

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : District Ekurhuleni South [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal, Alberton. Postal Address: Private Bag X8001, ALBERTON 1450. Enquiries: Xolani Kheswa TEL: (011) 389-6034,
District Johannesburg South [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nntombi Moyo: TEL: (016) 440-1861
Head Office [HO] Physical Address: 111 Commissioner street, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert
- CLOSING DATE** : 24 February 2017
- NOTE** : Application 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 an ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Applications received after the closing date, e-mailed or faxed applications will not be considered.
Erratum: Please note that following posts of Senior Provisioning Admin Officer posts for Sedibeng East Ref No: SE2017/01/14, Chief Admin Clerk: Auxiliary Services Gauteng North Ref No: GN2017/01/21, Principal Personnel Officer: Conditions of Service Ekurhuleni North Ref No: EN2017/01/23, Senior Accounting Clerk Sedibeng West Ref No: SW2017/01/35, Senior Personnel Officer: Conditions of Service Sedibeng East Ref No: SE2017/01/39, Messenger: Office Service Pool Sedibeng East Ref No: SE2017/01/72, advertised in PSVC 04 has been withdrawn
- OTHER POSTS**
- POST 06/86** : **DEPUTY DIRECTOR: PROJECT COORDINATOR REF NO: HO2017/02/90**
Directorate: Infrastructure Delivery Management
- SALARY** : R612 822 per annum (All-inclusive remuneration package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized three year National Diploma/ Relevant B Degree. At least a minimum of five years' experience in infrastructure data management, which three years must be at supervisory level. Knowledge of Division of Revenue Act, DoRA Circulars, IDMS, Treasury Instruction: Standard for Infrastructure Procurement and Delivery Management, PFMA and Treasury Regulations. SKILLS: Good reports writing and presentations. Able to design and implement document management system. Computer literate. A valid driver's license.
- DUTIES** : Manage the validation of information for updating on IRM, database and related systems. Validate existing information on IRM and NEIMS to determine gaps and credibility. Identify stakeholders and engage to collect credible information. Collect information on an ongoing basis. Review information and ascertain that it is credible before capturing on IRM and or financial database and submit to relevant stakeholders. Manage updating of IRM on an ongoing basis through inputs from the project and programme managers. Manage updating of infrastructure financial database and full alignment with In Year Monitoring Reports. Manage validation of information for NEIMS and manage submission of information to national basic education for updating on NEIMS. Sign off on NEIMS reports on a monthly basis. Managing information for EFMS and manage updating of EFMS. Manage and coordinate the process of obtaining the EFMS system for use in the Department and the maintenance of the system. Manage updating of EFMS on an ongoing basis. Sign off on NEIMS reports on a monthly basis before submission to DBE. Manage Infrastructure administrative Support Functions. Manage the arrangement of monthly meetings with Implementing Agent and other stakeholders such as Gauteng Provincial Treasury. Prepare instruction/authorization letters for new projects. Prepare the HR DoRA Reports on a quarterly basis with inputs from Human Resources.

ENQUIRIES : Mr. Reginald Mokalapa Tel no: 011 355 0269 (HO)

POST 06/87 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HO2017/02/91**
 Directorate: Education Research and Knowledge Management

SALARY : R311 784 per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Applicants should have a recognized and an appropriate four year qualification in Library and Information Science or Knowledge Management including relevant experience in implementing Knowledge Management programmes PLUS 3-5 years knowledge management. Good understanding of knowledge management platforms such as Communities of Practices (CoP's) and Portals. They must have excellent computer skills (e.g. Excel, Word and PowerPoint) with database and portal management, a good working knowledge of and experience in electronic content (records) management systems, preferably MS SharePoint. They must have excellent communications skills (both written and verbal), good interpersonal relations skills, planning and organizing skills. They should have an interest in current affairs and socio-political situation in South Africa. The following will serve as recommendations: A good understanding of the principles of knowledge management, project management and presentation skills, a good understanding of Government's structures and functions, and previous experience in working with MS SharePoint, ability to manage knowledge and information via online databases, collaborative technologies and web-based services, Understanding and knowledge of Batho Pele Principles, Public Service Act, Public Service Regulations, Understanding and Knowledge of the National Archives Act No.43 of 1996, Minimum Information Security Standards (MISS), Electronic Communication Act, Promotion of Access to Information Act, Legal Deposit Act, Copyright Act, Public Finance Management Act (PFMA) and a valid Driver's license.

DUTIES : Contributes to the implementation of the departmental knowledge management strategy. Provide "hands-on" expertise required to manage organizational knowledge and information resources. Establish and co-ordinate knowledge sharing events, maintenance of the knowledge portal. Co-ordinate the collection of information for the knowledge portal. Provide training to internal staff on the knowledge management system, frameworks and projects. Support the promotion of knowledge sharing through the department's operational business processes and systems. Facilitate and arrange structured discussions in forums such as communities of practice, forums including workshops, and maintain a knowledgebase of expertise Liaise with staff and information providers internally and externally. Gather information on lessons learned for reporting purpose.

ENQUIRIES : Mr. Tshipinare Marumo, Tel no: (011) 355 1077

POST 06/88 : **ASSISTANT DIRECTOR 4 POSTS REF NO: HO2017/02/92**
 Directorate: Education Research and Knowledge Management

SALARY : R311 784 per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Diploma or Bachelor's degree or equivalent qualification and experience in research. An Honors degree and a valid driver's license will be an advantage. Skills required: Research skills; Good Excel skills; Good communication skills i.e. both verbally and written; Data analysis, Development of graphs, Ability to work in a team as well as understanding of Legislative Frameworks. Knowledge of statistical analysis such as SPSS or STATA will serve as an advantage.

