

# CLEANER NEEDED AT THE DEPARTMENT OF HEALTH

CLEANER REF NO: DH004/2018 (X2 POST)

Directorate: Administration and Patient affairs

SALARY : R96 0549 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Minimum requirement of ABET level 2 or/Grade 10 with cleaning experience.

Possesses good communication skills. Be able to work shifts including weekends

and public holidays. Be able to rotate when required. Honest and reliable.

Possesses physical and to cope with physical demands of the position. Be able to

work as a team. Internal EPWP, NYS and learnership are encouraged to apply.

DUTIES : Cleaning of hospital wards, bathrooms, showers, toilets, offices, or department,

passages and waiting arrears. Damp dusting, wash, scrub and polish floors, walls,

windows stairs, fire escapes, side wall etc. clean equipment, clean and wash dust

bins and remove waste including medical waste and adhere to health care waste

management policy. Operate heavy duty cleaning machine.

ENQUIRIES : Ms Lewis A Tel No: 012 354 7364

APPLICATIONS : PO Box 173, Pretoria, 0001, Tel No: 012 354 7000, Fax: 012 354 7608

CLOSING DATE : 21 December 2018

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# DEPARTMENT OF WATER AND SANITATION IS LOOKING FOR SENIOR ADMINISTRATIVE CLERK

SENIOR ADMINISTRATIVE CLERK (WARMS) REF NO: 141218/26

Branch: Chief Operations Office

Div: Water Information Management

SALARY : R163 563 per annum (Level 05)

CENTRE : East London

REQUIREMENTS : A Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge

of word processing and spread sheets. Good verbal and written communication

skills. Practical experience in client services, letter and report writing. Experience

in the national water use registration process. Knowledge of the National Water

Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES : Issuing relevant registration forms to users. Assist users in completing application

forms. Check completion of application forms. Capturing applications forms for

new users. Amend information of registered users as per approved outcome.

Generate confirmation documents. Prepare registration certificate for approval.

Copy and send out registration certificates to registered users. Keep records of

correspondences received from the clients in the relevant files. Fulfil help desk

functions.

ENQUIRIES : Ms N Ngcwembe, Tel No: (043) 701 0376

APPLICATIONS : Eastern Cape (East London): Please forward your applications quoting the

relevant reference number to Private Bag X 7485, King Williams Town, 5600 or

hand deliver at the 2 Hargreaves Avenue, King William's Town 5600.

FOR ATTENTION : Ms T Solwandle Tel No: 043 604 5476

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## **SOCIAL WORKER**

SOCIAL WORKER REF NO: CHBAH 101

SALARY : Grade 1: R242 553 per annum (Plus benefits)

Grade 2: R298 299 per annum (Plus benefits)

Grade 3: R363 507 per annum (Plus benefits)

Grade 4: R447 069 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker.

Registration with the

SACSSP as Social Worker and proof of current registration.

Grade 1: No

experience required after registration with the SACSSP as Social Worker. (Less

one year from experience for candidates appointed from outside the public service

after complying with registration requirements). Grade 2. A minimum of 10 years'

appropriate experience in Social Work after registration as Social Worker with the

SACSSP. Grade 3: Minimum of 20 years' appropriate experience in Social Work

after registration with the SACSSP as Social Worker. Grade 4:  
A minimum of 30  
years' appropriate experience required after registration with  
the SACSSP as  
Social Worker.

DUTIES : Render a social work service with regard to the care,  
support, protection and  
development of vulnerable individuals, groups, families and  
communities through  
the relevant programmes. Attend to any other matters that  
could result in, or stem  
from, social instability in any form. Support social auxiliary  
workers and volunteers.

Keep up to date with new developments in the social work and  
social welfare fields.

This would, inter alia, entail the following: Study  
professional journals and  
publications in order to ensure that cognisance is taken of  
new developments.

Monitor and study the social services legal and policy  
framework continuously.

Liaise/attend meetings with other departments and non-  
governmental institutions  
to take cognisance of the latest developments in the relevant  
fields. Undertake first  
level social work research and development. Engage in  
continuous professional  
development activities as prescribed. Perform all the  
administrative functions  
required of the job. It will be expected from the Social  
Workers Grade 4 to mentor  
and coach the Social Workers Grade 1 to enable them to render  
an effective and  
efficient social work service.

