

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG DEPARTMENT OF E-GOVERNMENT**

It is the department's intention to promote equity through filling of all numeric targets as contained in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required,

APPLICATIONS : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE : 03 March 2017

OTHER POSTS

POST 08/41 : **DEPUTY DIRECTOR: ERP (TECHNICAL SUPPORT) REF NO: 000162**
Directorate: Applications Competency Centre

SALARY : R726 276 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP: GRC/Authorizations qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP GRC/Authorisations. People management experience. Proven experience in ERP implementation projects.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in system upgrade activities as planned.

ENQUIRIES : Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/42 : **DEPUTY DIRECTOR: ERP (FI/CO) 2 POSTS REF NO: 000164**
Directorate: Applications Competency Centre

SALARY : R726 267 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in Information Technology/Financial Information Systems/Informatics or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (FI/CO) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP: FI/CO. People management experience. Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables,

timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/43 :

DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (SRM/MM) REF NO: 000165
Directorate: Applications Competency Centre

SALARY :
CENTRE :
REQUIREMENTS :

R612 822 per annum (all inclusive salary package)
Johannesburg
Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (SRM/MM) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP SRM/MM. People management experience. Proven experience in ERP implementation projects.

DUTIES :

Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/44 : **DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (ABAP) REF NO: 000166**
Directorate: Applications Competency Centre

SALARY : R612 822 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (ABAP) certificate will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP ABAP. Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES : Mr Derrick Letebele, Tel no: (011) 689 6205

POST 08/45 : **DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (BASIS) REF NO: 000168**
Directorate: Applications Competency Centre

SALARY : R612 822 per annum (all inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (BASIS) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP (BASIS). Proven experience in ERP implementation projects.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned

project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr. Derrick Letebele, Tel no: (011) 689 6205

POST 08/46 :

DEPUTY DIRECTOR: SENIOR CONSULTANT ERP (FI/CO) REF NO: 000169
Directorate: Applications Competency Centre

SALARY :

R612 822 per annum (all inclusive salary package)

CENTRE :

Johannesburg

REQUIREMENTS :

Matric certificate plus a National Diploma/Degree in Information Technology /Financial Information Systems /Informatics or Matric certificate plus 10 years' experience in ERP: SAP. Relevant ERP (FI/CO) qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP FI/CO. Proven experience in ERP implementation projects.

DUTIES :

Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on the designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistent with the ERP Applications Team's, policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES :

Mr. Derrick Letebele, Tel no: (011) 689 6205

POST 08/47 :

ASSISTANT DIRECTOR: WEB DESIGNER REF NO: 000196
Directorate: Applications Development

SALARY :

R389 145 per annum (plus benefits)

CENTRE :

Johannesburg

REQUIREMENTS :

Matric plus relevant 3 year Degree or National Diploma in software development. 1-3 years of experience in developing and implementing Portal and web based applications

DUTIES :

Provide general administration for various applications and graphical structures and framework. Provide support for existing front end applications. Maintain and update existing front end applications. Develop modules for various applications.

