

**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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 10 March 2017

**OTHER POSTS**

**POST 09/81** : **DEPUTY DIRECTOR: INFORMATION ARCHITECT 2 POSTS REF NO: 000243**  
Directorate: Enterprise Architecture

**SALARY** : R612 822 per annum (all inclusive salary package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/ or Matric Certificate plus an IT Certificate plus 10 years experience in Enterprise Architecture. TOGAF/BPMN/PRINCE 2 certification is advantageous. 3-5 years experience in Enterprise Architecture.

**DUTIES** : Architecture plan and audit reports of information models to meet business requirements. Construct, refine, and maintain information models to meet business requirements. Establish guidelines and procedure to identify and collect required data, validate process and recommend improvements to corporate data. Analyse gathered information to evaluate effectiveness of controls and determine accuracy of reports and efficiency and security of operations. Engage in business analysis. Write audit reports to document findings and recommendations. Devise, write, and test computer programs required to obtain information. Design information systems to perform well logically and physically laid out for decision support. Coordinate new development and make sure it is consistent and well integrated with existing information structure. Assist in post-implementing continuous improvement and better sources of data feeds. Interface with business community and provide ongoing status reports. Information standards and norms within GPG. Information architecture plan and implementation. Best practice documentation. Information architecture advice.

**ENQUIRIES** : Ms. Martha Pendu, Tel no: (011) 689 8012

**POST 09/82** : **DEPUTY DIRECTOR: WEB DESIGNER REF NO: 000244**  
Directorate: Application Development

**SALARY** : R612 822 per annum (all inclusive salary package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development or Matric Certificate plus an IT Certificate plus 10 years' experience in Application Development. Mobile development experience will be an advantage.

**DUTIES** : This includes the analysis, design, development, implementation, training, maintenance and supporting of various Portal and web based applications. Create wireframes, storyboards, user flows, process flows and sites to communicate interactively and design ideas. The focus of this position is on creating the design and graphic interfaces of various applications and dealing with complex design and development work. Execute testing. This includes unit testing, modular testing, peer testing, integrated application and system testing. Solid coding skills and in-depth knowledge of modern HTML 5, cross-browser CSS (including CSS) and JavaScript, REST services, real time communication using web sockets Solid understanding of how web applications work, including security, session management, and best development practices. Maintaining a high level of productivity and code quality. Follow-up and correct errors on implemented graphical designs. Continually review and propose enhancements to improve current designs and graphical interfaces. Suggest and implement the latest tools and frameworks in order to keep up with the rapid evolution of digital toolsets.