ENQUIRIES : Ms P Naik Tel No: (011) 933 8154

APPLICATIONS : Applications should be hand delivered to The  
Director: Human Resource, Chris

Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor,  
Main Admin Building or posted to The Director: Human Resource,  
Chris Hani  
Baragwanath Academic Hospital, Private Bag X01, Pimville,  
1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service

Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents).

Documents to be

attached is certified ID document, certified copies of qualification/s including

matric, certified and relevant council registration certificate and proof of current

registration (Where applicable). Relevant service certificates. Failure to submit all

the requested documents will result in the application not being considered. If you

have not been contacted within three (3) months after the closing date, please

accept that your application was unsuccessful. Candidates will be subjected to

Personnel Suitability Checks (PSC) – Verification (Reference checks, identity

verification, qualifications verification, criminal record checks, credit/financial

stability checks and employment verification). The recommended candidate may

be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical

exercises/tests for Non-SMS positions during the recruitment process to determine

the suitability of candidates for the post(s). The Gauteng Department of Health is

guided by the principles of Employment Equity; therefore, all

the appointments will be made in accordance with the Employment Equity target of the department.

People with disability are encouraged to apply. This is an open advertisement and

posts will be filled from date of advertising up to the closing date of 31 March 2019

in line with PSR, 65 (8). Candidates must please communicate with departmental

contact persons to ascertain whether vacancies are still available in categories

which are of interest to them.

CLOSING DATE : 31 March 2019

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## **MESSENGER /DRIVER**

MESSENGER /DRIVER

12 months contract appointment

Directorate: Support Services

SALARY : R96 549 (Level 02) plus 37% lieu of benefits

CENTRE : Bloemfontein Ref No: JI 97/2018

Centurion Ref No: JI 98/2018

Cape Town Ref. No: JI 99/2018

Durban Ref No: JI 100/2018

East London Ref No: JI 101/2018

16

REQUIREMENTS : Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4). Relevant

work experience. Ability to use machinery (vacuum, urn etc.).

Ability to read and

write. Communication and listening skills. Planning, organising and people skills.

DUTIES : The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning GG vehicles and safekeeping of equipment.

Ordering cleaning material. Ad-hoc tasks as delegated by the supervisor.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

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## **CLEANERS NEEDED**

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supervisor.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

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# PROVISIONING ADMIN CLERK

PROVISIONING ADMIN CLERK

PROVISIONING ADMIN CLERK: PROCUREMENT REF NO: JI 93 /2018 (X1 POST)

12 months contract appointment

Directorate: Support Services

SALARY : R163 563 per annum (Level 05) plus 37% in lieu of benefits

CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years

relevant working experience in a supply chain management environment.

Computer literacy (MS Word, Excel, PowerPoint and Outlook).  
Numeric skills.

Team player and strong organisational skills. Ability to work independently.

Knowledge of SYSCON and LOGIS system will be an added advantage.

DUTIES : The successful candidate will be responsible for assisting with procurement of

goods and services and liaise with suppliers. Provide logistical support. Administer

inventory, allocate assets in line with policies and guidelines. Perform physical

asset verification, barcoding and updating of asset register.

Maintain proper



records and communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

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## **PERSONAL ASSISTANT NEEDED**

### PERSONAL ASSISTANT NEEDED

REF NO: NDOH 58  
/2018

Directorate: Port Health Central Region

SALARY : R196 407 per annum

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate or equivalent NQF 4 certificate plus a Secretarial

Diploma/Certificate or relevant qualification. At least one (1) year experience in

rendering secretarial or administrative support to senior management. Knowledge

of departmental procedures with regard to finance and budgeting. Sound and indepth

knowledge of relevant prescripts and application of human resources as well

as understanding of the legislative framework governing the Public Service. Good

communication (verbal and written), planning, organising, telephone etiquette and

computer skills (MS Office packages).

DUTIES : Provides secretarial/receptionist support services to the Director. Rendering

administrative support services. Ensure the flow of

information and documents to and from the office of the Director. Provides support to the Director regarding meetings. Obtain inputs and compile records. Records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Supports the managers with the administration of the Director's budget. Collects and coordinates all the documents that relate to the Director's budget. Maintain filing system. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies.