DUTIES : Responsible for the distribution and collection of research surveys conducted. Assist with Research Coordination sub-directorate's activities including research coordination processes. Assist with the capturing of data and validate data from the source. Assist with the analysis of data and report writing. Assist with the strategic and operational planning and budgeting. Support the dissemination of research outputs. Responsible for the storage and retrieval of documents and files. Support and implement the approved research projects. Coordination of research outputs; collection of data and the production of research reports through conducting of surveys. Compile monthly statistics and reports.

ENQUIRIES : Mr. Tshipinare Marumo, Tel no: (011) 355 1077

POST 06/89 : **SENIOR PROVISIONING ADMIN OFFICER REF NO: SE2017/02/93**
Sub Directorate: Financial and Administration
Section: Office Service Pool

SALARY : R262 272 per annum (Plus Benefits)
CENTRE : Sedibeng East District
REQUIREMENTS : An appropriate, recognized Tertiary qualification Degree / Diploma in Finance -plus 3 years' in relevant experience. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Knowledge of SCOM, SRM, SAP, and BAs Motivations with regard to PMDS. Share information with team members. A driver's license will be added advantage

DUTIES : Compile procurement plan. Assist with defining specifications for goods and services. Ensure quotations are sourced according to policy. Contact management and LSD reports. Vendor management. Ensure procurement is done according to SCM regulations. Release shopping carts on SRM, monitoring delivery of purchase orders. Assist with responses to audit queries from Head Office and Auditor General. Maintain asset register, quarterly stock taking and annual asset verification. Assist with transfers, bar coding and disposal of assets. PMDS and leave administration. Function as team leader by supervising responsibilities of lower levels. Advice on office administration matters. Provide training staff on procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly/monthly/quarterly reports). Give written feedback on queries (internal and external). Attend meetings. Perform Assistant Director duties and responsibilities when assigned to do so.

ENQUIRIES : Ms. Ntombi Moyo, Tel no: (016) 440 1748(SE).

POST 06/90 : **SENIOR ADMIN OFFICER: SERVICE LEVEL ANALYST REF NO: HO2017/02/94**
Directorate: Information Technology Service Management

SALARY : R262 272 per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three years IT Diploma qualification or equivalent in Information Technology and Three year extensive experience in an ICT operational customer service environment. ITIL Foundations Certification will be an added advantage. Experience of COBIT standards and/or certification is a pre-requisite. Proven ability in legal and contract management is critical for this post. Extensive knowledge of how government systems work will be an added advantage. Valid unendorsed driver's license will be Advantageous. Ability to work under pressure. Ability to analyse and develop reports for presentation to senior management. Good verbal and written communication skills. Service delivery innovation skills. Client oriented and customer focused. Ability to take initiative and make decisions.

DUTIES : Maintain and improve IT service quality through a constant cycle of agreeing, monitoring and reporting to meet the customers' business objectives. Identifying the customers' requirements in the context of overall business objectives. Monitoring performance and taking action where targets are not met. Reporting deviation from set standards and agreed performance standards and taking corrective action when necessary. Analysis of IT Service Delivery function. Recommend and assist implementation of required changes. Monitor SLAs, OLAs, UCs for violations. Reporting on progress. Customer satisfaction surveys. Office administration

ENQUIRIES : Ms. Nare Matsena, Tel no: (011) 843 6681 (HO).

<u>POST 06/91</u>	:	<u>SENIOR STATE ACCOUNTANT 2 POSTS REF NO: HO2017/02/95</u> Directorate: Internal Control
<u>SALARY</u>	:	R262 272 per annum (Plus Benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three year National Diploma/ Degree in Law/Policing/Business Administration/ Finance/Accounting/Auditing/Risk Management/Forensic Auditing. 3 -5 years' experience within Audit, Risk Management or Forensic Audit environment. Knowledge of Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, King Report on Corporate Governance, Public Service Anti-corruption Strategy and departmental anti-corruption measures. General tools and techniques of risk management. National Treasury Risk Management Framework. Risk Maturity Model (IRMSA). Forensic Investigation. Planning and organizing. Excellent Report writing skills. Excellent facilitation skills. Ability to work with all levels of management and across business units of the department. Ability to analyse and interpret large volumes of data. Ability to manage time and subordinates effectively. Strong analytical skills. Strong communication skills (written, oral); Good problem solving skills. Excellent communications and presentation skills, to be able to inform and persuade internal and external stakeholders both orally and in writing. This means excellent written and spoken English. A valid driver's license.
<u>DUTIES</u>	:	Planning and conducting forensic audits/fraud investigations. Collect, document and analyse relevant evidence. Conduct interviews and compile statements. Conducts forensic analysis of financial data. Testify and present evidence in court or at disciplinary inquiries where necessary. Compiling investigation reports. Liaise with law enforcement agencies and other relevant stakeholders. Advise on fraud prevention and detection strategies. Conduct fraud risk assessments and fraud awareness campaigns. Identify internal control weaknesses and advise on improvements thereof. Promoting professional ethics within the Department. Ensure the protection of information and persons providing information. Ensure protection of identities of whistle-blowers. Ensure protection of confidential reports relating to anticorruption.
<u>ENQUIRIES</u>	:	Mr. Eva Myaluza, Tel no: (011) 011 355 0261 (HO).
<u>POST 06/92</u>	:	<u>SENIOR ADMIN CLERK REF NO: JS2017/02/96</u> Sub Directorate: Examination Administration
<u>SALARY</u>	:	R142 461 per annum (Plus Benefits)
<u>CENTRE</u>	:	Johannesburg South District
<u>REQUIREMENTS</u>	:	Grade 12 (Matric certificate) or equivalent qualifications and at least relevant experience will be added as advantage. An understanding of the exam operations. Knowledge and experience in monitoring of programmes. Proven experience in compiling reports. Knowledge of legislative framework applicable in the examination and administration. Good interpersonal skills and communication skills (verbal and written) computer literacy and practical experience, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.
<u>DUTIES</u>	:	The successful candidate will be responsible in capturing of entry forms for the NSC, AET level 4, supplementary and remark/recheck. Filing and retrieving of documents. Interacting with stakeholder i.e. Principals, learners and parents. Report writing. Receiving, controlling and scanning bulk of scripts from examination centres. Compile monitoring reports from school visits, reply to queries, compile/type correspondence, documentation, faxing and photocopying, Make logistical arrangement for meeting/workshops and events. Provide administrative support, update and safe-keeping all records, office provisioning receive and track correspondence & order stationery. Perform administrative duties that will be assigned. Overall management of the office administration functions. Managing the office diary, receiving visitors & document management. Handling basic enquiries and assisting clients.
<u>ENQUIRIES</u>	:	Mr. Patrick Sesane Tel no: 011 247 5957
<u>POST 06/93</u>	:	<u>SWITCHBOARD OPERATOR: CONTACT CENTRE REF NO: HO2017/02/97</u> Directorate: Contact Centre
<u>SALARY</u>	:	R142 461 per annum (Plus Benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg

