ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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.

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.

Erratum: Kindly note that the following posts have been published in PSVC 26 of 2016 without the closing date: Director: Expenditure Management And Reporting Ref No: 001213 POST 26/67, Directorate: Expenditure Management and Reporting, Central Office, Johannesburg and Deputy Director: Admin Ref No: 001331 (POST 26/71), Directorate: Patient Affairs, Logistics and Support Services, Sebokeng Hospital, the closing date should be 15 July 2016

MANAGEMENT ECHELON

POST 27/84: HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: 001387
Directorate: Maxillo Facial and Oral Surgery

SALARY: R1 444 857 per annum (Inclusive remuneration package) Excluding Commuted Overtime

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Registration with the HPCSA as Dental Specialist in Maxillo-Facial and Oral Surgery. A minimum of three years appropriate experience as a Dental Specialist after registration with the HPCSA within the relevant discipline including experience in Clinical Dentistry. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects. Recommendation: Proven research track record including publications in recognised Journals. Proven administrative and management skills. Excellent Interpersonal and communication skills.

DUTIES: To assist the Head of Department (and act in the head's absence) to manage and direct the activities of the department including the education and training of under and post graduates, service rendering for referred cases, to conduct and publish research, and to supervise others in research. ADDITIONAL: The level of the university appointment will be determined on an individual basis. applicable to University criteria.

ENQUIRIES: Dr. RE Rikhotso, Tel No: (011) 717-2130
APPLICATIONS: Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 or Wits Oral Health Centre @ Charlotte Maxeke JHB Hospital, Area 385 Orange Block, Room 09 & 10, Parktown or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 July 2016

POST 27/85: MEDICAL SPECIALIST REF NO: HRM 45/2016
Directorate Otorhinolaryngology

SALARY: GRADE 1:R924 378 per annum plus benefits
GRADE 2: R1 056 915 per annum plus benefits
GRADE 3: R1 226 595 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Mmed (ORL) FCS (SA) ORL. Teaching + Training + Research. Service rendering specialized field of Otorhinolaryngology.

DUTIES: Clinical Supervision: Control a clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervise and advises junior doctors in patients care. Participate in
patients care according to the read and duty list. ACADEMIC TEACHING: To undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist level. To contribute to and participate in training of their health workers where requested to do so. Participate in public education programs concerning health. Directs Patients Care: To provide cost effective specialist medical staff in the appropriate treatment of patients. To co-operate with nursing and other professional in the optimal care of hospitalized patients. To refer patients samples to relevant units and departments for diagnostic, intervention. To advise, council patients and families on their health problems. To consult and advise health professionals including primary care workers and medical practitioners on diagnosis, investigation and management of referred patients. RESEARCH: To contribute to the development of knowledge and policy obey appropriate research. To do appropriate clinical research that will improve patient care. Liaison with senior and provincial management. MANAGEMENT: Reports to HOD. Communicates with medical superintendent and nursing service manager, registrars, medical officers, interns, and nurses. Communicates with patients' families and care givers. Communicates with referring doctors and health professionals. Plan an active role in day-to-day managing of the Department of Ear, Nose and Throat in Steve Biko Academic Hospital. Play an active role in supporting management of academic department of Ear, Nose and Throat at the University of Pretoria.

ENQUIRIES: Prof M Tshifularo Tel: (012) 354 2702
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 15 July 2016

OTHER POSTS

POST 27/86: NURSING MANAGER LEVEL 3 HOSPITAL & SPECIALISED (PN-A9) REF NO: 001343
Directorate: Nursing Services
This is a re-advertised post and people who applied previously are welcome to reapply again

SALARY: R793 536 per annum (all inclusive package)
CENTRE: Sterkfontein Hospital, Krugersdorp
REQUIREMENTS: Sterkfontein is a Specialized Psychiatric Institution. Interested candidates should have a Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 10 years appropriate / recognizable experience in Psychiatric Nursing after registration as a Professional Nurse with SANC of which at least 5 years of the period referred to above must be appropriate/recognizable experience at Management Level. Qualification in Nursing Management/Nursing Administration. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing practices. Demonstrate basic understanding of Human Resource and Financial Resource Policies and practices. Must have a valid driver's license. Must be computer literate. Good communication skills (written and verbal). Problem analysis and decision making skills.

DUTIES: Develop Policies, guidelines and Nursing standards for Quality Patient Care. Lead change in the Nursing section. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Human Resource Management and Development. Provide guidance and leadership towards the realization of strategic goals and objectives. Advocate and ensure the promotion of nursing ethos and professionalism. Support and promote relevant research.

ENQUIRIES: Mr. M.J. Mapunya, Tel. Nr. (011) 951-8257
APPLICATIONS: Applications must be submitted to HR in the Administration building. Sterkfontein Psychiatric Hospital or apply online at www.gautengonline.gov.za
CLOSING DATE: 22 July 2016

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**POST 27/87**  |  **MEDICAL OFFICER GRADE 2 - 3 REF NO: 001354**  
**Directorate:**  HAST  
**SALARY**  |  R784 743-R1 858 063 per annum (all inclusive package)  
|  R910 716-R1 138 605 per annum (all inclusive package))  
**CENTRE**  |  Pholosong Hospital  
**REQUIREMENTS**  |  MBCHB. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of 5 years’ experience working as a Medical Practitioner. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professions Council in respect of foreign qualified employees, of whom it may not be required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professions Council in respect of foreign qualified employees, of whom it is not may be required to perform Community Service as required in South Africa.  
**DUTIES**  |  Sound knowledge in the management of HIV/AIDS, Tuberculosis and Communicable deceases. Leadership skills including but not limited to Conflict resolution, teaching, reporting complaints and the ability to Identify trends and manage appropriate interventions. Ensure Optimum efficiency of the unit. Render an efficient and effective service. Maintain the integrity of the unit  
**ENQUIRIES**  |  Dr. P. S Lobo, Tel No: (011) 812 5000  
**APPLICATIONS**  |  Applications must be submitted on a Z83 form with a C.V, Certified Copies of I.D and qualifications, certificate registration of relevant council and proof of current registration for 1 April 2016 – 01 March 2017 (where applicable) to be attached. Applications should be submitted or posted to Pholosong Hospital, P.O Box 4, Brakpan, 1540, or be hand delivered to Pholosong Hospital, 1067 Ndaba Street, Tsakane, or apply online at www.gautengonline.gov.za  
**CLOSING DATE**  |  22 July 2016  