ENQUIRIES : Ms Funeka Bongweni Tel No: (012) 395 9728

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## Z83 form download

Z83 form download

[Government job applicaion form](#)

IF YOU ARE APPLYING FOR A GOVERNMENT JOB (common information)

**NOTE** : Applications must be submitted on with a [Z83 form](#) obtainable from any Public Service Department or on the internet . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) and ID-document [Driver's license 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



[Click here for various open government jobs](#)

## **GOVERNMENT JOBS TIPS**

IF YOU ARE APPLYING FOR A GOVERNMENT JOB (common information)  
NOTE : Applications must be submitted on with a Z83 form obtainable from any Public Service Department or on the internet . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) and ID-document [Driver's license 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 . –

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# **Department of correctional**

# services vacancies

## Department of correctional services vacancies

### APPLICATIONS:

Applications must be sent in time to the correct address as indicated at the bottom of each position, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of application.



**correctional services**

Department:  
Correctional Services  
**REPUBLIC OF SOUTH AFRICA**

### NOTE:

Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South

African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment.

## **Notices**

### **Vacancies:**

[Post adverts with a closing date of 19 October](#)

[Limpopo Mpumalanga and North West Region posts – closing date 21 September](#)

[Post advertisMASTER POST ADVERTISEMENT WC 2018 INTERNAL AND EXTERNAL FINALEment with the closing date of 07 September](#)

[Posts advert with closing date of 24 August \\_Free State and Northern Cape](#)

[Posts advert with closing date of 10 August \\_ KwaZulu-Natal](#)

[External Advert – SMS – Senior Management Service : 14 May](#)

[External Advert – Applications for Community Members to serve on Supervision and Parole Board: 14 May](#)

[Social Auxiliary Workers advert – March](#)

[External Advert – Parole Boards – March](#)

[Risk Management Advert – March](#)

[Posts advert with closing date of 14 December](#)

[Posts advert with closing date of 1 December](#)

[Post advertisement with the closing date of 29 September](#)

[Post advert with closing date of 9 September](#)

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# **GENERAL WORKER (STORES ASSISTANT)**

GENERAL WORKER (STORES ASSISTANT)

Eden District SALARY : R96 549 per annum CENTRE : Knysna Hospital REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Experience in a warehouse environment. Inherent requirement job: Physical ability to lift heavy boxes. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. DUTIES : Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area. ENQUIRIES : Ms A Rein Tel No: (044) 302-8468 APPLICATIONS : The Manager: Eden District Office, Private Bag X6592, George, 6530. FOR ATTENTION : Ms S Pienaar NOTE : No payment of any kind is required when applying for this post. CLOSING DATE : 16 November 2018

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# FOOD SERVICES AID/KITCHEN WORKERS

## FOOD SERVICES AID/KITCHEN WORKERS

Chief Directorate: Metro Health Services SALARY : R96 549 per annum CENTRE : Alexandra Hospital REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts, which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. ENQUIRIES : Ms R Potgieter Tel No: (021) 503-5023 APPLICATIONS : To the Chief Executive Officer: Private Bag X1, Maitland, 7405. FOR ATTENTION : Ms R Potgieter NOTE : No payment of any kind is required when applying for this post. The interview process may include a practical test. CLOSING DATE : 16 November 2018

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# SECURITY OFFICER

## SECURITY OFFICER

Chief Directorate: Metro Health Services

SALARY : R115 437 per annum

CENTRE : Alexandra Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate

(GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the

Private Security Regulatory Authority of South Africa in terms of the Private Security

Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience

in a Psychiatric environment. Inherent requirements of the job: Willingness to work night

shifts, public holidays, weekends, and overtime. Must have no criminal record.

Competencies (knowledge/skills): Ability to function independently in challenging

situations. Must be self-disciplined, self-motivated and have the ability to work under

pressure. Good listening, report-writing, conflict and group handling skills. Ability to

communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Access/egress control of all wards on the establishment. Assist personnel with handling

aggressive/difficult patients. Escort patients on/off hospital premises, where required.