		Test various applications. Produce reports from various applications. Provide basic user training for various applications.
<u>ENQUIRIES</u>	:	Ms Portia Makotwane, Tel no: (011) 689 8898
<u>POST 08/48</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL SUPPORT REF NO: 000195</u> Directorate: Applications Development
<u>SALARY</u>	:	R311 784 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate plus an IT Certificate. Completion of Microsoft certified courses related to server maintenance. Experience in system support and support processes at least 1-2years. Customer care experience at least 3 years.
<u>DUTIES</u>	:	Maintain, design and implementation of all versions of Microsoft (HIS) Host Integration Servers and (SNA) system network architecture, within GPG. Ensure user access to all Transversal applications. Provision and administrative support of transversal systems (BAS, PERSAL and PERSAL printers) to various client sites. Internal and external. Ongoing evaluation and improvement of current configuration with respect to HIS. Daily maintenance of related HIS hardware and software configuration. Support of all related HIS/SNA functions for business continuity. Provisioning of Logical Units, LU pools and activation of inactive LU's.
<u>ENQUIRIES</u>	:	Mr Errol Ogle, Tel no: (011) 689 6861
<u>POST 08/49</u>	:	<u>ASSISTANT DIRECTOR- BUSINESS CONTINUITY MANAGEMENT (BCM) REF NO: 000199</u> Directorate: Office of the HOD – Internal Risk Management Unit
<u>SALARY</u>	:	R311 784 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 with a National Diploma or Bachelor's degree in business, information management or computer science. A certificate in business continuity will be an added advantage. Two (2) to three (3) years business continuity and IT risk analysis experience is required. Person Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Change agency. Diagnostic and advisory skills.
<u>DUTIES</u>	:	Develop a business continuity management policy and programme management. Embed BCM within the department's culture. Conduct risk assessments and business impact analysis. Identify response options. Develop response plans. Train, Exercise and Maintain. Prepare and submit reports to be tabled at executive and oversight committees.
<u>ENQUIRIES</u>	:	Mr Errol Ogle, Tel no: (011) 689 6861
<u>POST 08/50</u>	:	<u>SENIOR ADMIN OFFICER: CONTENT ADMINISTRATOR REF NO: 000197</u> Directorate: Application Development
<u>SALARY</u>	:	R262 272 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 focused on languages and communication. Experience is required in content and content publishing. 1 to 2 years' experience with web content is required. Experience with web and portal development would be advantageous.
<u>DUTIES</u>	:	Receive and quality check content from the sites provided by the various content owners and content developers. Deploy or post content within the required service level agreements. Ensure that the quality of the content is maintained. Ensure that content is always current and highlight areas of concern. Provide technical advice to content owners in terms of specifications, format, grammar and aspects of content management.
<u>ENQUIRIES</u>	:	Ms. Portia Makotwane, Tel no: (011) 689 8898
<u>POST 08/51</u>	:	<u>PERSONAL ASSISTANT REF NO: 000198</u> Directorate: Assets & Logistics
<u>SALARY</u>	:	R211 194 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a Secretarial Diploma or equivalent. 3-5 years clerical or administrative experience. Ability to work on MS-Excel.
<u>DUTIES</u>	:	Maintain a Document Management System for the unit. Appointments, management and co-ordination. General administrative duties. Management of

documents frequently used within the Business Unit. Management of financial records and maintaining databases. Diary management. Management, co-ordination and support with regards to specifically assigned meetings. Logistical arrangements. All other roles suitable to a secretarial function as well as ad-hoc roles as requested by the Director.

ENQUIRIES : Mr Oscar Baloyi, Tel no: (011) 689 4648

DEPARTMENT OF HEALTH

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 the Diagnostic Radiographer {Ultrasound} Grade 1–3 Ref No: 000146 (Post 07/143), advertised in PSVC 07, the salary has been amended as follows: R327 600 to R 374 577 per annum (plus benefit) – Grade 1, R 385 899 to R441 234 per annum (plus benefit) – Grade 2, R454 569 to R 489 708 per annum (plus benefit) – Grade 3 and the closing date is 03 March 2017.

MANAGEMENT ECHELON

POST 08/52 : **MEDICAL SPECIALIST REF NO: HRM 15/2017**
Directorate: Nuclear Medicine

SALARY : R924 378 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Specialist qualification in Nuclear Medicine. Current registration as a specialist Nuclear Medicine Physician with the health Professions Council of South Africa. Sound knowledge and experience as a Nuclear Medicine Specialist Physician. Experience with PET/CT imaging will be advantage.

DUTIES : Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training with the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.

ENQUIRIES : Prof. MM Sathekge Tel no: (012) 354 1794
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.

CLOSING DATE : 10 March 2017

NOTE : 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

POST 08/53 : **MEDICAL SPECIALIST REF NO: HRM 16/2017**
Directorate: Cardiothoracic Surgery

SALARY : R924 378 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : FCPaed/MMed (Paediatrics). Registration as a Specialist Paediatrician for independent practice. Experience in a Paediatric Pulmonology Service/PICU.

