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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2024
DATE ISSUED 15 MARCH 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.

AMENDMENT

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the post of Registrar with Ref No: 2024/18/OCJ, Centre KwaZulu-Natal Division of the High Court: Durban advertised on Public Service Vacancy Circular 09 dated 08 March 2024 with a closing date of 25 March 2024, the recommended candidate will be based in Pietermaritzburg Division of the High Court. Apologies for any inconvenience caused.

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

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

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

OTHER POSTS

POST 10/256 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R239 682 per annum
Grade 2: R277 398 per annum
Grade 3: R299 244 per annum

CENTRE REQUIREMENTS : Directorate: Pharmacy Services, Cape Medical Depot
Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant (Warehousing/Wholesale). Experience: **Grade 1:** None after registration with the SAPC as a Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies, particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Meticulous and attention to detail.

DUTIES : Assist with the control of pharmaceutical stock. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the receiving and storage of pharmaceutical products from suppliers. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.

ENQUIRIES APPLICATIONS : Ms C Buthelezi Tel No: (021) 483-8804
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certification in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.

CLOSING DATE : 04 April 2024

POST 10/257 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R202 233 per annum
CENTRE REQUIREMENTS : Forensic Pathology Services, Vredendal Hospital Laboratory
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in LOGIS. Appropriate Clinical Administration experience. General Administration experience. Inherent requirement of the job: Ability to communicate clearly and discreetly in person. Competencies (knowledge/skills): Ability to work in a mortuary environment. Ability to collate and verify data accurately and have good interpersonal and organizational skills and ability to work under pressure, interpret and apply policies. Knowledge of Petty cash and EPS (Electronic Purchasing system). Knowledge of Contract Management, PMFA and SCOA codes. Knowledge of MS Office. Knowledge of Electronic Content Management (ECM) software.

DUTIES : Efficient and Effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets and infrastructure. An effective support to the Manager: FPS Laboratory. Administering documentation in relation to Forensic Pathology Laboratory functional activities.

ENQUIRIES : Mr C King Tel No: (027) 213 - 3161

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

NOTE : Candidates will be subjected to a Practical test. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

CLOSING DATE : 04 April 2024

POST 10/258 : **LABORATORY ASSISTANT (TOXICOLOGY)**
Chief Directorate: Emergency Clinical Services Support

SALARY : R171 537 per annum

CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a biomedical laboratory. Appropriate experience in using laboratory equipment such as centrifuges, vortexes, balances and pipettes. Appropriate experience in handling biological samples and other hazardous chemicals/waste and gases. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Above average competency use of Microsoft programs including both Word and Excel. The ability to work in a biohazardous environment, perform heavy manual tasks, and the ability to work under pressure. Basic understanding of calculations necessary for the preparation of chemical solutions. Good interpersonal relationships and working both individually and in a team. Must be ethical, honest and take accountability. Understand basic laboratory equipment and how to follow SOP for their maintenance and monitoring.

DUTIES : Laboratory Upkeep and support. Testing support. Specimen handling and Management. Inventory, Facility and Admin Support.

ENQUIRIES : Ms B Davies Tel No. (021) 406-6026, Email: Bronwen.davies@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records, and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.

CLOSING DATE : 04 April 2024