Deliver a supportive security service with the aim to prevent injuries, abscond of

patients, litigation and adverse incidents. Effective application of service delivery and

efficient support. Control/monitor surveillance cameras to



identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

**ENQUIRIES** : Mr F Leukes Tel No: (021) 503-5000

**APPLICATIONS** : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

: Mr S Petersen

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

**CLOSING DATE** : 16 November 2018

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## **LAUNDRY AID**

### **LAUNDRY AID**

**REF NO:** LAUD/JDH/003/10/18

Directorate: Admin and Logistics

**SALARY** : R96 549 per annum

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Grade 9 or Abet level 4 with one (1) year hospital laundry experience, sewing experience, good communication skills. Be able to count and read, have physical strength demands. Understand government policies. A driver's license will be an added advantage. Willing to work on weekends and holidays. Be able to rotate within laundry department.

**DUTIES** : Assist in the daily functions of laundry including collection and delivery of linen. Sort, count, and record soiled and clean linen. Dispatch clean linen

to the wards and other departments. Mend linen. Loading and offloading of linen from delivery truck, informing supervisor of any problems that are encountered. clean working area on daily basis.

Lifting of heavy linen bags and pushing of linen trolleys. Willing to undergo continuous

training and development program. Execute all legal instructions by the supervisors or

management. Comply with the performance management and development system

(contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Mrs Makuwa M.M Tel No: (012)717 9341

**APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource

Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92

Jubilee Road, Jubilee District Hospital

**NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months).

No copy of a copy.

**CLOSING DATE** : 09 November 2018

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## **CLEANERS NEEDED**

### **CLEANERS NEEDED**

**REF NO:** CLEN/KPTH/18/10/18

Directorate: Cleaning Department

**SALARY** : R96 549 – R113 730 per annum (Level 02) (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 10 and above. Minimum of 1-year proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital/clinical cleaning experience will be an advantage. Service certificate must be attached as proof of employment from the company stated on the CV (EPWP contract or motivation from the immediate supervisor where EPWP personnel is allocated, stamped and signed attached as proof of being in the programme).

**DUTIES** : Cleaning services of a routine nature utilizing a variety of heavy duty cleaning equipments, cleaning of clinical and non-clinical areas in the hospital. terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, door frames and handles. Cleaning of bathrooms and toilets. Emptying, cleaning of general waste bin in designated areas. Perform any other cleaning activities as directed by team leader or supervisor. Cope with physical demands of the work individually or in a team. Be prepared to be rotated to different areas in the hospital, shift work including night duty, public holidays and weekend.

**ENQUIRIES** : Ms. A.T. Mathonsi Tel No: (012) 318-6634

**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost.

People with disabilities are welcome to apply. Applications

must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a 74 foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE : 09 November 2018**

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# **KZN Dept of Transport: Apprenticeship Programme**

**Closing Date: 09 October 2018**

**Duration: 4 Years**

The Department of Transport is offering Apprenticeship Programme for unemployed candidates in the field of Earth Moving Equipment Mechanical in the following geographical areas. 4 YEAR CONTRACT

**EMPANGENI**

Eshowe [x2]

Hluhluwe [x2]

Vryheid [x2]

Ulundi [x2]

**LADYSMITH**

Estcourt [x2]

Ladysmith [x1]

Bergville [x1]

Newcastle [x1]

Dundee [x2]

Greytown [x1]

**PIETERMARITZBURG**

Mountain Rise [x2]

Merrivale [x1]

Ixopo [x1]

Underberg [x1]

Kokstad [x1]

**DURBAN**

Merebank [x1]

Stanger [x1]

Port Shepstone [x2]

## **Requirements**

- N2 (Nated study at FET college) Mechanical Engineering with the following subjects passed, Mathematics, Engineering Science, Engineering Drawing / Industrial Electronics, Diesel Trade Theory OR
- Grade 12 / Matric, English, Mathematics-Core, Physical Science, Mechanical Technology or similar, Technical Drawing, Diesel Trade Theory OR
- NCV (NQF ) Level 4 – Engineering related design (Automotive) – ERD (Available at FET colleges- English, Maths, Life Orientation, Engineering Processes, Professional Engineering Practice, Applied Engineering Technology and Automotive Repair & Maintenance)
- Diesel Trade Theory.