DUTIES : Candidates will deliver patient care and service, mainly but not exclusively in Paediatric Pulmonology/PICU, including after hours and night duty overtime work, as allocated by the Head of the Department.

ENQUIRIES : Prof. RJ Green Tel no: (012) 354 5276
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.

CLOSING DATE : 10 March 2017

NOTE : 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.

OTHER POSTS

POST 08/54 : **PNB- 4 ASSISTANT MANAGER NURSING SPECIALITY PNA- 7 ASSISTANT MANAGER NURSING GENERAL: (PSYCHIATRY) REF NO: 000150**
Directorate: Nursing

SALARY : PNA 7 R 465 939 per annum plus benefits - General
PNB 4 R 509 148 per annum plus benefits - Speciality

CENTRE : Weskoppies Hospital

REQUIREMENTS : Grade 12. Basic qualification as a Professional nurse according to R425 that leadsto registration with the South African Nursing Council as a Professional nurse For PNB 4 a post basic qualification in the speciality area: Psychiatry recognized in accordance with R 212.A qualification in nursing administration / management will be a recommendation. Driver's license Experience: A minimum of 10 years' experience as a professional nurse after registration as a PN with SANC. For general, at least 6 years' experience in psychiatry. For speciality, 6 years' experience in psychiatric nursing after registration of the post basic Psychiatry qualification. At least 3 years' experience on management level.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research Provision of effective support to nursing services Maintain professional growth / ethical standards and self-development

ENQUIRIES : Ms. B Schoonwinkel, Tel no: (012) 319 9680

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or placed in the "Application box" provided at the security gate.

CLOSING DATE : 10 March 2017

POST 08/55 : **OPERATIONAL MANAGER NURSING: SPECIALITY UNIT (PN-B3) REF NO: 000184**
Directorate: Nursing Services

SALARY : R465 939 per annum (plus benefits)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A Post basic qualification in Advanced Psychiatry which is one year accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate/recognized experience in Psychiatry after obtaining one year post-basic qualification. Proof of current registration with SANC. Sound interpersonal and good communication skills. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and Legislative framework. A valid driver's license.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy and compile reports.

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 : 10 March 2017

POST 08/56 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 000152**
Directorate: Operating Theatre Complex

SALARY : R465 939 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 Operating Theatre Nursing Science. Have a minimum of 9 years appropriate / recognizable 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 / recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science 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. 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 : Ms E Kunene, Tel no: (011) 488 3826
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 10 March 2017

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, HPCSA 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 08/57 : **CLINICAL PROGRAMME COORDINATOR REF NO: 000190**

Directorate: Nursing Division Nephrology Department

SALARY : R367 815 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R25 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. At least 3 years of the period referred to above must be appropriate / recognizable experience. 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 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 : Ms P Nomvete Tel no: (011) 488 3670
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 10 March 2017
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, HPCSA 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 08/58 : **OPERATIONAL MANAGER: ANTE NATAL CLINIC REF NO: 000183**
 Directorate: Health Department

SALARY : R367 815 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum 7 years appropriate/recognised experience in nursing after registration as professional nurse with SANC in general nursing. Relevant discipline Specific skills and competence will be considered.

DUTIES : Provide leadership to nursing team for results based services. To ensure holistic care to patients is rendered in cost effective manner. Co-ordinate and monitor the implementations of nursing care Intervention during pregnancy and evaluate care. Ensure compliance with Key Priorities, National Core Standards and Quality Improvement Plans. Effective utilisation and management of Human Resource. Compliance with Performance Management and Development Systems. Effective management of material resource in line with PFMA. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programmes. Compliance with legal frame works and aligns with principles of LEAN Management.