- REQUIREMENTS** : Grade 12 (Matric certificate) or equivalent qualifications and at least relevant experience. Relevant tertiary qualification in Office Management will be added an advantage. Good interpersonal skills (verbal and written). Computer literacy, administrative, analytical, planning and organisational skills. Ability to work under pressure and in a team.
- DUTIES** : Timeous acknowledgement and resolution of queries at first point of contract. Handle queries telephonically through switchboard, call centre. Draft, receive and respond to frequently asked questions electronically through GDE info Referral of unresolved queries and effectively tracking of those queries. Manning of reception/walk in area. Provide administrative support to directorate. Update and safe-keeping of all records and databases.
- ENQUIRIES** : Ms. S Darmas Tel no: 011 355 1005.
- POST 06/94** : **DRIVER/MESSENGER 2 POSTS**
Sub Directorate: Finance & Administration
Section: Office Service Pool
- SALARY CENTRE** : R119 154 per annum (Plus Benefits)
Sedibeng East District Ref No: SE2017/02/98, Ekurhuleni South District Ref No: ES2017/02/99
- REQUIREMENTS** : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.
- DUTIES** : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.
- ENQUIRIES** : Ms. Nntombi Moyo, Tel no: (016) 440 1748 (SE). Mr. Xolani Kheswa Tel no: 011 389 6034 (ES)

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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

<u>POST 06/95</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: 000048</u> Directorate: Family Medicine Unit
<u>SALARY</u>	:	R981 093 per annum (all-inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as a Medical Officer. Registration with HPCSA as a Medical Practitioner. Minimum of 13 years appropriate/recognizable experience as a Medical Officer Grade 3 of which 3 years as a Medical officer Grade 3. Valid code 8/10 driver's license is essential. Must have vas clinical experience, with the ability to lead, manage as well as transfer skills to all medical officers at PHC level. PERSON PROFILE: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Support the Family Medicine Unit in the management of district medical officers and ensure human resource development through training activities in the district. Provide management and clinical support in the provision of after hour service coverage by medical officer. Ensure leadership and clinical guidance in the provision quality clinical services within a sub-district complex. Provide leadership and clinical support to the extension of HAST, communicable disease, non-communicable disease programs and clinical forensic medico-legal services in the district. Render clinical expertise to the district PILIR and quality assurance programs. Interpret, disseminate and implement Department policies related to core clinical standards and support the Family Medicine Unit in the development of clinical audits, protocols, guidelines and referral support. Sign performance contract in annual basis. Take part in Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-district.
<u>ENQUIRIES</u>	:	Dr. A. Kalain, Tel no: 016 428 7193
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83.or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	24 February 2017
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 06/96</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM 15/2017</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R924 378 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Medical Specialist Radiation Oncology. Registration with the HPCSA.
<u>DUTIES</u>	:	Experience in the management of cancer and radiation oncology. Joint appointment with University of Pretoria and Steve Biko Academic Hospital. Management of oncology patients. Participate in departmental teaching and research activities.
<u>ENQUIRIES</u>	:	Prof. R Lakier Tel no: 012 354 2747
<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	24 February 2017

POST 06/97 : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: 000091**
 Directorate: Maxillo Facial Oral & Surgery

SALARY : R924 378 – R1 226 595 per annum (inclusive package) + excluding commuted overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as Dental Specialist in Maxillofacial and Oral Surgery. Minimum three years' experience as a Dental Specialist after registration with the HPCSA within the relevant discipline including experience in Clinical.