**Other skills / competencies:** • Enjoy working with your hands • Initiative • Disciplined, self-motivated and committed to the programme \* Minimum Code C drivers licence will be an advantage.

Short listed candidates will be required to undergo the following prior to final selection: • Panel Interview • Certificate of fitness (Doctors certificate).

**Duration:** Training will be over a 4 year period which will entail skills training at the accredited training centre and practical work exposure at the mechanical engineering workshops.

Department of Transport is an equal opportunity employer. Preference will be given to suitable qualified candidates from the designated groups in line with the Department's Employment

Equity Policy and Plan. Pre-screening, profile testing, medical and security clearance form part of the recruitment and selection process. Employment of the successful candidates is subject to the aforementioned criteria above. Preference will be given to candidates who resides within the identified geographical areas. Proof of residence is a requirement.

**Directions to candidates:** Please complete an application form which is available on (<http://www.kzntransport.gov.za>) , or at the nearest Department of Transport offices and a comprehensive CV, certified copies of the qualifications, ID, together with the proof of residence to the contact person mentioned below. Failure to submit the required documentation will result in the application not being considered.

**NB:** If you have not heard from us within 30 days of the closing dates, please regard your application as unsuccessful.

## How To Apply

[Download Apprenticeship Programme 2018 Application Form](#)

Applications are forwarded to the Human Resource Directorate, Private Bag X 9043, Pietermaritzburg 3201 or hand delivered to 172 Burger Street, Pietermaritzburg 3201 for the attention of Lizwie Phetha.

### Enquiries:

- Ladysmith Region: Mr M.P. Ntuli on tel: (036) 638 4401.
  - Pietermaritzburg Region: Mr S.S. Shabalala on tel: (033) 392 6600.
  - Empangeni Region: Mr L.M. Pillay on tel: (035) 787 1442.
  - Durban Region: Mr N. Shoba on tel: (031) 700 2222.
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# **ARTISAN FOREMAN GRADE A**

SALARY : R286 500 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years' post qualification experience,

Excellent understanding of printing process, Proficiency in CorelDraw 15 and Adobe CS

6 is a necessity, Good communication skills, Good interpersonal skills, Quality

conscious, Excellent reading skills, Excellent knowledge of Microsoft Excel and Word,

Grade 12 will be an added advantage.

DUTIES : Responsible to oversee the Rubberstamps production section, Creation of quotations,

Design and layout of stamps according to client specification, Proofing and editing of

copy for rubberstamps, Stock and consumables management, Liaising with clients,

Mentor and manage junior artisans / support staff.

ENQUIRIES : Ms. H. Macozoma Tel No: 012 748 6345

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# **APPLICATIONS PROGRAMMER NEEDED AT THE DEPARTMENT OF ENERGY**

APPLICATIONS : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department



of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION : Mr. D Mbhokota/ Mr. T Kekana

CLOSING DATE : 12 October 2018 NOTE : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

R356 289 per annum (Level 09) CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma/ Degree in Information Technology (BSc Degree: Computer Science will be an added

advantage) with a minimum of (three) 3 years' experience in IT programming environment Plus the following key competencies: Knowledge of prioritisation and complete work under deadlines, Ability to develop and deliver presentations, Ability to create, compose and edit written materials, Intensive knowledge of system analysis principles and practices. Thinking Demand: Proper planning, organisational and paying attention to details, Ability to manipulate and analyse information. Skills: Interpersonal Skills, Training skills, Workshop facilitation, Problem solving skills, Team player, Self-motivator, Strong work ethics, Researching ability, Service delivery, Quality assurance innovative, Creative and analytical. Personal Attributes: Able to assess and evaluate information, Make decision, Ability to work well under pressure. Recommendation: Candidates will have to undergo a practical assessment on programming skills. Java or NET and MCSDs will be an added advantage.

