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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 27 OF 2024**

**DATE ISSUED 26 JULY 2024**

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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

**OTHER POSTS**

<b><u>POST 27/85</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (MONITORING &amp; EVALUATION) REF NO: EKO AMN M&amp;E 01/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R656 964 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet the prescribed requirements) and Rural allowance 8%
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ekombe Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2024) with SANC as a Professional Nurse. A minimum of Eight (08) years appropriate or recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing. At least three (3) years of the period refed above must be appropriate/ recognizable experience at Management level/ Quality Assurance. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted) Knowledge, Skills and Competencies Required: Knowledge of public service policies Act and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem-solving skills. Knowledge of code of conduct and labour relations. Ability to function well within the team. Conflict management and negotiations skills. Decision making and problem-solving skills. Skill in organizing and supervising. Knowledge of Batho Pele and patients' Rights. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Sound negotiation, planning, organizing, decision making and conflict management skills. Financial management.
<b><u>DUTIES</u></b>	:	Implement the M & E framework at facility level. Plan and coordinate implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Consult within the multi-disciplinary health team, organizations and special interest groups when dealing with community health issues and needs. Disseminate information on pandemic, nutritional disease, maternal and infant morbidity and mortality and other common disease. Participate in multi-disciplinary quality assurance task teams. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Facilitate the setting, review and update of patient care standards, policies and procedures. Advocate the right of patients and improvement plan. Implement the nursing Act and Regulations, code of ethics and professional practice of the South African Nursing Council. Analyze staffing needs and develop a plan to meet the needs. Monitor the implementation of EPMSD. Participate in development of the business plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with the strategic plan.
<b><u>ENQUIRIES</u></b>	:	Dr BP. Zungu (Medical Manager and Chief Executive Officer) Tel No: (035) 834 8000, Ext, 8004
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital, Private Bag X203, Kranskop, 3268 or Hand delivered to P16 Road Ekombe Hospital or you can email your application to <a href="mailto:sbusiso.langa@kznhealth.gov.za">sbusiso.langa@kznhealth.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. SS. Langa
<b><u>NOTE</u></b>	:	Directions To Candidates: -The most recent Z83 application form for employment which is obtainable at any Government Department or the website: <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents

will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T claims will not be considered.

- CLOSING DATE** : 12 August 2024
- POST 27/86** : **CLINICAL LECTURER GRADE 1/2 HARRY GWALA NURSING CAMPUS REF NO: HGNC 20/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum  
Grade 2: R553 545 – R726 717 per annum  
Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital  
: Grade 12 certificate / Senior Certificate. A Diploma / Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the SANC Science and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse PLUS Experience Required: **Grade 1:** A minimum of four (4) years appropriate/recognizable experience after registration as a Professional nurse with the South African Nursing Council Or **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nursing with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2).An unendorsed valid RSA Drivers Licence (Code EB). Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmers and curriculum. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Possess good communication (written & verbal) and interpersonal skills. Competence in conflict management and problem-solving skills. Willingness to travel.
- DUTIES** : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student nurse's competencies. Development and review of nursing curriculum for all categories of nursing. Exercise control over student nurses. Implement the quality management system for the Nursing Education Institution. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Support the mission and promote the image of the college. Recommendations: Post graduate diploma, Masters' Degree, Basic Computer Literacy.
- ENQUIRIES APPLICATIONS** : Mrs. R.T. Zondi Tel No: (033) 392 7652  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to

the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

**FOR ATTENTION  
NOTE**

: Mr. T.C. Manyoni  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply

**CLOSING DATE** : 16 August 2024

**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, hand delivered at 145 Chief Albert Luthuli Road Pietermaritzburg, 3200 or online applications can be submitted via the e-services system, please assess this site ([eservices.gov.za](http://eservices.gov.za))

**FOR ATTENTION  
CLOSING DATE  
NOTE**

: Ms. LM Chauque  
: 02 August 2024  
: The new Z83 form must be used effective 1<sup>st</sup> January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current/previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The department commits to providing reasonable accommodation within its means for people with disabilities during the recruitment process. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

## OTHER POSTS

<b><u>POST 27/87</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL FINANCIAL REPORTING REF NO: KZNPT 24/43</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A 3- year NQF Level 7 Degree in Financial Accounting or Financial Management field. A minimum of 3 years' junior management experience in a financial Reporting /accounting environment. A valid driver's license. People with disabilities who are without a valid driver's license will be assisted by the department to meet work related travel commitments Skills, Knowledge and Competencies: Modified Cash Standards (MCS). GRAP – General Recognized Accounting Principles. IAS – IFRS. PFMA – Public Finance Management Act. Treasury Regulations. Other enabling legislation. Department Accounting Frameworks. Computer literacy (Excel, Word, Power Point, email & internet). Communication i.e. written and verbal. Supervisory. Project planning. Financial management. Inter-personal relation. Problem solving. Report writing. Presentation. Influencing. Motivation. Policy Analysis. Driven. Self-disciplined and ability to work under pressure with minimum Supervision.
<b><u>DUTIES</u></b>	:	Consolidate Annual Financial Statements for Provincial Departments. Provide financial management support to Provincial Departments. Monitor the monthly financial management reporting processes for Departments. Ensure the submission of mandatory financial information within the province in terms of submission dates. Manage the resources of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms A Singh Tel No: (033) 897 4421