**ENQUIRIES** : Ms. Mboweni De-Klerk, Tel no: (011) 689 6888

<b><u>POST 09/83</u></b>	:	<b><u>DEPUTY DIRECTOR: WEB MASTER REF NO: 000245</u></b> Directorate: Application Development
<b><u>SALARY</u></b>	:	R612 822 per annum (all inclusive salary package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate plus a National Diploma/Degree in Information Technology/Computer Science/Software Development or Matric Certificate plus an IT Certificate plus 10 years' experience in Application Development. Graphic designing experience will be an advantage. 3-5 years' experience in Application Development
<b><u>DUTIES</u></b>	:	Maintain a responsive design. Understand international web standard and protocol. They also provide security against hackers and spammers. Assist in the development of a website. Test different browser and ensure website is compatible with various browsers. Meet with designer to agree on site design. Assist in drawing up of systems specification documents. Website administrative work. Have knowledge in software programming and graphics. Be able to adapt and pickup new technologies. Creative and imaginative. Plan future changes of website Manage websites and perform continual maintenance. Examine and analyse site traffic
<b><u>ENQUIRIES</u></b>	:	Ms. Mboweni De-Klerk, Tel no: (011) 689 6888
<b><u>POST 09/84</u></b>	:	<b><u>DEPUTY DIRECTOR: LEAD ARCHITECT REF NO: 000246</u></b> Directorate: Application Development
<b><u>SALARY</u></b>	:	R612 822 per annum (all inclusive salary package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate plus a National Diploma/Degree in Information Technology/Computer Science/Software Development/ Computer Engineering or Matric Certificate plus an IT Certificate plus 10 years' experience in Application Development. 3-5 years' experience of integrating systems in multi-user environment, demonstrated experience in architecture, multiplatform, multitasking operating systems environments. Knowledge of Unix, Windows NT, MS. SQL and Oracle. TOGAF/BPMN/PRINCE2/PMBOK will be an advantage.
<b><u>DUTIES</u></b>	:	The Lead Architect is responsible for overall information design, balancing optimisation of data access with resource utilisation factors. The position involves overseeing the integration of solutions, developing new business opportunities and building relationships with clients. Responsible for creating Application Programming Interface (API) Stacks. Is responsibility for facilitating via translation tools the conversion of data files, including implementation of end-to-end data flow? This position will work closely with project managers and the client services architect. The position involves constructing information models to meet business requirements. Develop, test, and deliver new and expanded IS interfaces utilizing sound project management procedures. Business functional knowledge – understands the interactions between business processes and the data that supports those activities. Merging technology awareness – Can evaluate the technical, business and economic impact, viability and integration requirements of new and evolving technologies. Cooperation with customers to agree specific systems application needs. Liaise and consult with various customers and management to agree specific systems application requirements. Analyse, Develop and integrate applications that meet business requirements. Provide SQL administration in live and test environments information systems. Customise existing applications to meet the customer's requirements. Identify opportunities and provide recommendations to user groups that can improve efficiency of processes by leveraging technology. Provide assistance and advice to users in effective use of GPG information systems. Provide technical expertise and recommendations in assessing new projects and initiatives. Specify and propose hardware for various applications. The incumbent primarily on information requirements, workflow, logical processes, hardware and operating system environment, interfaces between varying systems, internal and external checks and controls, and outputs. Develop information architecture including setting of information standards. Provide information best practices, research, advice and recommendation. Provide information architecture inputs in projects. Create and document design concept reference models. Gathering information, though facilitating workshops including interviewing. The ability and consulting skills. The ability to create an environment that promotes the exchange of information between the business, IT and external source providers.
<b><u>ENQUIRIES</u></b>	:	Ms. Mboweni De-Klerk, Tel no: (011) 689 6888

- POST 09/85** : **DEPUTY DIRECTOR: APPLICATIONS ANALYST REF NO: 000247**  
Directorate: Application Development
- SALARY** : R612 822 per annum (all inclusive salary package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development or Matric Certificate plus an IT Certificate plus 10 years' experience in Application Development. System quality and testing experience will be an advantage. 3-5 years experience in Application Development.
- DUTIES** : To develop and or modify applications for the GPG. This includes the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications. This position is also responsible for performing team's administration duties and activities which include people management, creation of documentation, performance contracts, and quarterly reviews. Coach mentor and lead personnel within a technical team environment so that best practices in system development, troubleshooting and resolving queries on a day-to-day basis are followed. Develop standards to ensure data quality, reliability and integrity across various database systems.
- ENQUIRIES** : Ms. Mboweni De-Klerk, Tel no: (011) 689 6888
- POST 09/86** : **SENIOR DESKTOP TECHNICIAN 7 POSTS REF NO: S/000248**  
Directorate: ICT Operations
- SALARY** : R262 272 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric certificate plus a One Year IT Certificate equivalent to NQF level 5 or Microsoft MCSE or MCSA. At least 2 years experience in IT/Desktop Support. A valid driver's license is essential. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.
- DUTIES** : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.
- ENQUIRIES** : Mr. Amukelani Mboweni, Tel no: (011) 689 8794

#### **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](http://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: Please note that the Deputy Director: Environmental Health Ref No: NP 000078, advertised in PSVC 06 (Post 98), has been withdrawn.

