NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 16/56: HEAD OF CLINICAL UNIT (DENTAL) GRADE 1
Directorate Prosthodontics

SALARY: R1 444 857 per annum (all inclusive remuneration)
CENTRE: Medunsa Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of three years appropriate experience as a Prosthodontic Specialist after registration with the HPCSA or similarly recognised statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision. Must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilising educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as analytical and problem solving skills. Intervetional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement. Positive and supportive attitude towards embracing diversity.

DUTIES: Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontic module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU/MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regards to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may be determined by the supervisor. Deputise for the HoD as when required.

ENQUIRIES: Dr PD Moipolai, Tel No (012) 521 4817/3349
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION: Ms EM Shibambo
CLOSING DATE: 11 May 2016

POST 16/57: DENTAL SPECIALIST 2 POSTS
Directorate Prosthodontics

SALARY: Grade1 R 924 378 per annum (all inclusive remuneration)
Grade 2 R 1 056 915 per annum (all inclusive remuneration)
Grade 3 R 1 226 595 per annum (all inclusive remuneration)
CENTRE: Medunsa Oral Health Centre

REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. Appropriate experience as a Prosthodontic Specialist after registration with the HPCSA as a Dental Specialist in Prosthodontics. Keen/Proven ability to conduct and potential to supervise research activities. Adequate administrative skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training of staff and students at under- and postgraduate levels. Computer literacy. Positive and supportive attitude towards embracing diversity.

DUTIES:
Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform. Quality Assurance of clinical governance and teaching and learning. Operational, educational and clinical research. Supervisory and administrative role with regards to teaching and training of post- and undergraduate students. Compliance with audit and asset management requirements in the University and Oral Health Services. Render general and specialist Prosthodontic dental services at MOHC and SMU Oral Health Teaching platform. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.

ENQUIRIES: Dr PD Moipolai, Tel No: (012) 5214817/ 3349
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION: Ms EM Shibambo
CLOSING DATE: 11 May 2016

POST 16/58: MEDICAL SPECIALIST GRADE 1
Directorate Anaesthesiology

SALARY: Grade 1 R 924 378 per annum (all inclusive remuneration)
Grade 2 R 1 056 915 per annum (all inclusive remuneration)
Grade 3 R 1 226 595 per annum (all inclusive remuneration)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Excellent communication skills. Time management skills and ability to prioritise. Ability to maintain confidentiality at all times.

DUTIES:
Provide optimum care utilizing knowledge and skills to treat patient. Prepare patients for surgery by explaining any risks or side effects. Observe and monitor patients during and after surgery. Respond quickly to any intra- and post-operative pain. Resuscitate and stabilize patients. Manage acute and chronic pain and post-operative pain. Document all care accurately. Act as patient advocate at all time. Provide intensive care medicine. Provide appropriate care during transportation of acutely ill and injured patients. Perform other position related duties according to the scope of practice. The successful candidate will be required to perform overtime.

ENQUIRIES: Dr IT Munzhelele, Tel No (012) 521 4858/9
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
FOR ATTENTION: Ms EM Shibambo
CLOSING DATE: 11 May 2016

OTHER POSTS

POST 16/59: DENTIST GRADE 1 (DEVELOPMENTAL POST)
Directorate Periodontology and Oral Medicine

SALARY: R666 186 per annum (all inclusive remuneration)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS:
Registration as a dentist with the HPCSA in the category Independent Practice. At least Minimum 1-year experience post-community Service. Keen/proven interest in Periodontology and Oral Medicine. Candidate will be expected to
register for a post-graduate development programme in the field of Periodontology and Oral Medicine.

**DUTIES**: Participation in all aspects of undergraduate teaching as directed by the department and render developmental related clinical service. The candidate is expected either to do an MDS/MSc degree in Periodontology and Oral Medicine, and/or to study the postgraduate subjects of Physiology, Anatomy and Pathology.

**ENQUIRIES**: Prof NH Wood Tel No: (012) 521 4834/3907

**APPLICATIONS**: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

**FOR ATTENTION**: Ms EM Shibambo

**CLOSING DATE**: 11 May 2016

**POST 16/60**: **DEPUTY DIRECTOR: EVALUATIONS REF NO: 000953**

**SALARY**: R612 822 per annum (all inclusive remuneration package)

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: A relevant tertiary qualification in Public Health or Social Sciences and 10 years credible experience in research, programme, project and policy evaluation. An appropriate Postgraduate Degree in Public Health or Social Sciences will be an advantage. Thorough academic and practical understanding of developmental evaluation and or research field. Experience in strategic management and strategic information analysis and interpretation. Analytical (quantitative and qualitative) skills. Knowledge of Software packages such as EPI INFO, SPSS and or STATA. Excellent Communication (written, verbal, presentation and liaison skills). Statistical analysis skills. Excellent report writing skills. Ability to customize and target information to user requirements. Coordination Negotiations skills and Financial management skills. Ability to function independently. Proficient in Microsoft Office in particular Excel, Word, PPT and Access Analytical and Research skills. Exceptional Business Ethics. Eye for detail in ensuring that all functions and duties are performed diligently and within very tight timeframes. An ability to work without supervision and a high level of commitment. Ability to solve problems.

**DUTIES**: Responsibilities: Manage the design and implementation of evaluation projects. Manage the development and implementation of an evaluation strategy. Oversee the development of programme theory of change for health programmes. Oversee the production of various thematic Executive review reports. Provide technical support to programmes on evaluation designs. Manage implementation of MPAT. Perform any other Monitoring and Evaluation function as may be determined by management.