**DUTIES :** Develop, maintain and implement custom-made information system. Procure, maintain and implement off-the-shelf information systems. Develop and maintain the departmental websites. Draft, maintain and implement policies and strategies pertaining to information systems and the departmental websites. Provide information technology functional support and advice. Promote the utilisation of technology as key enablers for service delivery and transformation. Provide managerial activities

**ENQUIRIES :** Zimbini Ndawana ☎012 406 7791

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# Kitchen assistants needed at the government department

Kitchen assistants needed at the government department

FOOD SERVICE AID (X5 POSTS)

SALARY : R96 549 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience

in a large scale Industrial Food Service Unit. Inherent requirements of the job:

Willingness to work shifts, weekends and public holidays.

Ability to work in

large scale freezers and cold rooms. Physically strong to lift heavy objects and

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be on their feet the entire day. Competencies (knowledge/skills): Ability to

function in a group and to work under pressure. Ability to prepare food

according to standardised recipes. Knowledge of National Food Service

Guidelines. Knowledge of basic cleaning and maintenance of equipment. The

ability to read, speak and write in at least two of the three official languages of

the Western Cape.

DUTIES : Prepare, dish up and serve food for normal and special diets. Assist with the

receipt, storage and stock control of food supplies. Follow and maintain

hygiene and safety directives including the use of apparatus and equipment,

washing of crockery and cooking utensils. Assist with the

informal in-service

training of new employees. Attend prescribed training courses.

ENQUIRIES : Ms R Keyser, Tel No: (021) 938-4135

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms VG De Jager

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

CLOSING DATE : 28 September 2018

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# **CLEANER                      NEEDED                      , SALARY R8045.00**

Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate

experience as a Cleaner in a hospital/Health Facility environment. Inherent

requirements of the job: Willingness to work shifts and on weekends. Relief

according to the needs of the service. Ability to lift or move heavy equipment

and supplies. Competencies (knowledge/skills): Ability to communicate

effectively in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean, safe and hygienic environment to prevent injuries and the

spread of infection which includes: sweeping, scrubbing,

mopping of floors,  
dusting, polishing of floors and furniture, emptying bins  
daily, cleaning of  
windows, light shades, walls and all toilets, sluices and  
drains. Ensure that  
cleaning equipment e.g. polishing and scrubbing machines,  
mops, brooms,  
buckets etc. are clean after usage and securely stored.  
Responsible for  
general hygienic and safe environment. Handle cleaning  
equipment.

Elementary stock control.

ENQUIRIES : Mr HB Africa, Tel No: (021) 918-1335

APPLICATIONS : The Manager: Medical Services, Karl Bremer  
Hospital, Private Bag X1,  
Bellville, 7535.

FOR ATTENTION : Ms A Dyers

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

CLOSING DATE : 28 September 2018

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# **DEPARTMENT                      OF                      DEFENCE**

## **VACANCIES**

CHIEF ADMINISTRATION CLERK REF NO: CDTM/24/18

Chief Directorate: Transformation Management

SALARY : R242 475 per annum (Level 07)

CENTRE : Defence Pretoria

REQUIREMENTS : Grade 12 with National Diploma fully  
professional registered as recognised by  
SAQA with 3-5 Years Administration Experience. 3–5 years  
Knowledge of the

Command and Control Channels within DOD. Code 08 Driver's License will be an advantage (candidate must be able to obtain Military License within a period of a year). Special Skills – Computer Literacy in MS Excel, Ms Word, Ms Powerpoint Management Skills, Verbal and Written Communication Skills, Problem Solving Skills, Credibility, Analytical Thinking, Reasoning Ability, Planning and Organising Skills, Procurement Process, Project Management Skills, Financial Management, Knowledge and Understanding of DOD Policy on Transformation Management and Gender Mainstreaming Strategy, No. 1 of 2008.

DUTIES : Execute the Functions of Secretary for all Gender Related Coordinating Meetings and Debrief Sessions. Compile and Maintain Records of Gender Section Activities and Performing a Variety of Clerical Duties Utilising 4 Knowledge of Systems and Procedures. Prepare Stock Inventories. Purchase Supplies. Operation the Computer in the Office. Support the Gender Section (Assist Director Gender and S01 Gender) with Gender Related Activities.

ENQUIRIES : Col M.J. Venter Tel No: (012) 355 5972

Major B.N. Seepolle Tel No: (012) 355 5274 / 5305

NOTE : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.