DUTIES : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching Platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance on teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department

ENQUIRIES : Ms. JS Rautenbach, Tel no: 011 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za. Upload your certified documents if you apply online

CLOSING DATE : 24 February 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

POST 06/98 : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH REF NO: NP 000078**
 Directorate: Sub Directorate: Environmental Health

SALARY : R716 706 per annum (All inclusive remuneration package)

CENTRE : Central Office

REQUIREMENTS : A Bachelor's Degree / National Diploma or equivalent NQF 6 Qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. A minimum of 3 years appropriate experience after registration with HPCSA. At least ten (10) years' experience in Environmental Health of which is five (5) years must be in junior management will be advantageous. Knowledge and experience in policy making processes. Knowledge of South African environment and health related legislation related to water quality, sanitation and hygiene promotion, food safety and surveillance, control and prevention of communicable diseases. Good communication (written and verbal), administrative, research planning, organizing, finance decision making and computer skills (MS Office Package). Must be able work under pressure and travel within the province. A valid driver's licence. RECOMMENDATIONS: Computer literacy (Word, Excel, Access, Power point). Knowledge of Batho Pele Principles.

DUTIES : Ensure management, development and implementation of environmental health related policies, guidelines, plans, norms and standards and procedures relating to food, water, sanitation and hygiene promotion, surveillance, control and prevention of communicable diseases. Provide capacity to Municipalities including provincial staff on existing and newly promulgated legislation and norms and standards related to the above. Coordinate, support, monitor and evaluate implementation of the FCD Act 1972 and its Regulations. Collaborate with interest and affected parties in the food industry to protect public health. Coordinate support, monitor and evaluate the implementation of water quality monitoring programmes by Municipalities. Capacitate Environmental Health Practitioners in the province on norms and standards for health water quality monitoring, monitor water and sanitation related disease trends. Coordinate, support, monitor and evaluate surveillance, control and prevention of communicable diseases (excluding vaccination) for protection of public health, participate actively in provincial outbreak response team. Coordinate the implementation of hygiene promotion programmes within the province towards the implementation of sustainable development goals. Build capacity of environmental health practitioners, health promoters community health workers and communities on hygiene behavior change promotion.

ENQUIRIES : Mr Marumo, Tel no: (011) 355 3479

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/99 : **DEPUTY MANAGER: TRAVEL CLINIC REF NO: 000076**
Directorate: Sub Directorate- Environmental Health

SALARY : R705 057 per annum (All inclusive package)
CENTRE : Central Office
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing management). Have current proof of registration as Professional Nurse with SANC in General Nursing, with Midwifery and Nursing management of which 4(four) years must be appropriate/recognizable experience at management level. Must have been a travel clinic manager for 5years. Knowledge of initiating and manage Project, certificate in travel medicine and Clinical Nursing Science, Health assessment Treatment and Care will be an added advantage. Knowledge and application of essential drug list, consultation, diagnosis and referral of clients' .Understanding of customer service is crucial. Knowledge, Skills and Competencies: Problem solving, resilient and innovative. Engaging diversity, teambuilding, motivator, action management, verbal & written communication skills, customer responsiveness, organizational awareness, leading by example, excellent orientation. Visible leadership. Ethical behaviour, building relationships, in-depth knowledge and understanding of travel clinic processes, understanding of all health related acts and IHR (2005) grievance procedure, disciplinary code & procedures and financial management act (PFMA). Knowledge of revenue collection policies and treasury rules. Report writing, facilitation, skills co-organization and good interpersonal skills. Computer literacy (Word, Excel, Access, Power point). And driver's licence. Knowledge of Batho Pele Principles and Patient, Right Charter.

DUTIES : Supervise, manage and provide leadership, guidance and direction to travel health services. Co-ordinate travel clinic services in the province, Productive (and meaningful) relationships with internal and external stakeholders. Establish and maintain productive relationships with members of the multi-disciplinary team and various external stakeholders through ongoing communication session to achieve patient outcomes and organizational objectives. Active participation in travel health related matters including research, emerging and re-emerging communicable diseases, Knowledge and Application of the epidemiology of travel medicine and risk assessment. Provide direction and supervision of Travel Clinic for the implementation of the nursing care plans, risk assessment in Travel Health, quality of practice guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patients' care through proper management of nursing care/ Travel Health programs. Advocate for professionalism. Develop and monitor the implementation of policies and standards pertaining to Travel Health, apply good financial performance, Good business planning and execution within the operational environment, demonstrate excellence in marketing and public relations. Utilize information technology and other management information for the enhancement of the service delivery practices within the health care laws. Utilize human material and physical resource efficiently and effectively. Health and Safety must/should be provided for both patients and staff and adherence to OHS measures.

ENQUIRIES : Mr K.A.Marumo, Tel no:011 355 3479
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/100 : **DEPUTY MANAGER: NURSING (PN-A8) REF NO: 000030**
Directorate: Health

SALARY : R705 057 per annum (all-inclusive package)
CENTRE : Sedibeng District Health

- REQUIREMENTS** : A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post basic qualification, with a duration of at least one year accreditation with the SANC in one of the specialties in (Primary Health Care or Advanced Midwifery) referred to in the glossary of terms. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level. A Diploma/Degree in Nursing Management/Administration will be an added advantage. A valid code 8/10 driver's license is essential. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.
- DUTIES** : Facilitate the planning and implementation of National and Provincial priority programmes in the District. Facilitate and support the planning and implementation of norms and standards for services provision across all services. Ensure that appropriate referral systems are in place. Facilitate and implement outreach programmes and community based services. Co-ordinate outbreaks response. Support, monitoring and auditing of clinical services, including allied, PHC and health programmes. Provide regular reports on service delivery with recommendations. Monitor and control the resources and budget allocated to health programmes. Sign performance contract on annual basis. Advocate and ensure the promotion of nursing ethos and professionalism. Establish, maintain and participate in enter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Take part in the Gauteng Turnaround Strategy, PHC Reengineering, National Core Standards and Ideal Clinic Realisation.
- ENQUIRIES** : Ms. S. Hllahane, Tel. No (016) 950 6000
- APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 24 February 2017
- 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 06/101** : **REGISTRAR DENTAL REF NO: 000031**
Directorate: Oral Rehabilitation /Prosthodontics
NB: Please note that this is re-advert. The post was previously advertised with closing date of 30 September 2016. All interested individuals must apply inclusive of those that applied before. Upload your certified documents if you apply online.
- SALARY** : R686 322 per annum (inclusive package) excluding commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as a Dentist in category Independent Practice. Two years experience as a Dentist excluding Community Service. Primary Exams is a strong recommendation. Applicant must show specific interest in Prosthodontics.
- DUTIES** : Incumbent will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of a variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
- ENQUIRIES** : Ms. JM Tema, Tel no: 011 488 4850
- 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** : 24 February 2017
- NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant

certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.