**ENQUIRIES**: Ms Tsholofelo Adelekan, Tel: (011) 355 3837

**APPLICATIONS**: Application: to be forwarded : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.

**CLOSING DATE**: 13 May 2016

**NOTE**: All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.

**POST 16/61**: **ASSISTANT MANAGER NURSING REF NO: 000753**

**SALARY**: R473 187 per annum (plus benefits)

**CENTRE**: JHB Health District – Mental Health Department

**REQUIREMENTS**: Qualifications and Competencies: Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Psychiatric Nursing in terms of R212. A minimum of 10 years appropriate / recognizable experience in nursing experience after registration as a Professional Nurse with SANC in General Nursing of which least 6 years must be appropriate /recognizable experience in mental health. At least 3 years of the period referred to the above must be appropriate /experience at management level. Knowledge of Mental Health Care Act, PFMA and other Public Service
DUTIES : Key Performance Areas: Co-ordinate, supervise, and control Nursing Services within the mental health department. Ensure the provision of optical, holistic, specialized nursing care within set standards and a professional and legal framework. Develop and review policies and protocols and ensure that they are adhered to. Effectively manage the imitation and utilization of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical Managers as well as the relevant Department Heads. Relieve the nursing managers when the need arises.

ENQUIRIES : Ms.R Van der Walt, Tel No: (011) 694 3825
APPLICATIONS : Applications must be filled on a Z83 form accompanied by certified copies of certificates and ID document. Applications may be submitted to JHB Health District CNR Klein & Smit Street JHB 2001, or post to Private Bag X21, JHB, 2001 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 06 May 2016

POST 16/62 : ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY GRADE 1 REFS-000957
Directorate: Employee Wellness Programme Directorate

REQUIREMENTS : Occupational Therapy appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. Knowledge and or experience in occupational health related cases and knowledge of an integrated Employee Wellness model of delivery would be an added advantage. Minimum 3 years appropriate experience after registration with the HPCSA, with 5 years appropriate experience in management. Strong writing and policy development skills. Strong computer skills. Good verbal and written communication skills - proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills. Recommendations: Computer literacy (Word, Excel, Access, Power point). Knowledge of Batho Pele Principles. Good verbal and writing skills. Good time management skills.

DUTIES : Develop relevant policy guidelines and protocols. Ensure the rendering of Occupational Therapy services to Gauteng Health employees and Employee Wellness Centers. Establish a referral system. Programme development, expansion and implementation and marketing of services. Plan and Budget for the Occupational Therapy programmes and services in the province. Identify Training needs and programmes. Provide detailed reports ensuring quality control and confidentiality including monthly reports to management. Work together with other EWP components to ensure employees remain healthy and productive. The incumbent will also be expected to do operational work such as cognitive and physical evaluations, job and work environment assessments. Must ensure promotion of health and well-being through occupational therapy services.

ENQUIRIES : Ms B Mathebula - Tel No: 0825643818
APPLICATIONS : Application: to be forwarded : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag x085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.
CLOSING DATE : 13 May 2016

POST 16/63 : EMS COURSE CO-ORDINATOR (GRADE 4): REF NO: 000806
Directorate: Emergency Medical Services

REQUIREMENTS : Grade 4: B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP).Current registration with the Health Professional Council of South Africa (HPCSA). Experience in EMS Education and training including qualification as an assessor, facilitator and moderator is
mandatory. Management qualification, experience and formal education qualifications will be advantageous. Excellent communication and Interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver’s licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS Education and Training is important. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.

**DUTIES**: Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Co-ordination of all theoretical and practical components of the course. Management of the Quality Assurance of all aspects of the course. Liaison and communication with various stake holders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per colleague policies. On road shifts and inspect / oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the deputy Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the deputy Principal. Human Resource Management. Management of all College staff involved on the course. Responsible for performance management of staff and learners. Any other duties as may be required from time to time by the Deputy Principal.

**ENQUIRIES**: Ms Z D Kubheka, (012) 356-8054

**APPLICATIONS**: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina 0031. Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 13 May 2016

**POST 16/64**: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION AND CONTROL)

**Directorate Nursing department**

**SALARY**: PN-A5 R367 815 – R 413 976 per annum plus benefits

**CENTRE**: Medunsa Oral Health Centre


**DUTIES**: Develop, maintain and improve the standards of infection Prevention and Control in the entire hospital. Undertake scheduled Infection Prevention and control risk assessment, identification, analysis of negative indicators and compilation of the action plans. Organize programmes for and participates in the training, orientation/induction and education of staff and learners. Provides assistance, expert advice and leadership in HCRWM, hospital cleanliness, equipment sterilization and purchasing, OHS issue and outbreak investigation and control. Develop and update the infection Prevention and Control guidelines/protocols/SOPs etc. organize regular infection Prevention and Control Committee Meetings and co-ordinate all activities/projects related to IPC. Membership in various committees and task teams.

**ENQUIRIES**: Ms MC Mashao (Manager: Nursing services) 012-521 4909/073 1351 783

**APPLICATIONS**: Applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**: Ms EM Shibambo

**CLOSING DATE**: 11 May 2016
POST 16/65

SOCIAL WORK SUPERVISOR GRADE 1 REF NO: 000962

Directorate: Allied

SALARY: R318 102 — R 368 766 per annum (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS:
Appropriate, acknowledged Bachelor of Arts qualification in Social Work; Proof of current registration with SACSPP; valid driver’s license; computer literacy and typing skills. Experience: 10 years as a Social Worker after registration with SACSPP. Previous work experience in a Health Facility and in the Mental Health field will be an advantage. Previous experience in supervision. Previous experience in managerial responsibilities.