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**POST 27/88**  |  **REGISTRAR (MEDICAL) REF NO: HRM 46/2016**  
**Directorate:** Otorhinolaryngology  
**SALARY**  |  R686 322 per annum plus benefits  
**CENTRE**  |  Steve Biko Academic Hospital  
**REQUIREMENTS**  |  MBChB or equivalent. A valid registration with HPCSA as an independent medical practitioner. Patient care, Service Rendering, Teaching, Research. Clinical work, teaching, administration, Research  
**DUTIES**  |  Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in respect of administration, teaching and research. Liaison, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management tasks in the department of Ear, Nose and Throat. Surgery of a tertiary academic hospital  
**ENQUIRIES**  |  Prof M Tshifularo Tel: (012) 354 2702  
**APPLICATIONS**  |  Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.  
**CLOSING DATE**  |  15 July 2016  

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POST 27/89 : DENTIST REF NO: 001388
Directorate: Oral Rehabilitation

SALARY : R666 186–R1 138 605 per annum (Inclusive packages) + excluding Commuted Overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with the HPCSA as Dentist in category Independent practice. Two years’ experience as a Dentist post Community Service.

DUTIES : Dentists will be responsible for: clinical services, teaching research and participating in all departmental activities and related administration.

ENQUIRIES : Prof DG Howes Tel No: (011) 488-4866

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, Area 385, Block 3 (Orange Block), HR Office Room 09 & 10, Parktown, Johannesburg, or apply online at www.gautengonline.gov.za.

CLOSING DATE : 22 July 2016

POST 27/90 : CORPORATE MANAGER REF NO: 001370
Directorate: Administration and Support Services

SALARY : R612 822.per annum (all inclusive packages)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Sterkfontein Hospital is a Specialized Psychiatric Institution. Interested candidates should have a recognized three year Bachelor’s Degree or Diploma in Public Management, Public Administration with at least 5 years’ experience in Management position, or Grade 12 with at least 10 years’ experience in Management position.

DUTIES : Lead, give direction and co-ordinate and manage administration function of the Administration Department with regard to Patient Affairs, Finance, Procurement, Human Resource, Facilities, Information Technology, Logistics and Support Services. Promote the vision, mission and objectives of the Hospital in line with the Gauteng Department of Health. Ensure that systems are put in place to continuously improve the functioning of the Hospital. Pay particular focus on Planning, Implementation and Organizing of all activities and projects of the Corporate Services Department. Monitor and evaluate all planned and unplanned activities and projects of the Hospital. Provide support to Hospital governance with regard to the Management of the Hospital Board and Clients. Ensure sound Labour Management in the Hospital. Provide and assist in promoting the corporate image and identity of the Hospital. Assist in conducting investigations and surveys to improve the Management of the Hospital. Ensure implementation of the National Core Standards and the Six Ministerial Priorities. Be part of the Senior Executive Management Team.

ENQUIRIES : Mr. M.J. Mapunya, Tel No: (011) 951-8257

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be hand delivered to Sterkfontein Hospital, Krugersdorp or posted to Sterkfontein Hospital, Private Bag X2010, Sterkfontein, 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/91 : ASSISTANT MANAGER AREA (GENERAL) PNA7 REF NO: TDH 0013/2016
Directorate: Nursing

SALARY : R465 939 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Basic R425 qualification in Nursing (Degree/Diploma) or equivalent, General Nursing, Midwifery Community Nursing, Psychiatry) Qualification in Nursing Administration/Management. Nursing Education will be an advantage. A Minimum of 10 years appropriate recognizable experience in nursing after registration as professional nurse with SANC and current SANC receipt. At Least 3 years of the period referred to above must be appropriate or recognizable experience At Management level. Strong leadership skills, good communication and writing skills. Problem Solving, conflict resolution skills, able to work under pressure. Good
interpersonal relationship Understanding of National Core Standards, Nursing Strategy, PFMA, Labour Relations and other Relevant legislative framework. Basic computer skills and valid driver’s license.

**DUTIES**
Delegate, supervise and co-ordinate the provision of effective and efficient patient care through Adequate nursing care, initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**
Mrs Motlhaga DS. Tel No :( 012) 354 7600

**APPLICATIONS**
Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification

**CLOSING DATE**
22 July 2016

**POST 27/92**
**HEAD OF DEPARTMENT REF NO: 001309**
Directorate: Administration

**SALARY**
R446 031 per annum (plus benefits)

**CENTRE**
SG Lourens Nursing College

**REQUIREMENTS**
A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration A diploma in Psychiatric Nursing Science. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education. The ability to plan and organise own work and manage training programmes to meet training outcomes. Valid driver’s licence and the ability to apply computer technology. Good communication, supervisory, report writing and presentations skills.

**DUTIES**
Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice and all relevant regulations affecting psychiatric practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills; a valid code 8 Manual Driver’s license. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

**ENQUIRIES**
Ms. L. Lai Wai, Tel No: (012) 319 5620

**APPLICATIONS**
Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted directly at the SG Lourens Nursing College, C/O Soutpansbergweg Road an Theodorehove Avenue, Pretoria or posted to Private Bag x 755, Pretoria, 0001 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
22 July 2016

**POST 27/93**
**OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 001389**
Directorate: Nursing Division Child and Family Unit (Child Psychiatry)

**SALARY**
R433 029 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the
duration of 1 year, accredited with SANC in Advanced Psychiatry Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in Accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

**ENQUIRIES**

Mr OC Selebi, Tel. No: (011) 488 3155

**APPLICATIONS**

Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown Room 8. OR apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**

22 July 2016

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**POST 27/94**

PROFESSIONAL NURSE GRADE 2 SPECIALITY (PNB-2) REF NO: 001391

Directorate: Nursing services

**SALARY**

R390 216 per annum (plus benefits)

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 14 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one year post-basic qualification in the relevant specialty. (Less one year experience for candidates appointed outside the public service after complying with registration requirements)

**DUTIES**

To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing service, mentoring of PN’s EN’s & ENA’s, ensure that the Nursing standards are upheld and maintained. Manage PMDS of the subordinates, ensure effective communication within the health setting, ensure optimal utilization of Human and material resources, demonstrate basic understanding of financial policies; demonstrate basic understanding of the legislative framework governing the public service. Ensure that the national core standards are maintained and upheld.
ENQUIRIES: Mrs. TG Baloyi, Tel No (011)489 0896
APPLICATIONS: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Applicants are requested not to apply on line. The appointed employee will be subject to an OHS medical surveillance as required in the HBA regulations within the OHS acts 85 of 1993. Employment verification is mandatory.
CLOSING DATE: 22 July 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. NB: please note that employment vetting is mandatory.