- POST 06/102** : **DENTIST GRADE 1/2/3 REF NO: 000070**
Directorate: Maxillo-Facial and Oral Surgery (MFOS)
- SALARY** : R666 186 – 910 716 per annum (All inclusive package)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dentist in category independent practice. Two years' experience as a dentist post-Community Service. MSC and/or postgraduate qualification in MFOS are prerequisites.
- DUTIES** : Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration.
- ENQUIRIES** : Ms JS Rautenbach (011) 488 4850
APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 and or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital Parktown, Johannesburg, Area 385 Block 3 (Orange Block, HR Office Room 9 or 10 Parktown, Johannesburg or apply online at www.gautengonline.gov.za. (Upload your certified documents if you apply online)
- CLOSING DATE** : 24 February 2017
NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
- POST 06/103** : **DEPUTY DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: 000080**
Directorate: Professional Development Sub-Directorate
- SALARY** : R612 822 per annum (all inclusive remuneration package)
CENTRE : Central Office
REQUIREMENTS : Relevant 3 or 4 year Diploma/Degree in the field of Health Sciences. Diploma or Degree in Management and Education. 5 year experience in the field of Education, Training and Development. 3-5 years work experience as a middle manager. Current Registration with Professional Body. Knowledge of Health Sciences environment and legislation applicable to Public Health. Competence in project and financial Management. Proficient in computer skills in particular Excel, Word, Power Point and Outlook. Valid driver's license. Competencies needed: Good Communication (written, verbal, presentation, liaison and deliberation skills. Good coordination skills. Ability to supervise, mentor and manage team. Project management skills. Ability to function independently. Good coordination and negotiations skill. Knowledge of PFMA, Financial Management and Procurement procedures. Facilitation and coordination skills. Knowledge of policy and curriculum development. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training reports and spend budget within specified time frames. An independent critical thinker.
- DUTIES** : Responsible for the performance of the Professional Development. Sub-Directorate's Objectives. Align, plan, coordinate, manage monitor and evaluate the clinical training related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and review of policies and guidelines. Conduct skills audit. Establish systems to manage and monitoring of CPD points for all professionals and mid-level workers. Management of special programmes e.g. SA-Cuban medical programme, Clinical Associates etc. Develop and manage business and operational plans. Develop and manage systems for internal financial control and procurement systems for the Sub Directorate. Secure budget, manage monitor and evaluate the expenditure. Advice on curriculum development, manage accreditation of the new clinical programmes and career pathing of the mid-level workers. Manage activities for standardization and accreditation of all training programmes. Manage the coordination and support related health sciences projects. Market the health sciences courses. Establish profession specific training committees in the province. Manage clinical learnership, internship and training programmes for mid – level workers. Implement structured in-service trainings across the Province. Develop training programs for HCW in support of new developments and priority needs in the department.

ENQUIRIES : Ms M H Lawrence, Tel no: 079 881 5720
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 24 February 2017

POST 06/104 : **ASSISTANT MANAGER NURSING--(SPECIALTY) (PN-B4) DAY AND NIGHT DUTY REF NO: 000028**
Directorate: Nursing Services

SALARY : R509 148 per annum (plus benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification (Advanced Psychiatry), with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212. Nursing Administration qualification will be an added advantage. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience after obtaining the 1 year post-basic qualification in advanced psychiatry. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 OF 2002, public sector relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills. A valid driver's license.

DUTIES : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho -Pele principles; Patients' rights charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES : Ms. M.M Sono, Tel no: 011 951 8222
APPLICATIONS : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za

CLOSING DATE : 24 February 2017
NOTE : Those who applied previously can re-apply.

POST 06/105 : **ASSISTANT MANAGER NURSING (SPECIALITY UNIT) PNB4 OPERATING THEATRE REF NO: 000049**
Directorate: Nursing

SALARY : R509 148 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 Orthopaedic Nurses. A minimum of 10 years appropriate / recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable. Experience after obtaining the 6 years post – basic qualification in the relevant Speciality in Operating Theatre. At least 3 years of the period referred to above must be appropriate / Recognisable experience at management level. Computer literacy and Drivers licence.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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- sectoral and multi - disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices

ENQUIRIES : Mr. W.N. Mothwane, Tel no: 011 923 - 2050

APPLICAAIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665.or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/106 : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 ANC WARD**
REF NO: 000050
Directorate: Nursing

SALARY : R465 939 per annum (plus benefits)

CENTRE : Tembisa Provincial Tertiary Hospital

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a 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 1 year. Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / Advance Midwife. Financial management skills, human resource management skills, leadership and organizational skills, decision making and problem solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and rivers license will be added as advantage. Recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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- sectoral and multi disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self development. Ensure that staff is informed with Labour Act Practices.