DUTIES:
Staff Management (Operational Plans, Absenteeism management. Job Description and Performance Management, work load allocation, Supervision, Policies, protocols, meetings, post filling plan, organogram, Quality Assurance), Financial Management (Budget meetings and procurement requirements, inventory and work orders, annual demand plan), Administrative Function (Minutes of all relevant meetings, monthly statistics, record keeping audit, canalize communication), Clinical Work (Patient record forms/reports, Patient satisfaction surveys, record keeping audits, monitor reintegration of users into community structures), training and development (Supervision, staff development, liaising with Tertiary Institutions and NGO’s/relevant other external stakeholders, induction of new employees, study and interpret relevant legislation and policies, journals and publications, stay abreast of HR and Finance developments), Social Work Executive duties: Participate in Provincial meetings and relevant Task Teams Hospital Management: Participate in hospital committee meetings as required by Management.

ENQUIRIES:
Dr C Mojapelo, Tel No: 012 380 1234

APPLICATIONS:
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117. or apply online at: www.gautengonline.gov.za

CLOSING DATE:
06 May 2016

NOTE:
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

POST 16/66

ASSISTANT DIRECTOR: EVALUATIONS 2 POSTS REF NO: 000954

Directorate: Monitoring & Evaluation

SALARY: R311 784 per annum (plus benefits)

CENTRE: Central Office, Johannesburg

REQUIREMENTS:
An appropriate Degree in Public Health or Social Sciences plus 5 years credible relevant experience in research, programme, project and Policy Evaluation. Thorough academic and practical understanding of developmental evaluation and or research field. Experience in strategic management and strategic information analysis and interpretation. Analytical (quantitative and qualitative) skills. Knowledge of Software packages such as EPI INFO, SPSS and or STATA. Excellent Communication (written, verbal, presentation and liaison skills. Statistical analysis skills. Excellent report writing skills. Ability to customize and target information to user requirements. Coordination and Negotiations skills, Financial management skills. Ability to function independently. Proficient in Microsoft Office in particular Excel, Word, PPT and Access. Analytical and Research skills. Exceptional Business Ethics. Eye for detail in ensuring that all functions and duties are performed diligently and within very tight timeframes. An ability to work without supervision and a high level of commitment. Ability to solve problems.

DUTIES:
Coordinate the design and implementation of evaluation projects. Coordinate and write-up the development of programme theory of change for health programmes. Compile thematic Executive review reports. Provide technical support to programmes on evaluation designs. Monitor implementation of recommendations on evaluation reports. Perform any other Monitoring and Evaluation function as may be determined by management.

ENQUIRIES:
Ms Tsholofelo Adelekan, Tel: (011) 355 3837.
APPLICATIONS: Application: to be forwarded: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.

CLOSING DATE: 13 May 2016

NOTE: All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.

POST 16/67: ASSISTANT DIRECTOR: IT SERVICE MANAGEMENT REF NO: 000955
Directorate: Information Communication Technology (I.C.T)

SALARY: R311 784 per annum (plus benefits)
CENTRE: Central Office
REQUIREMENTS: Post Matric I.T/Computer Science ITIL/Corbit qualification. Technical / Service desk certification. Minimum five (5) or more continuous years as Desktop Manager in a I.T Helpdesk or service desk environment experience. Comptia/Microsoft A+ or N+ or MCSE Certification. Service support and Customer orientated. 24/7 eight hours rotational basis.

DUTIES: Provide all provincial institutions/sites I.T first line support. Web/Server/Network Administration. Troubleshooting GPG network (network points, hubs, switches, etc.). Develop and Implement Enterprise projects for Gauteng Health/GPG staff. Supervise and train subordinates, report writing and record keeping. Server & Active Directory Support. Perform any other task/job deemed appropriate and assigned by supervisor/manager.

ENQUIRIES: Mr Emmanuel Ramaru, Tel (011) 241 5756

APPLICATIONS: Application: to be forwarded: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107; Physical Address: 37 Sauer Street, Bank of Lisbon Building for attention of: Ms S Dladla, or apply online by visiting www.gautengonline.gov.za.

POST 16/68: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: 000804
Directorate: Emergency Medical Services

SALARY: R311 784 –R376 626 per annum (plus benefits)
CENTRE: Lebone College of Emergency Care
REQUIREMENTS: An appropriate tertiary qualification i.e. certificate, higher certificate, diploma or Degree in either Human Resources Management or Public Administration with at least 5-10 years work experience in Management and Administration. Grade 12 or equivalent qualification with 10 years experience. Sound knowledge of the public service policies, legislation and prescripts including systems and procedures. Extensive experience in institutional Administration, Student Affairs, Human Resource, Facility Management, Fleet Management. Must have functioned as a multidisciplinary team leader. Valid code 08 driver’s license is essential. Good interpersonal, report writing and communication skills is essential.

DUTIES: Plan, organise and control all activities of the support staff at the College. Overall management of Administration system i.e. Develop and establish efficient and effective Administration systems. Ensure effective, Human Resource, IT, Facility Management Unit. Implement internal controls and procedures in line with PFMA, HR delegations, LRA, PSA. Management, supervision, development and motivation of staff. Provide advice and support to Management. Manage and control all Student Affairs of the College. Liaise with stakeholders regarding Student Affairs. Prepare reports on Student Affairs administration issues and statistics. Administrative discipline and implement grievance Procedures, PMDS, Training and Development. Applying and interpretation of HR prescripts. Prepare reports on Human Resource Administration issues and statistics. Knowledge of HPCSA Regulations and Policies pertaining to Emergency Medical Care Training. Drafting and Implementing of Administrative Policies. Manage and provide advice to College Management with regard to Facility Maintenance and Security Management. Providing advice and support to Management. Assisting with any other duties determined by College Management.