POST 27/95: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: HRM 45/2016
Directorate: Diagnostic Radiography

SALARY: R385 899 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Diploma/B-Rad/B-Tech in Diagnostic Radiography. At least 11 years experience as a diagnostic production Radiographer. Current registration with the HPCSA. Computer literacy is essential as all the x-ray units are digital.


ENQUIRIES: Mrs. Van Niekerk S Tel: (012) 354 1379
APPLICATIONS: Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 15 July 2016

POST 27/96: CLINICAL PROGRAMME COORDINATOR REF NO: 001390
Directorate: Infection and Prevention Control department

SALARY: R367 815 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma or Certificate in Infection Control or 2 years experience in Infection Control. Computer literacy.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required
by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team with prevention of infections. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure effective prevention of infections in all clinical areas. Provide support and advice to health and educational institutions within the cluster and catchment areas, specific to prevention aspects and management of patients with infectious diseases. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

ENQUIRIES: Mr W Malebati, Tel. No : (011) 488 4419
APPLICATIONS: Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown Room 8. OR apply online at: www.gautengonline.gov.za
CLOSING DATE: 22 July 2016
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

POST 27/97: OPERATIONAL MANAGER NURSING: CARDIOThoracic WARD (1 POST)
REF NO: HRM 47/2016
Directorate Nursing
This is a re-advertisement. Candidates who have applied previously do not need to re-apply

SALARY: PN-A5 R367 815 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth/ethical standards and development of self and subordinates

ENQUIRIES: Ms SM Motau Tel: (012) 354 4686
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 15 July 2016
ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 001345
Directorate: Cooperate Services

SALARY: R311 784 per annum plus benefits
CENTRE: Tshwane District Health Service

DUTIES: Providing support and advice to facility and hospital managers in the Tshwane District Health Services with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officer. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums.

ENQUIRIES: Ms L Fourie, Tel No: (012) 451 9027
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE: 22 July 2016

SPEECH AND AUDIOLOGIST REF NO: S-001344
Directorate: Rehabilitation Department

SALARY: Grade 1: R262 020 per annum (plus benefits)
Grade 2: R308 649 per annum (plus benefits)
Grade 3: R363 582 per annum (plus benefits)
CENTRE: Tshwane District Health Services
Grade1: None after registration with the HPCSA in Speech and Audiologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in respect of foreign qualified employees.
Grade2: Minimum of 10 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of RSA qualified employees. Minimum 11 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of foreign qualified employees.
Grade3: Minimum of 20 years relevant experience after registration with the HPCSA in Speech and Audiologist on respect of RSA qualified employees. Minimum 21 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of foreign qualifies employees.

DUTIES: The development, rendering of a district level of Speech and Audiology services at clinics and the community. Work in a multi-disciplinary team in the provision of Speech and Audiology services to individuals and groups of clients with physical, mental impairments and disability. Arrange; participate in training of and supervision of junior staff. Perform all allocated management and administrative duties. Review, generate and implement clinical protocols. Promotion and marketing of Speech Therapy and Audiology services. Perform record keeping and data collection.

ENQUIRIES: Mr Peter I Silwimba. Tel (012) 406 0237 or (082) 374 6730
APPLICATIONS: Applications must be delivered to the fields building, 427 Hilda street, corner Hilda and Burnett, Hatfield or Post to P.O Box 9514, Pretoria, 0001 or apply online at:www.gautengonline.gov.za

CLOSING DATE: 22 July 2016

POST 27/100: PHYSIOTHERAPIST: GRADE 1 REF NO: 001346
Directorate: Rehabilitation

SALARY: R262 020 per annum (plus befits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: Tertiary qualification in Physiotherapy. Registration with HPCSA as a Physiotherapist. Current registration as a Physiotherapist. Knowledge and experience of community-based rehabilitation and a valid driver’s licence. Computer literacy, Communication skills, Problem solving skills, Monitoring and evaluation. An excellent work ethic. of whom it is not required to perform community service, as required by in South Africa.

DUTIES: Comprehensive knowledge of Physiotherapy ie diagnostic, therapeutic procedure and equipment. The development, rendering of a district level of Physiotherapy services at clinics and the community. Work in a multi-disciplinary team in the provision of Physiotherapy services to individuals and groups of clients with physical, mental impairments and disability. Participate in training of and supervision of junior staff. Perform all allocated management and administrative duties. Knowledge of ethical Code of Conduct, Scope of practice, Patient’s Rights and Batho Pele Principles and current Health and Public service Legislation, Regulations and Policies.

ENQUIRIES: Mr Peter I Silwimba: Tel No:(012) 406 0237/ 082 374 6730

APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE: 22 July 2016

POST 27/101: LABOUR RELATIONS OFFICER REF NO: TRH11/2016
Directorate: Human Resources Management

SALARY: R211 194 per annum (plus benefits)

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS: National Diploma/Degree or Grade 12 with 3-5 years’ experience in labour relations. Knowledge of relative legislation/directive and policies. Valid driver’s licence. computer literacy. Excellent Consultation, verbal and written communication skills.