ENQUIRIES : Mr WN Mothwane Tel no: 011 923 - 2050

APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/107 : **ASSISTANT MANAGER NURSING (AREA) REF NO: 000062**
Directorate: Nursing Department

SALARY : R465 939 per annum (inclusive packages)+ excluding commuted overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : A minimum of 8years appropriate/ recognisable experience in nursing after registration as Professional nurse with SANC in general nursing. At least 3 years

of the period referred to above must be appropriate/recognisable experience at management level. Additional qualification in management will be an added advantage.

- DUTIES** : 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 and accurate information on health. Participate in the analysis, formulation and implementation of nursing guidelines, practise, standard and procedures. Manage human, financial and physical resource including risk management
- ENQUIRIES** : Dr.MS Nmutandani Tel no: 011 488 4893
- APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 24 February 2017
- NOTE** : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant qualifications, current proof of SANC. Applications without proof of the necessary documents will be disqualified.
- POST 06/108** : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 LABOUR REF NO: 000018**
Directorate: Nursing
- SALARY** : R465 939 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a 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 1 year. Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / Advance Midwife. Financial management skills, human resource management skills, leadership and organizational skills, decision making and problem solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and rivers license will be added as advantage. Recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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 guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self development. Ensure that staff is informed with Labour Act Practices.
- ENQUIRIES** : Mr WN Mothwane, Tel no: 011 923 - 2050
- APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifants Fontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 24 February 2017
- POST 06/109** : **ASSISTANT MANAGER NURSING: AREA PNA-7 REF NO: 000017**
Directorate: Nursing Department
- SALARY** : R465 939 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital

<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e diploma/degree in Nursing as Professional Nurse. Diploma/degree in Nursing Management will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective 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 stakeholders (i.e inter-professional, inter-sectoral and multi disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources, monitor and ensure proper utilization of financial and physical resources .Maintain profession growth/ethical standards and development of self and subordinates. Will be responsible to ensure implementation of national core standards.
<u>ENQUIRIES</u>	:	Ms HMM Strydom Tel no: 012 380 1206
<u>APPLICATIONS</u>	:	Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online at: www.gautengonline.gov.za Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
<u>CLOSING DATE</u>	:	24 February 2017
<u>POST 06/110</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 ICU REF NO: 000019</u> Directorate: Nursing
<u>SALARY</u>	:	R465 939 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification with a duration of at least 1 years, Accredited with the SANC in one of the specialities referred to in the glossary of terms. A minimum of 7 years appropriate/recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1 year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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- sectoral and multi disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service.maintain professional growth / ethical standard and self development. Be informed with Labour Act Practices.
<u>ENQUIRIES</u>	:	Mr. W.N. Mothwane, Tel no: 011 923 - 2050
<u>APPLICATIONS</u>	:	Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	24 February 2017

POST 06/111 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: 000029**
Directorate: ALLIED

SALARY : R385 899 per annum (TCE Package)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist. Minimum of 5 years' experience required. Extensive knowledge regarding the Psychiatric field especially Forensic Psychiatry will be required. A valid driver's license.

DUTIES : Render an Occupational Therapy Service (including promotion and prevention campaigns) in allocated areas of work that complies with the standards and norms as indicated by Health Policies.

ENQUIRIES : Ms LR Hendricks, Tel no: 011 951 8352
APPLICATIONS : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/112 : **OPERATIONAL MANAGER: NURSING (GENERAL) 2 POSTS REF NO: 000071**
Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : SANC Registration as General Nurse and Midwife must be in possession of a Diploma / Degree in General Nursing Science. Minimum of seven years appropriate experience in nursing after registration as a Professional Nurse.

DUTIES : Overall supervision of staff in the unit. Ensure the formulation and availability of standards and policies in the Department. Provide a quality good directed services which is cost effective. Ensure the availability and maintenance of facilities, equipment and resources required for safe and effective practices. Provide in-service and continuing education programs to all levels of staff. Allocation of personnel according to acuity levels in the department. Effective monitoring and management of absenteeism. Maintain infection control / occupational health and safety principles to ensure a safe environment for patients and staff. Facilitate the implementation of disciplinary measure. Efficient communication with multidisciplinary team. Accountable for all nursing activities in the unit. Enhance research in the unit.

ENQUIRIES : Mrs J Phaswana, Tel no: 011 898 8314
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at www.gauteng.gov.za

CLOSING DATE : 24 February 2017

POST 06/113 : **CLINICAL PROGRAMME COORDINATOR-TRAINING 2 POSTS**
Directorate: Professional Development

SALARY : R367 815 per annum (plus benefits)
CENTRE : Regional Training Centre (RTC), Westrand (1 Post), Ref No: 000082 Sedibeng (1 Post) Ref No: 000084
REQUIREMENTS : Diploma/Degree in Nursing (or equivalent qualification) plus 7 years work experience as a Professional Nurse. Post graduate qualification in Nursing Education, Nursing Administration/ Management. Work in the field of PHC, DHS, non-communicable diseases, and communicable (HIV/AIDS, STI and TB), Mother, Youth and Child Health Programmes. Proof of current registration with SANC and short courses in HIV, TB, STI, PMTCT and IMCI will be an added advantage. Competencies needed: Excellent Communication (written, verbal, presentation and liaison skills. Ability to plan, organize and facilitate training courses including CHW qualification and other priority courses. Ability to develop and manage curricula. Project management skills. Ability to function independently. Proficient in Microsoft Office in particular Excel, Word, Coordination and Negotiations skills. Must have a valid driver's licence and able to drive. Knowledge of different training methodologies. Attributes: Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and are of high standard. An ability to work independently. Ability to work in a team.