ENQUIRIES: Mr H Lubbe, (012) 356 8005
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 13 May 2016

POST 16/69: DIAGNOSTIC RADIOGRAPHER GRADE 2-3
Directorate Maxillofacial and Oral Radiology

SALARY: Grade 2 R308 649 per annum plus benefits
Grade 3 R 363 585 per annum plus benefits

CENTRE: Medunya Oral Health Centre

REQUIREMENTS: The applicant is required to be registered with the HPCSA and has to hold a Brad Degree or a National Diploma in Radiography. He/she should have 10-20 years practical experience in a South African Radiology Department, have managerial and interpersonal skills as well as good computer skills. Experience in teaching and training of routine radiographic dental techniques. Knowledge of sophisticated digital techniques such as CBCT and a tertiary education qualification and research experience will be added advantage.

DUTIES: The successful candidate will be expected to perform the following duties: Radiographic patient service rendering, effectively manage radiation control and keep up with radiation control legislation, general management of Radiographic equipment and assets, teaching and practical training of students, quality and infection control.

ENQUIRIES: Prof CEE Noffke Tel No: (012) 521 4902/3

APPLICATIONS: Applications can be hand delivered to Medunya Oral Health Centre. Human Resource Department, Room SS29 Fifth floor or posted to Medunya Oral Health Centre, Private Bag x848, Pretoria, 0001

FOR ATTENTION: Ms EM Shibambo
CLOSING DATE: 11 May 2016

POST 16/70: EMS LECTURER PARAMEDIC (GRADE 2-4) REF NO: 000805
Directorate: Emergency Medical Services

SALARY: Grade 2: R 262 418 - R 311 784 per annum (plus benefits)
Grade 3: R 301 728 - R 344 994 per annum (plus benefits)
Grade 4: R 355 425 - R 400 383 per annum (plus benefits)

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 2: National Diploma AET/EMC that allows registration with the HPCSA as Paramedic with at least 2 years Post graduation.
Grade 3: National Diploma with 7 years after registration as a Paramedic or a B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner at least 2 years Post graduation.
Grade 4: National Diploma with 17 years after registration with HPCSA as Paramedic or a B Tech-degree with 10 years after registration with the HPCSA as ECP. Current registration with the Health Professionals Council of South Africa (HPCSA) Training experience is recommended. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer Literacy in MS Word, Excel and Power Point is essential. Valid code C1 driver’s license with PrDP.

DUTIES: Involvement in all aspect of Education Training and Development on the courses at the College including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of the course is aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Any other duties as may be required from time to time by the Principal.

ENQUIRIES: Ms ZD Kubheka, Tel No: 012 356 8027

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina 0031. Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 13 May 2016
POST 16/71 : HUMAN RESOURCES OFFICER REF NO: 000969
Directorate: Human Resource Management
Re: Advertised

SALARY : R211 194 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Appropriate 3 year tertiary qualification in Human Resource or equivalent qualification with at least 1 year relevant experience or grade 12 with 3 - 5 years human resources administration experience in the HR working environment. In-depth knowledge and experience of the recruitment and selection policies, human resources administration procedures in the Public Service. Excellent knowledge of the legislative framework applicable to human resources management policies and practices. Strong analytic thinking abilities. Good communication and presentation skills. Good writing skills and the ability to formulate complex reports and submissions. Computer literacy (MS Word, Excel and PowerPoint) including knowledge of the PERSAL systems and PILIR.

DUTIES : Manage training, development and performance. Provide inputs into the development of recruitment and selections policy and strategy. Implement recruitment and selection policy and strategy. Provide inputs into the development and implementation of human resources administration processes, policies and guideline to minimize the manipulation during implementation. Provide inputs into the development and implementation of human resources management and administration policies. Administer conditions of service, remuneration and employee benefits. Implement PILIR. Place adverts. Invite candidates for interviews. Make logistical arrangements for interviews. Prepare documentation for interviews. Write submissions to recommend the candidates. Authorise leave captured on PERSAL. Prepare leave reports. Identify and report inconsistencies. Implement employee benefits on PERSAL. Open personal and personnel files for new staff. Maintain and update existing personal and personnel files for existing staff. Liaise with EAP for monthly reports. Supervision of Human Resource staff as well as coordinate Employee Wellness Programme.

ENQUIRIES : Mr. M .L Maluleke, Tel No: (011) 531 – 4328
APPLICATIONS : Applications should be submitted on Z83 form with CV, Certified copies of ID and qualifications to be attached, to: HR Dept., Sizwe Tropical Disease Hospital, cnr. Club street and Modderfontein Road, Sandringham or posted to Sizwe Tropical Disease Hospital, Private Bag X2 Sandringham, 2131 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 13 May 2016

POST 16/72 : HUMAN RESOURCES CLERK REF NO: 000958
Directorate: HR Administration and Management (Leave Unit)

SALARY : R211 194 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Grade 12 /NQF 4 qualification with 3 to 5 years appropriate experience. Knowledge and experience of the PERSAL system is mandatory. Computer literacy (MS Word & Excel). Knowledge of the Human Resources processes pertaining leave management, incapacity leave management and service terminations is mandatory. Sound planning and organizational skills. Sound verbal and written communication skills. Ability to handle information in a confidential manner. Ability to act with tact and discretion when dealing with leave matters. Ability to work under pressure and must be prepared to rotate and operate as a reliever to other units within HR Administration Services. Knowledge and ability to interpret Regulations, Acts, PILIR, the DPSA Determination on Leave of Absence and related legislative frameworks.

