho

**CLOSING DATE** : 30 July 2010

**POST 27/218** : **ADMINISTRATION OFFICER: PROPERTY MANAGEMENT 01 POST REF: KKB 02 /2010**

**SALARY** : R130 425-00 (Level 07)

**CENTRE** : Dr Kenneth Kaunda District Office: Potchefstroom

- REQUIREMENTS** : Grade 12 certificate coupled with relevant 2-5 years experience in Property Management \* Must have the ability to lead and operate in a team\* Human Resource Management and Procurement Administration\* Written and verbal communication skills\* Good interpersonal skills\* Computer literacy \*Valid driver's license will be a recommendation \*.
- DUTIES** : Control lease agreements and revenue collection. Handle asset and lease registers Allocation of offices Secretary to housing committee Train and development of the managed Supervision of cleaners and groundsman Control security register and handle reports pertaining to security Control and manage all service payments General administration functions, e.g. monthly reports and personnel management Administration of State housing and official accommodation Administration of maintenance register and rental collection register Supply Chain services.
- ENQUIRIES** : Mr O D More Tel. (018) -293 9032
- APPLICATIONS** : The District Director: Dr Kenneth Kaunda; Department of Public Works, Roads and Transport; Private Bag x 918, Potchefstroom, 2520 OR hand deliver to 149 Kruis str. Dr Kenneth Kaunda District Office; Potchefstroom.
- CLOSING DATE** : 23 July 2010

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

*The Department of Health is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.*

**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.

**MANAGEMENT ECHELON**

**POST 27/219** : **DIRECTOR: INFORMATION MANAGEMENT**  
Directorate: Information Management

**SALARY** : Remuneration package: R 652 572 per annum (a portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate recognised Bachelor's Degree. Experience: Extensive experience in Health Information and Information Technology Systems (at least 5 years). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Strong business orientation with broad experience in managing Information Management and Information Technology related activities. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to implement internal systems and controls. Ability to prepare and align Information Management and Information Technology. Sound knowledge of current operational Health Information Systems. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Ability to analyse and interpret Health and other related data and Information relevant to health services. Recommendation Health informatics and/or Information Technology qualification. Note: The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract.

**DUTIES** : Key result areas/outputs: Co-ordinate, integrate and provide Health Information in the Department. Ensure the provisioning of Health knowledge. Formulation of statutory and management reports of a high standard for decision-making. Ensuring the development, implementation, maintenance of Information and Communication Technology. Provide a records management service. Leverage advances in Information and Communication Technology to improve Health Service Delivery. Engage and manage the interface with relevant role players around Information Technology matters. Ensure adequate and effective policies and standard operating procedures regarding Information Management within the Department. Ensure effective provision of generic functions (Financial Management, Human Resource Management, Supply Chain Management, Labour Relations and Human Resource Development).

**ENQUIRIES** : Dr K N Vallabhjee, tel. no. (021) 483-3278

**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 23 July 2010

**POST 27/220** : **DIRECTOR: HEALTH IMPACT ASSESSMENT**  
Directorate: Health Impact Assessment

**SALARY** : Remuneration package: R 652 572 per annum (a portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate recognised Bachelor's Degree in Health Sciences or related field. Experience: At least 5 years experience in Health Care Management with the focus on disease surveillance, health research, Monitoring and Evaluation and Quality of Care and Impact Assessment. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): In-depth knowledge of Provincial Health Services. Knowledge of both National and Provincial Health legislation and policy. Knowledge of management and administrative processes in the

Public Service. Knowledge of Epidemiology. Knowledge of Health Programmes and their desired outcomes. Ability to perform a detailed and critical analysis of the performance of the Health Care Service and develop constructive interventions for improvement. Ability to think laterally and implement innovative solutions. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Note: The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract.

**DUTIES**

: Key result areas/outputs: Ensure the development and implementation of disease surveillance programmes. Manage and co-ordinate health research. Monitor and evaluate Health services and programmes. Develop and ensure implementation of quality of care policies and programmes. Ensure effective provision of generic functions (Financial Management, Human Resource Management, Supply Chain Management, Labour Relations and Human Resource Development).

**ENQUIRIES**

: Dr K N Vallabhjee, tel. no. (021) 483-3278

**APPLICATIONS**

: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town 8000

**FOR ATTENTION**

: Ms C Versfeld

**CLOSING DATE**

: 23 July 20107