DUTIES : Plan, organize, implement, manage and monitor activities pertaining to the RTC. Management of human, physical and financial resources Participate according to delegated projects. Coordinate and support the implementation of the RTC Business Plans. Participate in the development and management of the internal financial and procurement systems for the RTC. Participate in activities for the curriculum development, standardization and accreditation of all training programmes in order to meet the minimum requirements set by the National Department of Health. Conduct skills audits and training needs analysis. Facilitation of RTC Training programmes. Participate in related policy development and review. Develop annual RTC training schedule. Coordination of training programmes across all districts in Gauteng.

ENQUIRIES APPLICATIONS : Ms MH Lawrence, Tel no: 079 881 5720
: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/114 : **CLINICAL COORDINATOR REF NO: 000013**
Directorate: Employee Health and Wellness Programme

SALARY : R367 815 – R413 976 per annum (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Diploma in General Nursing B-Tech/ National Diploma in Occupational Health Nursing science. Evidence of registration with Professional Regulatory Body. A minimum of Three years' experience in the implementation of health and wellness programmes: EAP, HIV AIDS, STI & TB, OHS. Valid driver's licence

DUTIES : Provide operational and effective management of the integrated Employee Health and wellness Program which include the following- procedures, strategy development implementation in line with the Policy and Public Service framework pillars. Provide confidential assessments, counselling, and follow-up on referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health services to employees that will promote, protect and restore employee's health within a safe working environment. Conduct Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspects facilities, observe operations and activities, investigate health and safety complaints. Ensure that OHS committee meets monthly and compile report for management. Ensure that hazardous materials are inventoried and securely handled, stored, and transported. Perform audits at hazardous-waste disposal areas. Liaise with private waste collection companies. Keep statistical records and prepare reports ensuring that current waste disposal/handling/transportation legislation is complied with. Monitor levels of pollution from waste disposal sites. Identify waste materials, training management and staff on the proper safety guidelines to follow, and conducting risk assessments on hazardous materials. Evaluate and coordinate storage and handling of hazardous waste.

ENQUIRIES APPLICATIONS : Ms M Ngobeni Tel no: 011 535 3190
: Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/115 : **CLINICAL PROGRAMME COORDINATOR REF NO: 000016**
Directorate: HAST CCLO

SALARY : R367 815 - 413- 976 per annum (plus benefits)
CENTRE : West Rand District Health Region A

<u>REQUIREMENTS</u>	:	Diploma or Degree in nursing and Midwifery. Registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver's Licence. Knowledge of HAS Programmes.
<u>DUTIES</u>	:	Coordinate HIV/AIDS/STI and related programmes within the District. Liaise with communities and civil society. Liaise with other departments on implementation of HAS Programmes. Be part of Sub District management teams. Compile and submit all relevant reports.
<u>ENQUIRIES</u>	:	Ms Nonkumbulo Ntozakhe, Tel no: 011 953 4515
<u>APPLICATIONS</u>	:	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 West Rand District Health CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag x 2053 Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	24 February 2017
<u>POST 06/116</u>	:	<u>ASSISTANT DIRECTOR: FMU REF NO: 000020</u> Directorate: Facility Management Unit
<u>SALARY</u>	:	R311 784 per annum (plus benefits)
<u>REQUIREMENTS</u>	:	An appropriate National diploma in building/mechanical with 3-5years as inspector. A qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment will be an added advantage. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint) Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the institution. Strengthen record keeping process and implement record management policies. Monitor and report on the quality standard required by the institution. Monitor and report on proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance on site. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identified areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensure the implementation of FMU practices, procedures, guidelines and policies. Responsible for implementation of Occupational Health and Safety act. Participate in the development of strategic and operational plans for Facility management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Fulfil duties as per PMDS contract and job description. Perform any other duties as delegated by management.
<u>ENQUIRIES</u>	:	Ms Phumzile Mathabe, Tel no: 011 923-2000
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665. Or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	24 February 2017

POST 06/117 : **DENTAL THERAPIST REF NO: 000060**
Directorate: Community Dentistry

SALARY : R262 020–R363 582 per annum (plus benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Basic qualification accredited with the HPCSA. Registration as a Dental Therapist with the Health Professional Council of South Africa. Proof of current registration. Postgraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage. Recommendation: A postgraduate Masters qualification will be an advantage.

DUTIES : Clinical service delivery to communities via Mobile Dental Clinics and at Wits Oral Health Centre; Primary Oral Health Care service delivery such as restorations, scaling and polishing, extractions, emergency root treatment, impressions for study models, pain and sepsis management. Planning and implementation of basic research in oral health; Supervision of undergraduate dental and oral hygiene students involved in outreach programmes; Planning and supervision of oral health education and oral health promotion activities in schools, crèches and communities; Management of activities, timetables, resources and equipment related to mobile dental unit; Compilation of monthly and/or weekly reports of community outreach programmes and clinical service delivery relating to patients; Funding and promotional activities relating to the Division’s Community Outreach Programmes and activities. NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery.

ENQUIRIES : Ms L.M. Mazibuko Tel no: 011 488 4898/4850
APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

CLOSING DATE : 24 February 2017
NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

POST 06/118 : **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3, REF NO: 000059**
Directorate: General Dental Practice

SALARY : R262 020–R363 582 per annum (plus benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with Health Professional Council of South African as a Diagnostic Radiographer. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification will be an added advantage.