DUTIES : The successful candidate will be responsible for the following: Managing leave capturing, manage and resolve difficult leave enquiries, assist employees with leave enquiries, interpret PILIR requirements and related leave policies to employees and managers. Manage, co-ordinate and prepare PILIR applications for PILIR meetings, arrange PILIR Committee meetings, assist practitioners with PILIR submissions for final approval, manage the implementation and capturing of various leave applications on PERSAL, collate responses on auditor-general enquiries, must be able to assist other health institutions with related
leave/PERSAL matters. Accept greater responsibility and perform any other reasonable tasks allocated.

ENQUIRIES: Ms E. Fernandes, Tel. No: 011 – 355 3137
APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon for Attention: Mr T Mphelo or apply online at www.gautengonline.gov.za
CLOSING DATE: 10 May 2016
NOTE: This is a replacement post, therefore transfers of employees already on salary level 8, will also be considered.

POST 16/73: ADMINISTRATION CLERK LEVEL 5
Directorate Administration
SALARY: R142 461 per annum plus benefits
CENTRE: Medunsa Oral Health Centre
REQUIREMENTS: Grade 12. Must be computer literate, ability to work under pressure. Be prepared to rotate, good interpersonal skills and communication
DUTIES: Accurate numerical sorting and filing of patient files. Drawing of patient files for levels/clinical area, billing section, auditors etc. file tracking and checking movement of patients files on PAAB System. Compile daily and monthly statistics. Checking misfiles.
ENQUIRIES: Ms J Makatu, Tel No: (012) 521 5787
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001.
FOR ATTENTION: Ms EM Shibambo
CLOSING DATE: 11 May 2016

POST 16/74: PHUMAN RESOURCES CLERK REF NO: 000959
Directorate: HR Administration and Management (Leave unit)
SALARY: R142 461 per annum (plus benefits)
CENTRE: Central Office
REQUIREMENTS: Grade 12 /NQF 4 qualification and 1 year’s appropriate experience, knowledge and experience of the PERSAL system, as an added advantage. Computer literacy (MS Word & Excel). Knowledge of the Human Resources processes pertaining leave management, incapacity leave management and service terminations. Sound planning and organizational skills. Sound verbal and written communication skills. Ability to handle information in a confidential manner. Ability to act with tact and discretion when dealing with leave matters. Ability to work under pressure and must be prepared to rotate and operate as a reliever to other units within HR Administration Services. Knowledge and ability to interpret Regulations, Acts, PILIR, the DPSA Determination on Leave of Absence and related legislative frameworks.
DUTIES: The successful candidate will be responsible for the following: Leave capturing, solving leave enquiries, assisting employees with leave enquiries, interpreting PILIR requirements and related leave policies to employees, preparing PILIR applications for meetings, arranging PILIR Committee meetings, drafting PILIR submissions for final approval, implementation and capturing on PERSAL, assisting with gathering of evidence on auditor-general enquiries, must be able to assist other health institutions with related leave/PERSAL matters. Accept greater responsibility and perform any other reasonable tasks allocated.
ENQUIRIES: Ms E. Fernandes, Tel. No: 011 – 355 3137
APPLICATIONS: Applications must be submitted to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon for Attention: Mr T Mphelo or apply online at www.gautengonline.gov.za
CLOSING DATE: 10 May 2016
NOTE: This is a replacement post, therefore transfers of employees already on salary level 6, will also be considered.
**POST 16/75**

**MESSERGER LEVEL 03**
Directorate Administration

**SALARY**: R100 545 per annum plus benefits

**CENTRE**: Medunsa Oral Health Centre

**REQUIREMENTS**: Grade 10/12. Be able to work under pressure. Be prepared to rotate, good interpersonal skills and communication. Be able to work as a team member.

**DUTIES**: collecting patient files from various departments. Retrieving files and filing accordingly. Sorting files and delivering files to filing rooms daily. Drawing files for various departments. Monitoring files. Perform any task assigned by the supervisor.

**ENQUIRIES**: Ms J Makatu, Tel No: (012) 521 5787

**APPLICATIONS**: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**: Ms EM Shibambo

**CLOSING DATE**: 11 May 2016

**POST 16/76**

**AUXILIARY WORKER/OPERATOR REF NO: 000970**
Directorate: Nursing Department: Central Sterilizing & Supply Department

**SALARY**: R100 545 per annum (plus benefits)

**CENTRE**: Sizwe TD Hospital

**REQUIREMENTS**: Grade 10/ ABET level 3, Grade 12 will be an added advantage. Good verbal and written communication skills. Sound knowledge of Batho Pele Principles. Ability to work under pressure. This includes even autoclaving outside the hospital when machines are not working.

**DUTIES**: Cleaning and packing of all instruments and equipment required for use by operating suite and wards. Sterilization of instrumentation and validation of autoclaves when assessed as competent. Maintain a clean and safe environment in Central Sterilization and Supply Department. Ensuring that Occupational Health and Safety practice is adhered to. Decontaminate and disinfect instruments and adhere to Infection Control principles. Efficient and effective customer service in line with Batho Pele Principles.

**ENQUIRIES**: Ms. CD Ndebele, Tel No (011) 531 4345

**APPLICATIONS**: Applications should be submitted on Z83 form with CV, Certified copies of ID and qualifications to be attached, to: HR Dept., Sizwe Tropical Disease Hospital, cnr. Club street and Modderfontein Road, Sandringham or posted to Sizwe Tropical Disease Hospital, Private Bag X2 Sandringham, 2131 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 13 May 2016

**POST 16/77**

**CLEANER LEVEL 02 (2 POSTS)**
Directorate Administration

**SALARY**: R84 096 per annum plus benefits

**CENTRE**: Medunsa Oral Health Centre

**REQUIREMENTS**: Applicant must be in possession of grade 10 and two years’ experience as a cleaner. Experience in health sector environment will be an added advantage. Have good Interpersonal skills and communication skills (both written and verbal).