DUTIES: Initiate and promote training in labour relations for staff. Implement, monitor and evaluate compliance With collective agreements, policies and relevant legislation. Render and advisory service to all institutional Managers and employee regarding labour relations and progressive discipline. Investigations of misconduct Cases and grievances, compiling of database and management of strikes and disputes. Representing the hospital in disciplinary hearings. Promote peace in the work place between management and Labour. Provide information/ advice/ support to top management. Ensure statistics are submitted on time

ENQUIRIES: Mr MG Polo, Tel. No: (012) 354 – 6816

APPLICATIONS: Application must be submitted directly to :Tshwane Rehabilitation Hospital, P O Box 23397,Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road Pretoria 0001.

CLOSING DATE: 15 July 2016

POST 27/102: HUMAN RESOURCE OFFICER REF NO: 001372
Directorate: Human Resource Administration

SALARY: R211 194 per annum (plus benefits)

CENTRE: Sterkfontein Hospital, Krugersdorp

REQUIREMENTS: Degree / National Diploma in Human Resource Management with 3 years experience or Grade 12 with 5 years extensive experience in Human Resource Management. Knowledge of the Public Service prescripts. In-depth knowledge and understanding of the PILIR policy and procedures. Knowledge of PERSAL. Computer skills. Presentation and investigation skills, organizing skills, good
communication skills (written and verbal), good interpersonal relations, report writing skills, problem solving skills, self-driven and a team player with the ability to work under pressure with tight schedules and independently. Supervision, training and development of subordinates. Good leadership skills.

DUTIES

Manage and provide effective Human Resource Information and its processes. Circulate HR Policies and Personnel Circular Minutes and make sure they are implemented. Advise Management and employees on all HR regulations. Manage staff establishment and its movement. Give specialist advice on staff establishment matters and assistance to practitioners. Conduct post establishment audits. Verify the approved organization structure and PERSAL establishment. Analyze monthly staff establishment statistics and give reports. Maintain the Employment Equity reports. Draft advertisement and submit to GDF for publishing in GPG/DPSA vacancy website and media and make follow-ups. Manage PMDS and quarterly reviews and evaluate performance of HR staff. Coordinate and facilitate PILIR meetings and support managers and clients. Identify incapacity areas and make follow-ups. Compile monthly PILIR report and write recommendations in capacity reports after the settings. Overall management of Human Resource general administration. Supervision, training and development of subordinates. Manage and address AG findings and manage HR projects and must be able to meet the deadlines. Render any other duties as may be assigned from time to time by the facility Managers.

ENQUIRIES

Ms. A.N. de Jager, Tel No: (011) 951-8206

APPLICATIONS

Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be hand delivered to Sterkfontein Hospital, Krugersdorp or posted to Sterkfontein Hospital, Private Bag X2010, Sterkfontein, 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE

22 July 2016

POST 27/103

PRINCIPAL NETWORK CONTROLLER REF NO: 001386

Directorate: Forensic Pathology Services

SALARY

R211 194 per annum (plus benefits)

CENTRE

Head Office – Forensic Pathology Service

REQUIREMENTS

A Senior Certificate plus three year National Diploma/Degree in Information Technology coupled with at least three years relevant working experience. Microsoft qualification would be an advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and 2012, Exchange 2010 and Windows 7/8 is essential. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Understanding of Relation Database Model, JS and JSP will also be advantageous. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours and public holidays and standby when required. A valid driver's license.

DUTIES


APPLICATIONS

Applications must be forwarded to Forensic Pathology Services, No. 11 Diagonal Street 13th floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

CLOSING DATE

22 July 2016

NOTE

The successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications will be conducted.
POST 27/104 : MATERIAL RECORDING CLERK LEVEL 7 REF NO: 001352
Directorate: Supply Chain Management

SALARY : R211 194 per annum plus benefits
CENTRE : Tshwane District Health Service
REQUIREMENTS : A grade 12 certificate or equivalent diploma or degree, 3 to 5 years’ experience. Computer skills, Planning and Organisation skills, Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

DUTIES : Supervision in any of the key areas within Supply chain Management. (Demand management, Acquisition, Logistics and asset management). Compile reports in areas of supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance.

ENQUIRIES : Ms Evonne Binang, Tel No (012) 451 9003
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE : 22 July 2016

POST 27/105 : FOOD SERVICE MANAGER REF NO: 001392
Directorate: Food Service Department

SALARY : R171 069 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma (3 years) (HET) in Food Service Management or National Diploma (3 years) in Food & Beverage Management/or B tech degree in FSM or F&B Management and Leadership skills. Good communication skills. Be able to function effectively in a team. Motivational skills. Knowledge of food, basic nutrition, food safety and hygiene, large scale food preparation/production and catering equipment. Knowledge of Acts governing food. Management (4 years). Computer literate. Driver’s license.

DUTIES : Control over the effective functioning of the Food Service Supervisors and Food Service Aids in Ward Kitchens, ensuring the effective functioning of all units and quality Food Service delivery to 800+ patients. To monitor the productivity of Food Service Aids and Food Service Supervisors, planning duty rosters and work-schedules, leave, performance evaluation, disciplining, motivation, and training of Food Service staff. To liaise with ward personnel, Nursing staff, Management regarding patient statistics and monitoring of service delivery. Involved with the plate waste studies and patient meal survey in wards and kitchens. Take part in inspections with Accreditation team, OHS and departmental inspections. To monitor the inventory, equipment, maintenance and Hygiene and Safety in ward kitchens. Be involved with Food Service Managers regarding input to food budget planning, food expenditure, and to implement cost effective measures.

ENQUIRIES : Ms. S. Rodrigues. Tel No: 011 488 3833
APPLICATIONS : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown Room 7. OR apply online at: www.gautengonline.gov.za
CLOSING DATE : 22 July 2016
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
POST 27/106 : MATERIAL RECORDING CLERK 3 POSTS REF NO: 001350
Directorate: Supply Chain Management

SALARY : R171 069 per annum plus benefits
CENTRE : Tshwane District Health Service
REQUIREMENTS : A grade 12 certificate or equivalent. No previous experience required. Computer skills, Planning and Organisation skills. Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

DUTIES : Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for purchasing of standard office items. Stock control, keep and maintain the asset register.