ENQUIRIES : Ms M Khoza Tel no: 011 411 3502
APPLICATIONS : Applications must be submitted on Z83 with CV, Certified Copies of I.D, Qualifications and Current SANC Receipt. Applications should submitted or hand delivered at Leratong Hospital Human Resource Development (Block 6)1 Adcock Street Chamdor 1740 or applies online at: www.gautengonline.gov.za

CLOSING DATE : 10 March 2017

POST 08/59 : **CLINICAL PROGRAMME COORDINATOR (TRAINING) REF NO: 000189**
 Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)
CENTRE : Bheki Mlangeni District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7yrs or more appropriate / recognizable experience in general nursing after registration as a Professional Nurse with SANC. Post basic Qualification in Nursing Education registered with SANC. Computer literacy with ability to apply computer technology and programmes. Good communication, supervisory, report writing, facilitation and presentation skills. Good organizational skills. Analytical thinking and thoroughness. Ability to work in a team and under pressure.

- DUTIES** : Align the Clinical Training and Human resource department issues to the Departmental Strategic objectives. Provide direction and support with regards to strategic issues, management, supervision, development and implementation of policies, Guidelines and Protocols. Coordinate training into the institution which includes development and training materials and manuals aligned to National Guidelines and relevant training needs. Conduct skills audit and identify training needs for clinical. Ensure correct implementation of training strategies by conducting supervisory visits to units after training. Coordinate professional development training as per Central office training schedule. Coordinate study leaves application for part time and full time studies to ensure that the study leave policy is adhered to. Submit reports and monthly statistics to the supervisor and Central office as required. Attend meetings and updates related to training at HRD, LMSD and Nursing Colleges and meetings to patient care. Ensure effective functioning of in-training committees. Form part of the Quality Assurance Team to ensure compliance to National Core Standards. Ensure facilitation of the implementation of the National Nursing Strategic Plan.
- ENQUIRIES APPLICATIONS** : Ms. M.N. Mchunu Tel no: (011) 241 5600 X5620
- ENQUIRIES APPLICATIONS** : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
- CLOSING DATE NOTE** : 10 March 2017
- CLOSING DATE 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. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.
- POST 08/60** : **PROFESSIONAL NURSE (SPECIALITY): ADVANCED MIDWIFERY AND NEONAL NURSING SCIENCE 2 POSTS REF NO: TDH02/2017**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R317 271 – R367 815 per annum (plus benefits)
: Tshwane District Hospital
: Grade 12 or equivalent / NQF level /Basic R425 qualification (i.e) Diploma/Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A basic qualification Diploma in advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with SANC, certificate of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration (2017). Experience: A minimum of 5 years as a professional Nurse after registration with SANC in general nursing and 3years experience working in labour ward as a Midwife with duration of at least 1 year post basic qualification in midwifery and Neonatal Nursing Science. Good communication skills/verbal and written, understanding of national core standards, able to work under pressure. Knowledge of the guidelines that governs Maternal and child health e.g. PPIP, Maternal guidelines, HIV and EMTCT as well as EPI
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal frame work. Effective utilization of resources participation in training and research. Provision of support to nursing service. Maintain professional growth/ethical standards and self-development. Display MBFHI etc. work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- ENQUIRIES APPLICATIONS** : Mrs Motlhaga DS Tel no: (012) 354 7600
: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
- CLOSING DATE** : 03 March 2017
- POST 08/61** : **LECTURER PND 1/2 PROFESSIONAL NURSE CLINICAL NURSING SCIENCE HEALTH ASSESSMENT, TREATMENT AND CARE (PHC) REF NO: 000157**
Directorate: Nursing Services
- SALARY** : PND1: R317 271 per annum (plus benefits)
: PND2: R390 216 per annum (plus benefits)

CENTRE REQUIREMENTS : Rahima Moosa Campus
: PND1 minimum of 4 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Minimum of 2 years appropriate experience in Clinical Nursing Science, Health Assessment, Treatment and Care. Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education registered with the SANC. Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. A track record of transferability of the post applied for. A code 8 Driver's License. Proof of Computer literacy (Word, PowerPoint, Excel.) Post is allocated at Rahima Moosa Campus.