**DUTIES**: To clean and create an orderly working environment. Operates cleaning equipment and aids. Clean floors, walls, corridors, restrooms, stairs, lifts etc. Empty waste bins and perform other duties as delegated by the supervisor.

**ENQUIRIES**: Mrs. H Sekgobela Tel No: (012) 521 4924

**APPLICATIONS**: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**: Ms EM Shibambo

**CLOSING DATE**: 11 May 2016
PROVINCIAL TREASURY

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:
Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

APPLICATIONS:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools”.

OTHER POSTS

POST 16/78:
DEPUTY DIRECTOR: MONITORING AND REPORTING- OFFICE OF THE DEPUTY DIRECTOR GENERAL
Directorate: Financial Governance

SALARY:
R569 538 per annum (All inclusive package)

CENTRE:
Johannesburg

REQUIREMENTS:
Relevant 3 - year tertiary qualification or NQF level 6 in Public/ Office Administration. 5 years’ experience in Administration, Knowledge of the Public Service Act, Public Finance Management Act and Treasury Regulations, Policy development and implementation, understanding of Government legislation, Departmental policies and procedures, Records Management, SKILLS AND COMPETENCIES: Must have excellent communication skills( Both written and verbal). Interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, people management and job knowledge, team work, flexibility, Computer literacy (Microsoft Excel, Word, Outlook and PowerPoint) is essential. Accuracy and ability to pay attention to detail.

DUTIES:
The successful candidates will render strategic support with the operations within the office of the Deputy Director General. Financial Governance, Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised. Coordinate the consolidation of the Branch’s strategic, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof. Administratively manage meetings, recordings of minutes and ensure that all decision taken are communicated to relevant stakeholders on behalf of the
Deputy Director General. Ensure the creation of coherence and synergy across all function areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director General. Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meeting.

ENQUIRIES: Ms. Linda Ninzi Tel No: (011) 227 9000
NOTE: All shortlisted candidates may be required to write simulation test.

POST 16/79: DEPUTY DIRECTOR: CORPORATE PERFORMANCE MONITORING & REPORTING
Directorate: Corporate Performance Monitoring & Evaluation

SALARY: R569 538 per annum (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: National Diploma or Bachelor’s degree in public management, policy development, monitoring & evaluation, business management or related field. Minimum 3 years in the role of performance monitoring, quality management and/or strategy management and performance monitoring and reporting. Experience with planning, design and implementation of M&E systems including use of logical framework approach, results based M&E and other contemporary strategic planning approaches. Supervisory experience will be an added advantage. Facilitation of M&E quality assurance and information workshops. Data and information analysis and reporting to stakeholders and experience with data processing and analysis using computer systems

DUTIES: Manage a team of performance monitoring and reporting specialists (Assistant Director level). Develop and implement policies, processes and procedures for performance monitoring and reporting. Oversee the reporting of departmental performance to executive management, Legislature and Audit Committee and other stakeholders, Conduct analysis of programmes' and projects' performance and facilitate implementation of innovative solutions to ensure departmental programmes achieve planned objectives, Identify opportunities for improvement of programme performance, Develop and implement systems for effective management of performance information, Manage portfolio of department’s business processes

ENQUIRIES: Ms. Tshiamo Sokupha Tel No: (011) 227-9000
NOTE: All shortlisted candidates may be required to write simulation test.

DEPARTMENT OF SOCIAL DEVELOPMENT
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: Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms E Choshi Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE: 06 May 2016
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

OTHER POSTS

POST 16/80: SOCIAL WORK POLICY DEVELOPER VICTIM EMPOWERMENT PROGRAMME 2 POSTS REF NO: SD/2016/04/03

SALARY: R301 191 per annum (plus benefits)
CENTRE: Head Office
**REQUIREMENTS**


**DUTIES**

- To develop/review policy guidelines in respect of the Victim Empowerment Programme. To implement developed guidelines on the Victim Empowerment Programme. Disseminate information on training of staff in the region. Implement the mapping of services for the Victim Empowerment Programme. To monitor and evaluate compliance of policies, norms and standards and legislation of Victim Empowerment Organizations through Developmental Quality Assurance (DQA), Case Audits and onsite visits. To co-ordinate the implementation of the Victim Empowerment and Older Persons Abuse Register. To coordinate and manage the Regional Victim Empowerment Forums through the regional task teams linked to the Gender Based Violence Command Centre (GBVCC). Attendance and participation in mandated meetings and forums, to promote and coordinate the Victim Empowerment Programme strategy through inter-sectorial networking and collaboration. Engage in continuous professional development and offer support/guidance to the regional office Prepare and submit quarterly performance report on Victim Empowerment Programmes and ad-hoc oversight report as required.

**ENQUIRIES**

- Mr O Mkhabela, Tel No: (011) 355 – 7937

**FOR ATTENTION**

- Mr O Mkhabela

**NOTE**

- Preference will be given to Indian, Coloured, White and people with special needs (disabilities)

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**POST 16/81**

**SOCIAL WORK POLICY DEVELOPER VICTIM EMPOWERMENT PROGRAMME 1 POST REF NO: SD/2016/04/04**

**SALARY**

- R301 191 per annum (plus benefits)

**CENTRE**

- Head Office

**REQUIREMENTS**


**DUTIES**

- To develop/review policy guidelines in respect of the Men and Boys programme. To coordinate and ensure implementation of the men and boys programme in the Province. To conduct/coordinate training on policy, legislation, strategies and procedure guidelines pertaining to the men and boys programme. To monitor and evaluate compliance of policies, norms, standards and legislation by Men's Organisation through Developmental Quality Assurance (DQA), Case Audits and onsite visits. To coordinate National and International Day Celebrations such as International Men’s Day (IMD).To coordinate and manage the Provincial Men’s Forum. Attendance and participation in mandated meetings/forums to promote the strategy through inter-sectorial networking and collaboration. Engage in continuous professional development and offer support/guidance to the regional office Prepare and submit quarterly performance report on Victim Empowerment Programmes and ad-hoc oversight report as required.