ENQUIRIES : Ms Evonne Binang, Tel No: (012) 451 9003
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE : 22 July 2016

POST 27/107 : FOOD SERVICE MANAGER REF NO: HRM 43/2016
Directorate: Food Service

SALARY : R171 069 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma in Food Service Management /Food and Beverage Management or a B.Tech in Food Service Management/Food and Beverage Management. Leadership, managerial, communication, catering, financial, good human relations and problem solving skills. Able to work in a team. Willing to work on weekends. Able to work under pressure. Knowledge and understanding of all Food Service systems and committed to deliver a quality and excellent customer service. Adhere to prescribed guidelines, policies and procedures related to Food Service. Must have a valid driver’s license.

DUTIES : Manage food service activities related to human resources, supply chain, production, serving and controlling of patients meals. Fulfill hygiene, quality and safety requirements related to Food Services. Assist with student training in the unit.

ENQUIRIES : Mrs. Dreyer E Tel: (012) 354 2315
APPLICATIONS : Applications must be submitted on Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 15 July 2016

POST 27/108 : ENROLLED NURSE (STAFF NURSE) GRADE 2 REF NO: 001395
Directorate: Nursing services

SALARY : R167 823 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 10 years’ appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing Service, Mentoring of Enrolled Nursing Assistants, ensure that the Nursing standards are upheld and maintained. Ensure effective communication within the health setting, ensure optimal utilization of Human and material resources. Demonstrate basic understanding of nursing procedures,
demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.

ENQUIRIES: Mrs. TG Baloyi (011)489 0896
APPLICATIONS: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Applicants are requested not to apply on line. The appointed employee will be subject to an OHS medical surveillance as required in the HBA regulations within the OHS acts 85 of 1993. Employment verification is mandatory.

CLOSING DATE: 22 July 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. NB: please note that employment vetting is mandatory.

POST 27/109: SECRETARY REF NO: S-001419
Directorate: Nursing Services
SALARY: R 142 461- R167 814 per annum (plus benefits)
CENTRE: Bheki Mlangeni District Hospital
REQUIREMENTS: Grade 12 or equivalent qualification. A secretarial certificate. At least 3 years’ experience as a Secretary nursing service. Excellent communication and good interpersonal skills. Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

DUTIES: Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage student enquiries. Develop and implement an efficient filing system. Writing Reports, Assist other Secretaries when on leave.

ENQUIRIES: Mrs. N Ngwenya Tel No. (011) 241 5842
APPLICATIONS: Applications must be filled on a z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 July 2016
NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/110: SECURITY OFFICER REF NO: 001393
Directorate: Logistics Department
SALARY: R142 461 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: A senior certificate (Grade 12) or equivalent NQF 4 Certificate. Registration with PSIRA. Successful completion of security officers training grade B. At least 4 years’ experience in a security environment. Supervisory experience will serve as a recommendation. Sound knowledge of security legislation such as Criminal Procedures Act, 1997 (Act 51 of 1977). Control of access to Public Premises and vehicles Act 1985, (Act 53 of 1985) and Firearms Control Act of 2000. Good
DUTIES: Provide supervision of security personnel. Ensure that all access and exit control points are manned at all times. Inspect and complete security registers. Organize all resources required by security personnel to perform their duties. Draft monthly security duty roster. Allocate duties to security personnel. Compile monthly security shift allowance claims. Handle staff grievances. Investigate and report incidents of security breaches, compile monthly incidents reports. Provide admin support to chief security officer.

ENQUIRIES: Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7. OR apply online at: www.gautengonline.gov.za

APPLICATIONS: Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7. OR apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 July 2016

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 27/111: ADMINISTRATION CLERK REF NO: HRM 46/2016

Directorate: Diagnostic Radiography

SALARY: R142 461 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12. Computer Literate. Experience of Medicom and at present working with a computer. Good interpersonal and communication skills. Be able to work independently and under pressure. Be prepared to work flexi hours.

DUTIES: Accurate registration of patients on Medicom and RIS system. Booking patients on the system at sonar. Professional interaction with patients, colleagues and staff. Answering of telephones and efficient handling of enquiries. Performing any other reasonable task allocated by supervisor. Doing statistics. Filing of all relevant documents

ENQUIRIES: Mrs. Van Niekerk S Tel: (012) 354 1379

APPLICATIONS: Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 15 July 2016

POST 27/112: ADMIN CLERK 3 POSTS REF NO: 001385

Directorate: Admin

SALARY: R141 461 per annum (Plus benefits)

CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)

REQUIREMENTS: Grade 12 or grade 10 with 5years experience in clerical work. Computer literacy/computer certificate will be an added advantage. Good Communication and interpersonal skills. Knowledge of PAAB system will be an added advantage. Be prepared to be rotated to other sections within patient’s admin activities. Shift work is compulsory. Knowledge of Batho Pele Principles/patient’s rights

ENQUIRIES: Ms Mazibuko G.S Tel No: (011) 951-6057
APPLICATIONS: Must be delivered to the following address: Dr Yusuf Dadoo Hospital Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 22 July 2016

NOTE: The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/113: DENTAL ASSISTANT REF NO: 001376
Directorate: Poly Clinics

SALARY: R138 138 – R162 714 per annum (plus benefits)

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Dental Assistant. Registration with HPCSA as Dental Assistant and proof of current registration. The applicant must have excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to personnel at various levels in the Organization.


ENQUIRIES: Ms. J Ludick. Tel No: (011) 488 3954
APPLICATIONS: Applications must be hand delivered at: Wits Oral Health Centre, Area 385 Orange Block in Charlotte Maxeke Johannesburg Academic Hospital Jubilee Road Parktown or posted to: The HR Manager, Wits Oral Health Centre: Private Bag x 17 Braamfontein, or apply online at www.gautengonline.gov.za.

CLOSING DATE: 22 July 2016

POST 27/114: SECURITY SUPERVISORY REF NO: 001384
Directorate: Security services

SALARY: R119 154 per annum (Plus benefits)

CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)


DUTIES: Management of complaints related to access control. General supervision of security personnel, their performance management development. Control and management of CCTV camera room. Compilation of duty roosters and allocation of shifts. Ensure full coverage of patrol in the hospital areas. Offer security assistant to units related to security activities and personnel on request. Ensure adherence to security policies and prescripts. Attend Middle Managers meeting and keep management updated on all matters. Reports writing, Knowledge of disciplinary procedure and other added instruction by authority.

