

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF INFRASTRUCTURE 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
- CLOSING DATE** : 04 February 2010
- 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 04/110** : **CHIEF FINANCIAL OFFICER REF NO: 70168286**
- SALARY** : R921 054 per annum (All inclusive salary packages)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A postgraduate degree or equivalent in financial or business management/administration plus 5 years senior management experience. Qualification in Accounting. Extensive skills and experience in and knowledge of financial management. In-depth knowledge of the PFMA, procurement legislation and other related regulatory frameworks Proven management skills. Track record in preparation and management of strategic plans, business plans and annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. Attributes: Self driven, independent • Good strategic management and leadership skills • Good interpersonal skills • Excellent people management and leadership skills • Results orientated and able to work under pressure • Registration as a Chartered Accountant will be an added advantage.
- DUTIES** : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and render technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the strategic plan. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with strategic objectives of the Department, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early warning systems and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles to assure value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Liaise with relevant role players within National and Provincial Departments.
- ENQUIRIES** : Michelle Israel Tel: (011) 355-5595
- NOTE** : Shortlisted candidates will need to undergo a competency assessment.

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 04/111** : **CHIEF DIRECTOR REF NO: 70168195**
Directorate: Research & Development
- SALARY** : R 746 181 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or post graduate qualification in preferably Social Sciences or Developmental Studies PLUS credible, relevant senior management and developmental experience. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders; Proven strategic leadership skills; Analytical and advanced program/ project / resource management/ problem solving and decision-making skill; Proven track record of leading change management initiatives and applying innovative thinking and communication; Ability to work under pressure. Knowledge of the demographics of the Gauteng Province and the extent to which social development can address its inequitable socio-economic realities. Knowledge of community development and poverty eradication and the application or operationalizing of a sustainable livelihoods framework. Public/ private partnership relations skills, including the donor, NPO, faith-based, academic, business and community based spheres; Intergovernmental liaison skills, including proven ability to liaise with local government sphere; Knowledge and experience in social research, policy formulation, implementation and monitoring; Excellent interpersonal relations. Code B driver's license. Computer literacy.
- DUTIES** : Provide leadership and high-level Strategic Direction to the Chief Directorate: Social Development and Partnerships (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), Manage the performance and performance agreements of managers in immediate span of control. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social and population development programs; and oversee the funding of such programs in accordance with all relevant legislation. Initiate and manage multisectoral and intergovernmental social development and population development programmes, including the donor, NPO, faith-based, academic, business, community based and municipal sectors. Ensure that social and population development services target access to those marginalized in the past, manage the integration and coordination of sustainable livelihoods approach for poverty eradication; Manage youth development by means of social development programmes; Manage social and population development research. Manage the funding of NPOs; Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and service delivery decisions taken by the Department.
- ENQUIRIES** : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192
- CLOSING DATE** : 08 February 2010
- POST 04/112** : **CHIEF DIRECTOR REF NO: 70168196**
Directorate: Statutory Social Work
- SALARY** : R 746 181 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or post graduate qualification in Social Work PLUS credible, relevant senior management and developmental experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication; analytical and advanced program / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and

other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socioeconomic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

DUTIES : Overall management of the Chief Directorate: Statutory Social Work (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements and management of resources towards the achievement of strategic objectives), and manage the performance and performance agreements of managers in immediate span of control . Facilitate the optimal development and functioning of individuals, families, groups and communities in the province towards the upliftment of communities, especially those marginalized in the past. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women, aged persons with disabilities): In accordance with all relevant legislations, Administer legislation, and promote the development, implementation, monitoring, evaluation, improvement and marketing of need based, sustainable policies, programs and services aimed at promoting crime prevention through development and restorative justice. Building of sound and sustainable relationships / partnership with all business sectors towards achievement of Departmental objectives. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.

ENQUIRIES : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

CLOSING DATE : 08 February 2010

POST 04/113 : **DIRECTOR REF NO: 70168197**
Directorate: Stakeholder Relations

SALARY : R 615 633 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)

CENTRE : Johannesburg Head Office

REQUIREMENTS : Appropriate tertiary qualification; extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication and conflict resolution; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, clients and client needs, legislation; and its relationship with National and other stakeholders. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

DUTIES : Overall management of the Directorate: Stakeholder-Relations, (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs, for all units in span of control; acquiring and managing funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), as well as performance and performance agreement management for all managers in immediate span of control. Engage and mobilize stakeholders at a community level on service delivery gaps. Initiate and recommend remedial action programmes for the Department. Provide input into existing policies and programmes based upon information gathered and analyzed from communities. Inform Manager on popular opinions raised by communities with regards to programmes currently rendered by the Department and the impact thereof. Building of sound and sustainable relationships / partnerships with all business sectors towards the achievement of Departmental objectives. Oversee the collation and analysis of data on interventions, and reparation for reporting purposes.