**ENQUIRIES**

- Mr O Mkhabela, Tel No: (011) 355 – 7937

**FOR ATTENTION**

- Mr O Mkhabela

**NOTE**

- Preference will be given to Indian, Coloured, White and people with special needs (disabilities)
POST 16/82 : SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: SD/2016/04/06

SALARY : R262 272 per annum
CENTRE : Head Office
REQUIREMENTS : A three year National Diploma/ Bachelor’s Degree in Monitoring and Evaluation with 3-4 years’ experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. A valid driver’s license. Skills and Competencies. Good planning and co-ordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Onsite monitoring of NPO’s. Conduct onsite financial compliance monitoring to funded organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO’s. Provide progress on the implementation of NPO’s financial and administrative capacity building plan. Report on funded NPO’s, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO’s. Assess current financial and administrative capacity of all existing funded NPO’s. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Ms E Choshi: Tel: 011 355 7700
FOR ATTENTION : Ms E Choshi
NOTE : Preference will be given to Indian, Coloured, White and people with special needs (disabilities)

POST 16/83 : PERSONAL ASSISTANT 3 POSTS REF NO: SD/2016/04/05
Directorate: Risk Management, Sustainable Livelihood and Auxiliary Services

SALARY : R211 194 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration

DUTIES : Provide Secretarial/Receptionist support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and complies all necessary documents for manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up progress made. Support the manager with the administration of the manager’s budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms E Choshi: Tel: 011 355 7700
FOR ATTENTION : Ms E Choshi
NOTE : Preference will be given to Indian, Coloured, White and people with special needs (disabilities)
DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS
Applications can be delivered: to Sage Life Building, Ground floor, 41 Simmonds Street, Marshalltown, Johannesburg, 2107.

CLOSING DATE
05 May 2016

NOTE
Shortlisted candidates will be subject to pre-employment screening (vetting) and will also be required to undergo a functional competency test on the posts requirements as part of the short listing and interviews process. An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your applications to be disqualified. Late applications/applications received after the closing date will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. Errors and omissions Expected. The Department reserves the right to fill the position(s).

OTHER POSTS

POST 16/84

DEPUTY DIRECTOR: HELP DESK 1 POST REF NO: REF NO: 000713
Chief Directorate: Registration and Operating Licensing
Directorate: Operating Licensing

SALARY
R569 538 per annum (all-inclusive package) (Salary level 11)

CENTRE
Ekurhuleni Regional Office

REQUIREMENTS
An appropriate 3 year tertiary qualification (or equivalent NQF level 6/ NQF level 7 qualification) relevant to the post with 5 years middle managerial (Assistant Director or Deputy Director level) experience within the relevant field. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts is critical: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Excellent communication skills (verbal and written); computer literacy with emphasis on excel, MS Word, MS projects and Power Point. Good liaison, interpersonal, organization, planning, team working skills, proven administrative and organisational skills. A valid driver’s license.

DUTIES
Ensure the effective management and administration of the receipt, processing of permit/operating license applications and the issuing of permits/operating licenses for all modes of public passenger road transport. Facilitate the establishment of Transport Operating Licensing Administrative Bodies (TOLABS) in Regions and ensure the effective and efficient functioning of the TOLABS. Manage the permit conversion process of radius based permits into operating licenses. Facilitate the implementation of the Anti-fraud and corruption control system. Attend to audit queries and implementation of the recommendations thereof. Compile weekly/monthly/quarterly performance reports and make budgetary recommendations. Develop project/operational plans to execute strategic objectives outlined in the Department’s strategic plan. Liaise closely with the Departmental Legal unit to ensure all legislative frameworks relating to issuing of operating licensing are in place and adhered to. Manage the Departmental information systems used in the processing and issuing of permits/operating licenses. Liaise and consult with public transport structures, commuters and government institutions. Ensure sound management of financial and human resources within the Sub-Directorate.

ENQUIRIES
Ms N. Dube Tel No: (011) 227 - 8300

NOTE
The successful candidate will render management and administrative support services in the TOLAB

POST 16/85

ASSISTANT DIRECTOR: APPLICATIONS COUNTER 1 POST REF: NO: REF-000714
Chief Directorate: Registration and Operating Licensing
Directorate: Operating Licensing

SALARY
R289 761 per annum (plus benefits) (Salary level 9)

CENTRE
Ekurhuleni Regional Office
REQUIREMENTS: An appropriate 3 year tertiary qualification (or equivalent NQF level 6/NQF level 7 qualification) relevant to the post with 3-5 years working experience within the relevant field, or Grade 12 certificate (or equivalent NQF level 4 qualification) with a minimum of 8 years’ experience within the public transport field. Extensive proven competence and experience in the public sector at supervisory levels, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. Proven administrative, interpersonal, organisational, planning, good liaison and team working skills. A valid driver’s license.

DUTIES: Manage the receipt and verification of permits/operating license applications for all public passenger road transport. Ensure that public transport operators are provided with the relevant information relating to public transport permits and or operating licenses. Ensure that all applications for permits and or operating licenses and the relevant supporting requirements are submitted by public transport operators and are thoroughly verified. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan. Manage staff in the applications counter unit. Liaise and consult public transport operators, commuters and other government institutions. Manage the implementation of key public transport related projects. Prepare monthly and quarterly reports.