ENQUIRIES: Ms Mazibuko G.S Tel no: (011) 951-6217
APPLICATIONS: Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 22 July 2016
NOTE: The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/115: LAUNDRY SUPERVISORY REF NO: 001382
Directorate: Support

SALARY: R119 154 per annum (Plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS: Grade 12 with 3 years’ experience in linen and laundry services or Grade 10 with 5 years’ experience in laundry services. Good communication skills, problem solving and organizational skills. Must be computer literate. Be prepared to work under pressure. Possess physical strength, be in good health and be able to cope with physical demands of the post.

DUTIES: Supervise the loading and offloading of linen from the service provider. Monitor the distribution, supply, tying and packing of clean and dirty linen to outpatient, inpatient, Theatres and CSSD. Replenish linen in accordance to set standards and inspection of all clinical sections. Record and linen counted, do stock taking and condemning. Compile and provide daily/monthly written reports and statistics to the Manager. Maintain and service equipment used and report faults when necessary. Adhere to National Core Standards. Release where necessary.

ENQUIRIES: Ms A.N.Sibanda, Tel no:(011) 951-6053
APPLICATIONS: Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 22 July 2016
NOTE: The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/116: SECURITY OFFICER REF NO: 001394
Directorate: Logistics Department

SALARY: R100 545 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Grade 10 or 11, grade C PRSIRA certificate with 3 years’ experience as a security officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES: Protection of personnel information and property by doing the following. Access control including traffic and crowd control, patient safety, guarding and patrolling of buildings. Update security registers. Work hand in hand with private security personnel. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES: Mr. T. Paledi, Tel No: (011) 488 3071
APPLICATIONS: Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Parktown Room 7 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 July 2016
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a CV, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
POST 27/117: SPECIALISED SERVICES AUXILIARY OFFICER 2 POSTS REF NO: HRM 42/2016

(This is a re-advertisement. Candidates who have applied previously are encouraged to re-apply)

Directorate: Clinical Engineering

SALARY : R100 545 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Abet Level 1 or equivalent. Experience in the activities of a technical workshop environment. Understanding the workshop environment. In-depth knowledge of the hospital's departments. Communication skills. Good interpersonal relationship. A valid South African driver's license will be an advantage.
DUTIES : Ensure cleanliness of workshop and workshop related equipment at all times. Ensure the timely delivery of medical equipment to and from the departments. Assist technicians in related tasks. Repair basic non-life support medical equipment.
ENQUIRIES : Dahlen K P Tel: (012) 354 1261
APPLICATIONS : Applications must be submitted on Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 15 July 2016

POST 27/118: LAUNDRY WORKER REF NO: 001381

Directorate: Laundry Services

SALARY : R84 096 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Standard 8 (grade 10). Ability to read and write. Good verbal communication and interpersonal skills. Be able to work in a team. Possess physical strength, be in good health and be able to cope with physical demands of the post.
DUTIES : Sorting, counting of dirty linen from different areas. Prepare and send dirty linen in bags to service provider. Sluice, wash, iron and mend torn linen. Stamp all newly acquired linen with the Hospital stamp for identification. Receive clean linen from service provider and issue to relevant department/wards. Pack clean linen to the shelves. Cleaning of the laundry area. Perform any other duties delegated by the supervisor.
ENQUIRIES : Ms Sibanda A.N, Tel No: (011)951-6053
APPLICATIONS : Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
CLOSING DATE : 22 July 2016
NOTE : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability

POST 27/119: FOOD SERVICE AID REF NO: HRM 44/2016

Directorate: Food Service

SALARY : R84 096 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10-Grade 12 with minimum 3 years appropriate experience in a formal food service environment. Relevant certificates in cooking/hygiene and safety will be an advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and Public Holidays. Able to do work of a physical nature.
DUTIES : Perform routine tasks in the Food Service unit and operate machinery. Perform general cleaning tasks as assigned to you and maintain hygiene and safety

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measures in the unit. Washing of dishes, crockery and cutlery. Dishing up of patients’ food according to portion control measures. Loading of food into patient transport trolleys. Can be utilized as a tractor driver transporting food to Oncology block. Preparing of patient’s meals, beverages, snacks, fluids and bread. Unpacking and packing provisions into fridges and freezers. Willingness to work as a reliever in the unit.

ENQUIRIES
: Mrs. Dreyer E Tel: (012) 354 2315/2092
APPLICATIONS
: Applications must be submitted on a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE
: 15 July 2016

POST 27/120
: POTER REF NO: 001383
Directorate: Support Services

SALARY
: R84 096 per annum (Plus benefits)
CENTRE
: Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS
: Grade 10/12 Good Communication and interpersonal skills. Shift work is compulsory. At least 1-2 years' experience in pottering will be an added advantage. Knowledge of Hospital environment. Shift work is compulsory.
DUTIES
: Transport Patients from registration points to different clinical areas within the Hospital. Transport corpses from wards to the mortuary. Off-loading of Patients from the ambulance and private cars to the stretchers. Cleaning of wheelchairs and stretchers at all times. Enter Patients data on porters register at emergency area.

ENQUIRIES
: Ms Mazibuko G.S. Tel No: (011) 951-6217
APPLICATIONS
: Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE
: 22 July 2016
NOTE
: The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability

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

CLOSING DATE
: 22 July 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). 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
correspondence. 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 SMS 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