DUTIES : Clinical service delivery to dental patients at Wits Oral Health Centre. Assist with the teaching and clinical supervision of undergraduate dental students. Be able and responsible for the production of high quality diagnostic radiographs in accordance with established departmental protocol. Assist with quality assurance procedures. Provide and ensure a high standard of patient care, safety and radiation protection. Assist in the management and administrative aspects of patient flow in the Dental Radiology Section. Willingness and prepared to development in Maxillo-facial and Oral Radiograph discipline.

ENQUIRIES : Ms LM Mazibuko Tel no: 011 488 4898/4850
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your application including your valid identity document, CV with referees, relevant certified qualifications, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za. NB: Upload your certified documents if you apply online. No faxed /E-mailed applications will be accepted.

CLOSING DATE : 24 January 2017
NOTE : NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery

POST 06/119 : **SOCIAL WORKER GRADE 1 REF NO: 000039**
 Directorate: Allied

SALARY : R211 263.per annum (plus benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Formal Tertiary Qualification in Social Work that allows Professional Registration with the SACSSP. Computer Literate. Valid Driver's License

DUTIES : Must have knowledge and understanding of Human behavior and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices. Must be able to work effectively within teams including social work teams and multi-disciplinary teams. Must be able to work effectively, co-operatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate compassion, be able to respect and build positive relationships with clients. Must be able to build a positive relationship of trust with colleagues. Must demonstrate social work values and the principles of human rights and social justice. Must have a basic understanding of the Mental Health Care Act.

ENQUIRIES : Ms RO Reddy, Tel no: 011 951-8298
APPLICATIONS : Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/120 : **HUMAN RESOURCE OFFICER REF NO: 000021**
 Directorate: Human Resource Development

SALARY : R211 194 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Degree/ National Diploma or equivalent qualification in training field with 2 years experience at Human Resource. Grade 12 with 5 to 10 years experience in Human Development. Excellent communication (verbal and written). Good interpersonal relations and organizational skills. Ability to interpret HR policies and prescripts. Knowledge of PERSAL, ability to work with confidential information and under pressure, Driver's license and knowledge of Employee Relations will be an added advantage. A driver's licence.

DUTIES : Monitor and coordinate PMDS, implement and execute effective Human Resource functions. Manage and update staff Human Resource Skills Development. Liaise with different work streams at GDF and internally on service benefits issues. Manage Skills Audit and Identification of Training needs. Co-ordinate the development of Policies. Manage development of course Manuals. Manage facilitation of internship and Learnership Programmes. Manage the implementation of AET (Adult Education Training) programme. Manage compilation of Workplace Skills Plan (WSP) and HRD report. Coordinate and render an effective HR advisory service to management Performance Management Development System. Provide training and support to subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Coordinate recruitment and selection processes. Attend to HR related enquiries.

ENQUIRIES : Mr N Ramolumisi, Tel no: 011 923-2080
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev RJT Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/121 : **HUMAN RESOURCE CLERK REF NO: 000022**
Directorate: Human Resource

SALARY : R142 461 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 Qualification or equivalent. (Diploma in Human Resource will be an added advantage). To have appropriate and relevant experience with minimum of 1- 2 years. Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource Administration Processes. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration. Knowledge and experience of the PERSAL System will be an added advantage.

DUTIES : Perform administration duties, PMDS, assist in managing and update staff Human Resource Skills Development, and perform duties such as appointments, promotions, transfers, staff establishment, and HR information, and leave Management, salary and terminations. Assist with the co-ordination the development of Policies and assist in managing development of course Manuals. Administer in facilitation of internship and learnership Programmes. Attend to the implementation of AET (Adult Education Training). Assist in compilation of Workplace Skills Plan (WSP) and HRD report. Coordinate and render an effective HR advisory service to Management Performance Development System. Provide monthly statistics and reports. Provide administrative service and ensure compliance with applicable legislation. Attend to HR related enquiries.

ENQUIRIES : Mr. N. Ramolumisi Tel no: 011 923-2080
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 24 February 2017

POST 06/122 : **SECRETARY: FMU REF NO: 000023**
Directorate: Facility Management Unit

SALARY : R142 461 per annum (plus benefits)
REQUIREMENTS : Secretarial Diploma with 1 year experience/Grade 12 with 3 years Secretarial experience. Computer literacy (Microsoft Word, Excel and PowerPoint, Outlook) plus ability to work independently. Recommendations: Office organization skills; General Filing Skills; Communicate efficiently (verbal and written).

DUTIES : Receive works order, log call for maintenance and clinical engineering unit; record all works orders in the recording system accordingly; liaise with workshop on works orders not attended to; handle routine inquiries; keep and maintain the filing system for the unit; stock control of office stationery; record movement of documents (incoming and outgoing); file documents orderly perform FMU functions, make copies, fax documents, send and receive e-mails; order, issue and receive stock; compile weekly and monthly report of all call logged maintenance and clinical engineering unit.

ENQUIRIES : Ms Phumzile Mathabe, Tel no: 011 923-2000
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665. Or apply online at: ww.gautengonline.gov.za

CLOSING DATE : 24 February 2017

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** : 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** : 24 February 2017
- 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POST

- POST 06/123** : **DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT**
Chief Directorate: Risk Management
Re-advertisement. This position was previously advertised in circular 43 of 2016, post 43/93. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R612 822 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma/Degree in Business/Public Administration, 3-5 years experience in the public sector in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing environment will be an added advantage.
- DUTIES** : Ensure that Audit Committees are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling environment in order to meet their objectives and operate in accordance with the Audit Committee Charter. Overall management and development of staff members within the unit.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel no: (011) 227-9000
- NOTE** : All shortlisted candidates will be required to write a simulation test.