ENQUIRIES: Ms. N. Dube Tel no: (011) 227 - 8300
NOTE: The successful candidate will manage the receiving and verification of applications.

POST 16/86: ASSISTANT DIRECTOR: PROCESSING SERVICES 1 POST REF NO: REFS-000717
Chief Directorate: Registration and Operating Licensing
Directorate: Operating Licensing

SALARY: R289 761 per annum (plus benefits) Salary level 9
CENTRE: Tshwane Regional Office
REQUIREMENTS: An appropriate 3 year tertiary qualification (or equivalent NQF level 6/NQF level 7 qualification) relevant to the post with 3-5 years working experience within the relevant field, or Grade 12 certificate (or equivalent NQF level 4 qualification) with a minimum of 8 years’ experience within the public transport field. Extensive proven competence and experience in the public sector at supervisory levels, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. Proven administrative, interpersonal, organisational, planning, good liaison and team working skills. A valid driver’s license.

DUTIES: Manage the gazetting of applications; ensure the effective administration of information and documents. Ensure that the advertisement (gazette) of permits/operating license applications. Manage the preparation of e-applications for consideration; ensure the flow of information and reports in relation to processed applications. Manage the coordination with municipalities on concurrencies and advise applicants on hearings. Manage the resources of the component and perform generic management functions. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan. Manage staff in the applications counter unit. Liaise and consult public transport operators, commuters and other government institutions. Manage the implementation of key public transport related projects. Prepare monthly and quarterly reports.

ENQUIRIES: Ms N. Dube Tel No: (011) 227 - 8300
NOTE: The successful candidate will render management and administrative support services in the Processing Services section.
POST 16/87

ASSISTANT DIRECTOR: ISSUING AND COLLECTIONS COUNTER 1 POST

REF NO: REFS-000719

Chief Directorate: Registration and Operating Licensing
Directorate: Operating Licensing

SALARY
R289 761 per annum (plus benefits) (Salary level 9)

CENTRE
Ekurhuleni Regional Office

REQUIREMENTS
An appropriate 3 year tertiary qualification (or equivalent NQF level 6/NQF level 7 qualification) relevant to the post with 3-5 years working experience within the relevant field, or Grade 12 certificate (or equivalent NQF level 4 qualification) with a minimum of 8 years’ experience within the public transport field. Extensive proven competence and experience in the public sector at supervisory levels, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. Proven administrative, interpersonal, organisational, planning, good liaison and team working skills. A valid driver’s license.

DUTIES
Manage the scheduling of permit/operating license applications for Gauteng Provincial Regulatory Entity (GPRE) hearings. Manage the implementation of key public transport related projects. Manage issuing of operating licenses and the safe-keeping of printed certificates for issued operating licenses. Managed the hand-over of issued operating licenses and documents received for collection. Manage the recording of operating licenses to be collected. Manage the flow of information, documents and files for issuing of permits/operating licenses. Manage registry functions and provide records management services. Manage the resources of the component and perform generic management functions. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan. Liaise with Gauteng Provincial Regulatory Entity (GPRE) in relation to the signing of face values for issuing of permits/operating licenses. Manage staff in the applications counter unit. Liaise and consult public transport operators, commuters and other government institutions. Manage the implementation of key public transport related projects. Prepare monthly and quarterly reports. Manage the performance of assigned personnel to achieve key results areas that derive from Directorate Work Plan.

ENQURIES
Ms N. Dube Tel No: (011) 227 - 8300

NOTE
The successful candidate will render management and administrative support services in the Issuing and Collection services section.

POST 16/88

ASSISTANT DIRECTOR: HELPDESK 1 POST REF NO: REFS-000721

Chief Directorate: Registration and Operating Licensing
Directorate: Operating Licensing

SALARY
R281 761 per annum (plus benefits), Level 09

CENTRE
West Rand Regional Office

REQUIREMENTS
An appropriate 3 year tertiary qualification (or equivalent NQF level 6/NQF level 7 qualification) relevant to the post with 3-5 years working experience within the relevant field, or Grade 12 certificate (or equivalent NQF level 4 qualification) with a minimum of 8 years’ experience within the public transport field. Extensive proven competence and experience in the public sector at supervisory levels, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. Proven administrative, interpersonal, organisational, planning, good liaison and team working skills. A valid driver’s license.

DUTIES
Manage the receiving of applications and payments services for all applications fees. Ensuring that the correct payment amount is received, selected in the system and captured. Manage reconciliation of cash with the Land Transport
Permit System (LTPS) and Operating Licensing Administration System (OLAS) financial report. Ensure that the transaction type, mode and applicant’s personal details are correctly captured. Manage the banking of revenue on a daily basis. Ensuring that a stamped and signed receipt as proof of payment is issued to applicant. Ensure the safe keeping of the revenue collected. Ensuring that cash is counted by the cashiers and signed off by the supervisor. Ensure that collected revenue is recorded in the allocation attachment sheet, Basic Accounting System (BAS) book and bank deposit slip. Administer and submit the receipts to Finance on a daily basis. Ensure the safe keeping of the revenue collected. Manage the processing of applications and that all applications are gazetted on the government gazette. Co-ordinate with the Municipalities on concurrences and referrals on applications and prepare all applications adjudications by the Gauteng Provincial Regulatory Entity (GPRE). Manage the scheduling of permits/operating license applications for GPRE hearings. Manage the safe-keeping of printed certificates for issued operating licences/permits. Liaise with Stakeholders. Manage the implementation of key public transport achieve key result areas that derive from Directorate Work Plan.

**ENQUIRIES** : Ms N. Dube Tel No: (011) 227 – 8300

**NOTE** : The successful candidate will manage the payment services of applications fees.