## OTHER POSTS

<b><u>POST 09/87</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALITY) ASSISTANT MANAGER REF NO: S/000222</u></b> Directorate: PHC
<b><u>SALARY</u></b>	:	R509 148 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Zola Community Health Centre – JHB Health District
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable 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/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.
<b><u>DUTIES</u></b>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality improvement plans, Occupational Health and safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to National Core Standards and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports.
<b><u>ENQUIRIES</u></b>	:	Ms L. Ndlovu Tel no: (011) 672 9945
<b><u>APPLICATIONS</u></b>	:	Application on Z83 form with attached certified copies of required qualifications, ID, etc. and CV to be submitted at Discoverers CHC, HR building Address: No 35 CNR. Clarendon drive & Mitchel Streets, Florida
<b><u>CLOSING DATE</u></b>	:	17 March 2017
<b><u>POST 09/88</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALITY) - ASSISTANT MANAGER REF NO: S/000223</u></b> Directorate: PHC
<b><u>SALARY</u></b>	:	R509 148 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Itereleng Dobsonville Community Health Centre–JHB Health District
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable 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/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality improvement plans, Occupational Health and safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to National Core Standards and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports.
- ENQUIRIES APPLICATIONS** : Ms L. Ndlovu Tel no: (011) 672 9945
- CLOSING DATE** : Application on Z83 form with attached certified copies of required qualifications, ID, etc. and CV to be submitted at Discoverers CHC, HR building Address: No 35 CNR. Clarendon drive & Mitchel Streets. Florida  
17 March 2017
- POST 09/89** : **OPERATIONAL MANAGER NURSING SPECIALITY (NEONATAL ICU) NEONATAL KANGAROO MOTHER CARE AND HIGH CARE-REF NO: 000045**  
Directorate: Nursing and Administration/Management
- SALARY CENTRE REQUIREMENTS** : R465 939 per annum (plus benefits)  
Bertha Gxowa Hospital  
Grade 12, Basic R425 qualification (Degree/ Diploma in nursing) that allows registration with the South African Nursing Council as Professional Nurse. Registration with SANC and the proof of current registration. Diploma/Degree in Nursing Administration/Management will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Medical and Surgical nursing science (Neonatal Nursing). Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the above period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Medical and Surgical nursing science (Neonatal ICU). Computer literacy. Knowledge of clinical work in Neonatal ICU nursing. Knowledge of all legislation relevant to Health Care Services.
- DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee's development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Provide comprehensive Neonatal ICU nursing care. Ensure effective and efficient coordination and integration of quality Health Care. Work as part of multi-disciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person 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. 32
- ENQUIRIES APPLICATIONS** : Mrs. P Z N. Mofokeng, Tel no: (011) 089 8540
- CLOSING DATE** : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) Failure to do so will lead to disqualification  
17 March 2017
- NOTE** : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached.