DUTIES : Plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes. Policy and curriculum development. Develop clinical tools, implement PMDS for post basic students. Develop, review and evaluate circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping as required, accompany learners in clinical areas affiliated to the college (Westrand Region). Continuing education in Nursing education as well as own specialty

ENQUIRIES APPLICATIONS : Ms. N. Buthelezi Tel no: (011) 247 3304-3300
: All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017

POST 08/62 : **PNA3/PNA4 PROFESSIONAL NURSE (GENERAL) GRADE 1: QUALITY ASSURANCE (RE-ADVERTISEMENT) REF NO: 000240**
Directorate: Quality Assurance Unit
This is a re-advertisement of the advert that was published in the PSVC 07. The requirements and duties have been amended, the reference number has changed and the closing date extended to 10 March 2017. Those who previously applied may re-apply.

SALARY : PNA3: R259 134 – R300 414 per annum (plus benefits)
PNA4: R317 271 – R401 922 per annum (plus benefits)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Grade 12 or equivalent NQF level / Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a professional nurse. A certificate in Total Quality Management. A certificate in Microsoft Office (MS Word, MS Excel, MS PowerPoint). 3-years appropriate recognizable experience in Quality Assurance. Knowledge of Core Standards prescripts, practices, standards. A valid EB or Code 8 driver's license. **COMPETENCIES:** PNA3: Minimum 10-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC / PNA4: Minimum 20-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Sound knowledge in management, computer skills (MS Word, Excel and Power Point), sound interpersonal communication and sound leadership skills. Ability to engage appropriate stakeholders on QA matters. Skills Required: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Evaluation skills. Ability to collect and analyze data.

DUTIES : Ensure excellent implementation and management of QA program of the hospital through efficient operational planning, compliance, audits, engagements, support, reports, and records. Oversee program of Customer care, Accreditation and Record Audits in the institution.

ENQUIRIES APPLICATIONS : Ms MJ Mbiza, Tel no: (012) 380-7059/ (012) 318-6910
: Please note that this is a re-advertisement of the advert that was published in PSVC 07. Those who applied before may re-apply. People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017

POST 08/63 : **ASSISTANT DIRECTOR: FACILITY & LOGISTICS REF NO: 000064**
 Directorate: Logistics

SALARY : R311 784 per annum (plus benefits)

CENTRE : Bheki Mlangeni District Hospital

REQUIREMENTS: : An appropriate Degree/Diploma in Public Administration/ Business/Project Management with more than 5 years' experience in supervision or Grade 12 plus 10 years relevant supervisory experience in Logistics (Facility & Project management). Knowledge of Public service Act and regulations, Basic conditions of Employment, national and Provincial Policy framework, PFMA and ELS (Electronic logging system), Transport legislation and Fleet management policies and directives. Knowledge of National Building Regulations, experience of hospital environment will be an added advantage. Good financial management problem solving, inspection, presentation, analytical skills and conflict management. Computer literacy and Valid Driver's License.

DUTIES : Management of facility and infrastructure. Management of cleaning services, linen service and Porters service on a daily basis. Ensure that there is good maintenance of grounds, building, plants and offices. Strengthen the cleaning standards of the whole facility, passages, wards and removal of medical and general waste. Overall coordination and project management of all activities relating to capital projects. Work closely with departments of infrastructure (DID) to implement a turnaround strategy of maintenance of health facility. Leadership and management of all allocated employees and contractors. Monitor and evaluate DID daily activities. Facilitate and attend FMU and DID meetings. Compile weekly, Monthly and quarterly reports. Ensure compliance with National core standards. Strengthen management of PMDS for logistics department on a quarterly basis.

ENQUIRIES : Ms MN Mchunu Tel no: (011) 241 5600 X5620

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 : 10 March 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 08/64 : **PNA 1-PNA 3 PROFESSIONAL NURSE GENERAL GRADE 1 -3: QUALITY ASSURANCE 2 POSTS REF NO: 000149**
 Directorate Nursing

SALARY : R210 702 – R401 922 plus benefits per annum. Salary notch will be determined by years of service after registration at SANC.

CENTRE : Weskoppies Hospital

REQUIREMENTS : Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration. Experience in Quality Assurance will be a recommendation. A valid Driver's licence and Computer skills including Word, Excel, and PowerPoint. Good writing and verbal skills in English, preferable able to speak three or more South African languages.