ENQUIRIES : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

CLOSING DATE : 08 February 2010

POST 04/114 : **DIRECTOR REF NO: 70168198**
 Directorate: Restorative Services and Services to Children

SALARY : R 615 633 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)

CENTRE : Johannesburg Head Office

REQUIREMENTS : Appropriate tertiary qualification in Social Work and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication and conflict resolution; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socio-economic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

DUTIES : Overall management of the Directorate: Restorative Services and Services to Children, (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs, for all units in span of control; acquiring and managing funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), as well as performance and performance agreement management for all managers in immediate span of control. Facilitate the optimal development and functioning of individuals, families, groups and communities in the Province towards the upliftment of communities, especially those marginalized in the past. Initiate / guide and oversee the development, marketing, implementation, monitoring, evaluation and improvement of need-based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women): In accordance with all relevant legislation. Administer legislation. Administer legislation, develop policy and promote services for women. Administer legislation, develop policy and promote awareness in respect of youth. Building of sound and sustainable relationships / partnerships with all business sectors towards the achievement of Departmental objectives. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.

ENQUIRIES : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

CLOSING DATE : 08 February 2010

OTHER POSTS

POST 04/115 : **MEDICAL OFFICER GRADE 1 -3**
 Directorate: Health Department
 5 X Internal Medicine REF NO: 70168389
 2 X Paediatrics REF NO: 70168390
 4 X Surgical REF NO: 70168391
 4 X Orthopaedics REF NO: 70168392
 4 X Anaesthesiology REF NO: 70168393
 5 X Emergency Unit REF NO: 70168394

SALARY : R365 217 – R491 892 per annum (plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : MBChB and registration with the HPCSA. Relevant and appropriate experience.

DUTIES : Knowledge and experience of working in a busy Hospital. Rendering of Clinical service, general procedures and management of Patient Care in accordance with departmental standards. Participate in departmental clinical audits activities. Provide ongoing mentoring and training of Interns and Community Service doctors. Participation in commuted overtime is MANDANTORY. Requests for sessional appointments will be considered.

ENQUIRIES : Dr. M Mpye Tel. No: (011) 411-3508/3614

CLOSING DATE : 15 February 2010

POST 04/116 : **CHIEF RADIOGRAPHER (THERAPY) REF NO: 70168411**
 Directorate: Radiation Oncology

SALARY : R161 970 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Rad Radiotherapy or Diploma in Radiotherapy. An Honours or B Tech in Radiotherapy will be an advantage. Minimum of 4 years experience in Radiotherapy of which one year must be in a supervisory/managerial position. Registration with HPCSA as a radiotherapy radiographer. Comprehensive knowledge and working experience in IMRT and stereotactic radiotherapy/radiosurgery. Good knowledge of the Quality Assurance policy and programmes applicable on radiotherapy as required by the Radiation Control Board. High level of responsibility. Leadership skills. Managerial skills. Excellent team leader. Hardworking, must be able to carry a very high work load in a stressful environment. Excellent communication and interpersonal skills. An excellent sick leave record is essential. Innovative thinking skills and research skills. Be able to solve problems in area of work

DUTIES : Delivery of radiation treatment including IMRT and stereotactic treatments. Participate in localization and treatment planning procedures. Apply excellent patient care by attending to patients physical and emotional needs. Provide required information to patients and family. Perform administration duties. Organize work flow in duty area. Perform supervisory duties e.g personnel performance management, discipline and conflict management of team members. Solving problems. Clinical guidance and evaluations of radiography students. Implement QA programmes in area of work.

ENQUIRIES : Mrs Z Cronjé, Tel No: (012) 354-2309
CLOSING DATE : 15 February 2010

POST 04/117 : **SENIOR RADIOGRAPHER (THERAPY) REF NO: 70168412**
 Directorate: Radiation Oncology

SALARY : R130 425 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B Rad Therapy/Dipl in Therapy, Minimum 1 yr experience in Therapy, Registration with HPCSA. Good communication skills, Good interpersonal skills. Excellent patient care. Empathetic, Good team worker, Prepare to take responsibility. Supervisory skills, Leadership skills. Excellent sick leave record essential. Hardworking and must have the ability to work under pressure. Ability to solve problems in area of work.

DUTIES : Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills . PMDS of sub-ordinates. Manage and organize area of work. Discipline and conflict management of sub ordinates. Participate in research. Treatment of emergency patients after hours.

ENQUIRIES : Mrs Z Cronjé, Tel No: (012) 354-1184
CLOSING DATE : 15 February 2010

POST 04/118 : **OCCUPATIONAL THERAPIST ASSISTANT 4 POSTS REF NO: 70168336**
 Directorate: Occupational Therapy

SALARY : R73 584 – R86 679 per annum (plus benefits).
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : HPCSA approved Occupational Therapist Certificate. Registration with HPCSA. Good communication skills, verbal and written. Command in. Computer literacy recommended.

DUTIES : Render Occupational Therapy service in accordance to rules and regulations of the HPCSA. Contribute to developing a sport and Social/Recreational service in allocated wards. Completion of administrative tasks as allocated. Participate in own and other professional development. Involvement with different categories of patients, e.g. forensic, male, female and adolescents.

ENQUIRIES : Mrs. L. Hendricks (011) 951 – 8352