<table>
<thead>
<tr>
<th>POST 27/121</th>
<th>ASSISTANT DIRECTOR: SENIOR AUDITOR</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R389 145 per annum (plus benefits)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Relevant degree or diploma with 4 years’ experience in Internal Audit experience.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>To assist the Deputy Director: Risk and Compliance in the performance of internal audit reviews. Complete audits as per Audit Plan. Determine the resources required for the project and compile a time budget. Supervise a pool of multi-skilled auditors while on the audit. Co-ordinate short term (quarterly) plans. Liaise with team members at the planning, execution and reporting phases of each review. Appraise and evaluate the performance of the team members and draw up development plans. Prepare weekly progress report to be submitted to supervisor. Review working papers compiled by the team members. Compiled the audit findings and the report. Conduct interviews with clients when required. Comply with the institute of Internal Auditing (IIA) standards. Maintain accurate time records conduct interviews during recruitment for the cluster. Ensure all projects are closed off on team mate once the project are finalized. Allocate tasks appropriate to subordinates. Monitor time and progress on project and report to Supervisors.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. Bulelwa Mtshizana Tel No: (011) 227-9000</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>All shortlisted candidates may be required to write simulation test.</td>
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<tr>
<th>POST 27/122</th>
<th>ASSISTANT DIRECTOR: ENTITY MANATAINANCE</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R311 784 per annum, (plus benefits)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Three year Business qualification or equivalent qualification, Must have relevant experience between 3-5 years in Supplier and catalogue management, and preferably Supplier Verification and registration, Experience in a junior management or supervisor position. Experience and understanding of the South African marketplace and SME sector.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>To manage the GPG Sundry Registration process in the Supplier Management sub-unit and to ensure the proper management of the unit. Manage the utilisation and the efficiency of the Sundry registration team in Supplier management development, Provide support for the Sundry-database clean-up process, Validation of sundries in a transparent and equitable manner, Provide assistant for the proper administration of the supplier Helpdesk, Ensuring that the filling system is up to date for ease of retrieval, to successfully maintain a clean supplier data base with up to date information, Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile and the proper utilisation of the team.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Phindile Ngwenya Tel, No: (011) 227-9000</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>All shortlisted candidates may be required to write simulation test.</td>
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<tr>
<th>POST 27/123</th>
<th>ASSISTANT DIRECTOR: TRANSVERSAL SOURCING</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R311 784 per annum (plus benefits)</td>
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</table>

CENTRE : Johannesburg

REQUIREMENTS : A three year Tertiary qualification in Supply Chain Management or Advanced Certificate in SCM or equivalent qualification. 2-3 years’ experience in SCM (RFP) Request for proposal. Knowledge of Procurement best Practice including Sourcing Strategies. Experience in BBBEE / SMME. Experience and understanding of the South African Market.

DUTIES : To assist Commodity Team Lead: Strategic Sourcing to operational and achieve strategic Procurement objectives. Plan and initiate market research strategies specific to the commodity area. Reviewing of internal research, industry best practices in conjunction with GPG policies and economic objectives. To assist with the development of strategic business partnership and relationships which will achieve overall GPG objectives Responsible for contributing to the development to the development of sourcing and procurement strategies for a specific commodity area, and to support the department objectives and expenditure budgets by ensuring alignment to overall procurement approach and practice Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departments services levels. Responsible for ensuring compliance to public sector supply chain management policies and procedures.

ENQUIRIES : Ms. Bulelwa Mtshizana Tel No: (011) 227-9000

NOTE : All shortlisted candidates may be required to write simulation test.

POST 27/124 : ASSISTANT DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT
Directorate: Provincial Supply Chain Management

SALARY : R311 784 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A National Diploma or Degree or relevant tertiary qualification related to the job content. A qualification in the built environment and or/ Law will be advantageous. 2-3 years’ experience in Supply Chain Management, capital procurement and Procurement and or field. Computer literacy (Word, Excel, MS Outlook etc.) A valid driver’s license is essential.

DUTIES : Facilitate and consolidate the reporting of Supply Chain information as required by legislation, Analyse Supply Chain Management reports and policies from Departments and municipalities. Set complimentary standards within the Parameters as set by National Treasury and the relevant Supply Chain Management Frameworks. Monitor and report on policy outputs and outcomes. Provide technical assistance and training with regard to Supply Chain Management in municipalities and Provincial departments. Implement the Financial Management capacity maturity Model for Goods and Services.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000

NOTE : All shortlisted candidates may be required to write simulation test.

POST 27/125 : ASSISTANT DIRECTOR: ENTITY MAINTANANCE
Directorate: Provincial Supply Chain Management

SALARY : R311 784 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary Qualification, Must have relevant experience between 3-5 years in Supplier management, Supplier verification and registration, Experience in a junior management or supervisor position will be advantageous. Experience and understanding of the South African marketplace and SME sector.

DUTIES : To manage the GPG Sundry Registration (BAS and SAP) process in the Supplier Management sub-unit and to ensure the proper management of the unit. Manage the utilisation and the efficiency of the Sundry registration team in Supplier management and development, Provide assistance for the proper administration of the Supplier Helpdesk, ensuring that the filing system is up to date for ease of retrieval, to successfully maintain a clean supplier data base with up to date information, Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile.

ENQUIRIES : Ms Phindile Ngwenya Tel, No: (011) 227-9000

NOTE : All shortlisted candidates may be required to write simulation test.
POST 27/126 : ASSISTANT DIRECTOR: QUALITY CONTROL SPECIALIST
Directorate: Provincial Supply Chain Management

SALARY : R311 784 per annum, (plus benefits)
CENTRE : Johannesburg

DUTIES : Ensuring that the appropriate quality and technical requirements for Commodities procured for GPG end users has been developed, Reviewed an specialised according to the respective standards, Develop and review specification requirements for GPG departments, Ensure full involvement on the specification committee on an advisory capacity, Prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification( Desktop and site visit) Leading supplier site visit where the bidders capacity is evaluated, To support the bid Evaluation Committee process by the bid Evaluation Committee, Reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements, Identify potential areas of Improvement and advice on corrective and preventative measures for non-conforming products or service, Assist with evaluation of and report on product complaints and /or returns when requested

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

POST 27/127 : AUDITOR: COMPUTER AUDIT
Directorate: Auditor Risk and Compliance Audit

SALARY : R262 272 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or diploma in related area (BSc, Higher Diploma in Computer Auditing, Internal Audit, Information Technology. 1-2 years’ experience in Computer Audit or related area.

DUTIES : To execute functions relating to conducting computer audit reviews as per job level, Complete audit as per computer Audit Plan, Property referenced working papers and audit report, Planning of computer audits, Perform computer audits related area under review, Perform CAAT’s using the ACL software, Document fieldwork, Assist in compiling audit reports, Assist in Compiling audit reports, Assist in ensuring effective and efficient audit, Perform required administrative functions. records.