DUTIES : Develop Protocols and Standard Operating Procedures for Quality Assurance. Provide training in implementation of Quality Assurance standards. Implement peer review teams to ensure compliance to National Core Standards. Conduct inspections and establish audit teams to do quality Assurance assessments on regular intervals. Collect statistics and analyse data to implement action plans for Quality Improvement. Manage Patient Events. Relieve Quality Assurance manager.

ENQUIRIES : Ms P B Schoonwinkel, Tel no: (012) 319 9680

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be submitted to: The HR Manager, Weskoppies Hospital, and Private Bag x113, Pretoria, or hand delivered to the box provided at the Security gate at the Main entrance at Weskoppies Hospital.

CLOSING DATE : 10 March 2017

POST 08/65 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: 000193**
 Directorate: Forensic Pathology Service

SALARY : R138 138 per annum (plus benefits)
CENTRE : Springs FPS
REQUIREMENTS : Senior certificate/Grade 12 (Related experience in the Medico -legal field will be an added advantage). Relevant qualifications in the Medico-Legal (health science) field will be an added advantage. A valid driver's licence minimum Code C1 with Public Driver Permit. Basic computer skills (MS Word). Willingness to work with corpses (Mutilated, decomposed, infected with Infectious Disease). Willingness to work shift duties. Organizing and Planning, communication, time management and interpersonal skills. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr G. Mashego Tel no: (011) 811 9652
APPLICATIONS : Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 10 March 2017
NOTE : Due to job inherent requirements of the post, shortlisted candidates will be subjected to computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidates will undergo: Medical screening to determine medical fitness due to the job inherent requirements and Security clearance check with the South African Police Service or other relevant State agencies. Application to be submitted on Z83 form, certified copies of Qualifications, curriculum vitae (CV) certified ID copy

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Simmonds Street, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE : 10 March 2017
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

<u>POST 08/66</u>	:	<u>TEAM LEADER DELIVERY LOGISTICS (CONTRACTUAL EMPLOYMENT 3 YEARS)</u> <u>REF NO.: 000032</u> Directorate: Delivery Support Unit
<u>SALARY</u>	:	R1 068 564 – 1 277 610 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	3-4 year degree in Social Sciences/Humanities, Urban Planning, Public Policy and/or Economics (a post graduate degree will be an advantage). 5-10 years' experience as a senior manager. Must have strategic management abilities as well as excellent analytical, planning, organizing, communication, delegating, research and monitoring and evaluation skills and be computer literate. Must be able to manage assets and procurement.
<u>DUTIES</u>	:	The incumbent will work in the Delivery Support Unit that focuses on accelerated delivery across all Gauteng Provincial Government departments, and report to the Head: Delivery Support Unit. S/he will be responsible to lead, intervene in and monitor the delivery of departmental priorities. This will involve, inter alia: defining departmental goals and strategies; enabling ongoing monitoring of departmental goals and strategies; structuring of work streams and managing the team to ensure timely output; leading problem solving and analysis of assigned priorities. The incumbent will furthermore be expected to monitor the team's performance on assigned priorities and targets. Coach and train more junior team members on delivery and project management skills. Oversee, create and ensure quality presentations to relevant stakeholders. Lead teams that work directly with owners of delivery activities in department to provide problem solving support to departments.
<u>ENQUIRIES</u>	:	Ms Phelisa Khuzwayo Tel no: (011) 355 6730
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job; furthermore recommended candidates will be subjected to a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools
<u>POST 08/67</u>	:	<u>RESEARCH AND DATA ANALYST (CONTRACTUAL EMPLOYMENT 3 YEARS)</u> <u>REF NO: 000033</u> Directorate: Delivery Support Unit
<u>SALARY</u>	:	R898 743 – 1 058 691per annum (All- inclusive Remuneration Package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	3-4 year degree in Social Sciences/Humanities, Urban Planning, Public Policy, Economics and/or Geographic Information Systems (GIS). 5 years' experience in research and/or data management and analysis. Must have analytical, planning, organizing, communication, writing and research skills and be computer literate. .
<u>DUTIES</u>	:	The incumbent will work in the Delivery Support Unit that focuses on accelerated delivery across all Gauteng Provincial Government departments. S/he will be responsible for setting up performance data collection systems and analyzing the data. S/he will be expected to conduct research on various aspects of public policy and government service delivery in order to enhance departmental and overall performance. Prepare communication and presentation material drawing on insights from the analysis developed by the unit. Compile action plans for implementation of recommendations. Track progress on implementation of recommendations. Analyse impact of implemented recommendations. Diagnose the situation. Propose problem solving solutions. Monitor implementation of recommended solutions. Analyse impact of implemented solutions.
<u>ENQUIRIES</u>	:	Ms Sylvia Mtshali, Tel no: (011) 355-6280
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job; furthermore recommended candidates will be subjected to a generic managerial competency assessment that will be testing generic managerial competencies using the DPSA SMS competency assessment tools