- POST 09/90** : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: 000043**  
Directorate: Allied
- SALARY** : R385 899 per annum (plus benefits)  
**CENTRE** : Bertha Gxowa Hospital (Germiston)  
**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 degree in Public Health will be an advantage. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Knowledge of relevant legislations applicable to Environmental Health. Good communication (written and verbal), administrative, research, planning, organising, decision making and computer skills (MS Office package). A valid driver's license. Willing to work under pressure.
- DUTIES** : Comprehensive supervision and monitoring of Environmental Health Services (EHS) in Ekurhuleni Health district Hospital. Financial management for the unit. Ensure comprehensive HR management and effective development of staff. Coordinate the activities of EHS rendered by different EHP's based in different units for reporting on monthly basis and on District Health Information System (DHIS). Collaborate with other stakeholders to ensure developments in EHS. Audit Municipal Health Services in accordance to Norms and standards. Liaise with province on EHS. Perform all other duties delegated by Supervisor/Manager. Coordinate OHS within the organization. Compliance with National Core Standards.
- ENQUIRIES** : Mrs. P.Z.N. Mofokeng, Tel no: (011) 089 85406.  
**APPLICATIONS** : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Failure to do so will lead to disqualification
- CLOSING DATE** : 17 March 2017  
**NOTE** : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached.
- POST 09/91** : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL REF NO: 000235**  
Directorate: Nursing
- SALARY** : R367 815 - R413 976 per annum (plus benefits)  
**CENTRE** : Sizwe Tropical Disease Hospital  
**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 SANC as a professional Nurse. A minimum of 7 appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and 3 years in Infection control and appropriate 1 year certificate in infection prevention control from recognized institution. Must have computer literate. Good communication skills. Knowledge of infection control and waste management regulations and policies guidelines in application of clinical control policies, current health and Public Legislations. Nursing Act, MDR TB guidelines other Legislative framework theory and Ethics practice.
- DUTIES** : Facilitate, coordinate and review National, Provincial and Regional legislation regarding infection control, waste management policies and protocols and monitoring thereof. Implementation and maintain an effective Hospital infection control surveillance systems in alignment with the infection control policies. Monitor the utilization of Financial, Human and Material resources. Promotion of awareness, develop and monitor implementation of infection prevention control and waste management standards operating procedures (SOP's). Conduct Training. Compile monthly, quarterly and annual infection prevention and control and waste management reports. Ensure that nosocomial infection and outbreaks are investigated and reported. Ensure compliance in infection prevention control and waste management policy. Conduct periodic audits to ensure compliance to infection control prevention and waste management policies. Develop and monitor an ongoing hand washing hygiene improvement in the Hospital. Assist in quality and OHS matters within the institution. Represent infection prevention control and waste management and other meetings as required. Participate in some committees as delegated.
- ENQUIRIES** : Mrs. B.M Rikhotso, Tel no: (011) 531-4304  
**APPLICATIONS** : Applications must be submitted on a Z83 form with CV, certified copies of ID and Qualifications to be attached. Applications can be posted to: HR Manager Sizwe TD Hospital Private Bag X2 Sandringham 2131, or hand delivered at Sizwe TD Hospital Cnr club and modderfontein Road Sandringham 2131, or apply online at : [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 17 March 2017

**POST 09/92** : **LECTURER PND I/ PND II (OCCUPATIONAL HEALTH & SAFETY) REF NO: 000226**  
Directorate: Nursing Education and Training

**SALARY** : PND I: R317 271 – 367 815 per annum (plus benefits)  
PND II: R390 216 – 509 148 per annum (plus benefits)

**CENTRE** : Ga-Rankuwa Nursing College

**REQUIREMENTS** : A Grade 12/Senior certificate. Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with South African Nursing Council (SANC) as registered nurse and midwife. An additional qualification in Occupational Health Nursing. A minimum of (04) years appropriate or recognizable Nursing experience after registration as Professional Nurse in general Nursing. Facilitation and presentation skills. Good communication skills (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. A valid code 08 driver's licence.

**DUTIES** : Establish and manage the Occupational Health centre for the College. Develop Occupational Health programmes to manage and prevent occupational injuries and diseases. Manage the medical surveillance for the College. Develop Emergency Management Services protocol for the College. Develop referral system for the college. Plan and develop protocols and / or guidelines for Occupational Health and Safety policies. Manage resources to meet the Department's Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the requirements and departmental policies and procedures. Monitor compliance to legislative and statutory framework.

**ENQUIRIES** : Ms K R Lekgeu Tel no: (012) 560-0448/50

**APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x 830 Pretoria 0001 This is a re-advertisement. The institution reserves the right not to fill this post.

**CLOSING DATE** : 17 March 2017

**POST 09/93** : **LECTURER/ OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) OHS DEPARTMENT REF NO: S/000256**  
Directorate: Nursing Education and Training

**SALARY** : PND1 R317 271 per annum (plus benefits)  
PND2 R390 216 per annum (plus benefits)

**CENTRE** : Chris Hani Baragwaneth Nursing College

**REQUIREMENTS** : Minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. PND2: minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in nursing education. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. A Bachelor's Degree in Nursing Education. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License. Knowledge of Audiometry and Spirometry. A minimum of 2 years' experience in providing Occupational Health Services and developing programs. Good knowledge of an integrated Employee Wellness Program. Code B,C or E valid Drivers' License and able to drive motor vehicle classified under code B .Proof of computer literacy skills (Word, PowerPoint, Excel,).Sound Verbal and written communication skills. Ability to work under pressure within a changing environment and ability to work independently. Sound interpersonal skills.