ENQUIRIES : Ms Phindile Ngwenya, Tel No: 011 227-9000
NOTE : All shortlisted candidates may be required to write simulation test.

POST 27/128 : HUMAN RESOURCE DEVELOPMENT PRACTITIONER 2 POSTS
Directorate: Human Resources Development

SALARY : R211 194 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification in Human Resource Management/ Management of Training and or/ any post matric qualification related to HR. A minimum of 1-2 years working experience in the field of Human Resource Development. Good communication skills (verbal and written), report writing skills, data capturing, research and analytic skills. Sound Knowledge of Microsoft Office (Excel, PowerPoint and Word). Exposure to Persal would be advantageous.

DUTIES : Assist in compiling WSP/ATR, Conduct Training Need Analysis, Co-ordinate training courses as per training calendar. Check submission of relevant forms (memo’s, commitment forms, etc.) when training is required. Facilitate Internship and Learnership programmes. Administration of Bursary Scheme. Assist in Performance Management & Development System. Assist in information management systems of HRD and PMDS. Coordination of Personal Development Plans. Compiling quarterly & monthly HRD reports.

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

DEPARTMENT OF ROADS AND TRANSPORT

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

CLOSING DATE: 22 July 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 post 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 application to be disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. The final placement of successful candidates within the Roads Infrastructure Branch will be based on interest and experience. Errors and omissions Expected. The Department reserves the right not to fill the position(s).

OTHER POSTS

POST 27/129: SENIOR PROJECT MANAGER: MODAL INTEGRATION 2 POSTS REF NO: 001378
Chief Directorate: Transport Services
Directorate: Modal Integration and Special Projects

SALARY: R612 822 per annum (all-inclusive package), Level 11
CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification or equivalent NQF level 6/ NQF level 7 qualification relevant to the post with 5 years middle management experience. Extensive experience and knowledge of project management, contract management, financial management, general building and roads infrastructure management. Knowledge and understanding of the Government regulatory frameworks and policies as well as the use of draughting using universal standard. Software Autocad will be an added advantage. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. A valid driver’s license.

DUTIES: To support technical civil engineering services and support in the delivery of public transport infrastructure by the Department. The technical services to be rendered will include: project planning, tender documentation and evaluation, construction supervision of civil and building works, budgeting and production of typical designs and technical specifications as and when required. Provide support in the development of effective Quality and Documentation management systems to assist with the management of information sources and material which includes inter alia departmental, directorate and project reports and quality control documentation, payments, filing, communication, etc. Provide up to date reports for the Directorate and projects. Supervise staff and perform other administrative duties within the Directorate.

ENQUIRIES: Ms Simphiwe Maphumulo Tel no: (011) 227-8357

POST 27/130: SENIOR PROJECT MANAGER: SPECIAL PROJECTS 3 POSTS REF NO: 001379
Chief Directorate: Transport Services
Directorate: Modal Integration and Special Projects

SALARY: R612 822 per annum (all-inclusive package), Level 11
CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification or equivalent NQF level 6/ NQF level 7 qualification relevant to the post with 5 years middle management experience. Extensive experience and knowledge of project management with a special understanding and experience of Automatic Fare Collection Systems, Public Transport Information Management Systems, contract management, financial management, and general understanding of the business processes associated with AFC and APTMS. Knowledge and understanding of the Government regulatory frameworks and policies as well as the use and understanding of International Standards. Knowledge of Autocad software systems will be an added
advantage. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. A valid driver’s license.

**DUTIES**

To provide technical ICT engineering services and support in the delivery of public transport systems infrastructure by the Department. The technical services to be rendered will include: project planning, tender documentation and evaluation, contract supervision of ICT operations, budgeting and production of typical designs and technical specifications as and when required. To develop business operating procedures working closely with other departments and affected stakeholders. Provide support in the development of effective Quality and Documentation management systems to assist with the management of information sources and material which includes inter alia departmental, directorate and project reports and quality control documentation, payments, filing, communication, etc. Provide up to date reports for the Directorate and projects. Supervise staff and perform other administrative duties within the Directorate.

**ENQUIRIES**

Ms Simphiwe Maphumulo Tel no: (011) 227-8357

**POST 27/131**

ENGINEERING TECHNOLOGIST PRODUCTION GRADE A 2 POSTS-OSD REF NO: 001157

Chief Directorate: Design and Engineering Services
Directorate: Design Services

**SALARY**

R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver’s license.

**DUTIES**

Project manage consulting engineering rehabilitation designs. Maintain road pavement management system. Implement tender processes, project and contract management functions. Quality control of road structures and drawings standards. Provide In-house road structures and storm water in the design Centre. Provide wayleave support services. Ensure standards, specifications and treatment of materials.

**ENQUIRIES**

Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449

**POST 27/132**

ENGINEERING TECHNOLOGIST PRODUCTION GRADE A: GEOMETRICS–(OSD) REF NO: 001154

Chief Directorate: Design and Engineering Services
Directorate: Design Services

**SALARY**

R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver’s license.

**DUTIES**

Executive departmental geometric design for roads infrastructure. Project manage consulting engineering geometric design for roads infrastructure. Compile and maintain geometric design standards, codes of procedure and manuals. Maintain infrastructure design management system. Implement tender processes, project and contract management functions. Quality control of roads designs and drawings standards. Evaluate, recommend and approve section 7 as per GTIA. Provide
support services to sub-directorate Plan room. Provide in-house design in the design centre. Provide wayleave support services.

**ENQUIRIES**
Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449

**POST 27/133**
ENGINEERING TECHNOLOGIST PRODUCTION GRADE A: STRUCTURES—(OSD) REF NO: 001156
Chief Directorate: Design and Engineering Services
Directorate: Design Services

**SALARY**
R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver’s license.

**DUTIES**
Project manage consulting engineering rehabilitation of road structures. Maintain bridge management system. Implement tender processes, project and contract management functions. Compile and maintain structural and storm water design standards, codes of procedure and manuals. Quality control of road structures and drawings standards. Provide support services to sub-directorate Plan room. Provide In-house road structures and storm water in the design Centre. Provide wayleave support services.

**ENQUIRIES**
Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449