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** : 10 March 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 POSTS

- POST 08/68** : **DEPUTY DIRECTOR: SUPPLIER MANAGEMENT**
Directorate: Procurement Services
- SALARY** : R612 822 per annum, (Inclusive of benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Must hold a recognised SAQA accredited 3-year qualification. Procurement and / or Supply Chain courses in the Public Sector will be an added advantage. 3 years' experience in a Quality environment and 3 years' experience in a Supplier Management environment is compulsory. Broad knowledge of procurement, public sector work experience and SAP Supplier Database experience will be an added advantage.
- DUTIES** : To ensure that quality requirements have been properly defined. To define quality specifications, collaborate with commodity teams, assess suppliers against quality standards and continuous analysis of the quality of goods and services delivered to the Gauteng Provincial Government. To ensure that the quality management system (QMS) is developed and all QMS requirements pertaining to Provincial Supply Chain management (PSCM) are being met and to actively promote the same ethos to both supplier and end user. To ensure CSD supplier registration in collaboration with the Supplier Development sub-unit and the effective management of the SAP Supplier Database in Gauteng Provincial Treasury. To manage Supplier Help Desk. To provide required training to suppliers, staff and government officials. Responsible for all operational and reporting requirements, all stakeholder engagements and all verbal and written communication. Responsible for staff monitoring, performance and evaluation.
- ENQUIRIES** : Ms Linda Ninzi, Tel no: (011) 227 9000

<u>POST 08/69</u>	:	<u>SENIOR FINANCIAL OFFICER: MANAGEMENT ACCOUNTING 2 POSTS</u> Directorate: Office of the Chief Financial Office
<u>SALARY</u>	:	R262 272 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant 3 year tertiary qualification, e.g. National Diploma or Degree in Financial Management. 1 – 2 years' experience in the Financial Management and/or related field. Good understanding of PFMA, Treasury Regulations and Standard Charts of Accounts. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage. Relevant experience on budget planning process, expenditure monitoring and general financial reporting.
<u>DUTIES</u>	:	To provide Management Accounting, budgeting and related administration services to the department driven by a customer focus ethos that deliver accurate and timeous assistance and information to all programme and sub programme managers. Ensure expenditure monitoring through analysis of expenditure reports and providing monthly expenditure reports. Reconciliation of BAS/PERSAL. Assist in provision of strategic planning services by compilation of financial and non-financial. Trial balance (item) analysis and journals. Compilation of the appropriate statement. Compilation of the Estimates of the Provincial Revenue and Expenditure and adjustment. Responses to the legislature and auditor general.
<u>ENQUIRIES</u>	:	Ms Linda Ninzi, Tel no: (011) 227 9000
<u>POST 08/70</u>	:	<u>PERSONAL ASSISTANT: FINANCIAL ASSET AND LIABILITIES</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R211 194 per annum (with benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes.
<u>DUTIES</u>	:	Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared are requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budget expenditure and prepare regular expenditure reports. Reporting Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping
<u>ENQUIRIES</u>	:	Ms Linda Ninzi, Tel no: (011) 227 9000