**DUTIES** : Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. Manage resources to meet the institution's Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan

		and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.
<b><u>ENQUIRIES</u></b>	:	Ms NE Ntsele, Tel no: (011) 983 3009
<b><u>APPLICATIONS</u></b>	:	All Applications must be submitted on a Z83 form with a C.V, Certified copies not older than three (3) months of I.D, valid driver's license (copy both sides of the driver's license and ID card) and Qualifications attached. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road ,Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	17 March 2017
<b><u>NOTE</u></b>	:	The Institution reserves the right to check criminal records of a candidate. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP). Complete and accurate calendar days (e.g. 1 November 2001) must be indicated on the CV under employment history.
<b><u>POST 09/94</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITY &amp; LOGISTICS REF NO: 000064</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R311 784 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bheki Mlangeni District Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. M.N. Mchunu, Tel no: 011 241 5600 X5620
<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	17 March 2017
<b><u>NOTE</u></b>	:	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.
<b><u>POST 09/95</u></b>	:	<b><u>CLINICAL TECHNOLOGIST (PRODUCTION LEVEL GRADE1-3) REF NO: HRM 17/2017</u></b> Directorate: Pulmonology
<b><u>SALARY</u></b>	:	Grade 1: R262 020 per annum plus benefits Grade 2: R308 649 per annum plus benefits Grade 3: R363 582 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	BTech or NDipl in Clinical Technology - Specialized Category Pulmonology. Registration with HPCSA as a Clinical Technologist - Specialized Category Pulmonology. Grade 1: One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Pulmonology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in



the relevant profession in respect of RSA qualified employees. To perform /provide a professional and specialized clinical technology service in the department of Pulmonology to the various clinical platforms at Steve Biko Academic Hospital. Professional person with integrity and ability to perform under pressure, independently and in a team. Self driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Honest, patient, hard working and reliable. Willingness to train students and present lectures.

**DUTIES** : Effectively perform selected diagnostic, and/or therapeutic and/or corrective lung function procedures on patients. Effectively perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace. Effectively contribute to the training of students. Daily calibration and sterilization of equipment. Must participate in CPD activities as required by the HPCSA.

**ENQUIRIES** : Mr VH Sujun Tel no: (012) 354 1564

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 17 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 09/96** : **ADMINISTRATION OFFICER REF NO: 000044**  
Directorate: Support Services

**SALARY** : R211 194 per annum (plus benefits)

**CENTRE** : Bertha Gxowa Hospital

**REQUIREMENTS** : An appropriate three years Diploma or Degree in Public Administration and Management. With more than 3 years' experience in Support and Administration or Grade 12 with 5-10 years' experience in Support and administration. Computer Literacy (Ms Word Ms Excel). Must have experience, Knowledge and understanding of Policies, Guidelines and regulations, Health Information System and Administrative procedure manual. Good communication skills, Report writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Must be able to plan, organize, lead and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict. Be prepared to work shifts when need arises

**DUTIES** : Supervise linen, cleaning, food service, Registry, Switchboard, Crèche, Staff Accommodation, and Property Caretaker. Ensure that Policies and Prescripts are correctly implemented and adhered to. Compile and submit monthly reports timeously. Plan, manage and control staff leave. Carry out Performance Management and Development System in areas of responsibility. Take responsibility of waste management in collaboration with Infection Control and Environmental Health Practitioners. Ensure compliance and implementation of the National Core Standards. Ensure compliance to Occupational Health & Safety Standards

**ENQUIRIES** : Mr. C.B Msimango (011) 089 8630

**APPLICATIONS** : Applications to be sent for: Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston

**CLOSING DATE** : 17 March 2017

**NOTE** : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes and undergo a medical screening test.

**POST 09/97** : **ADMINISTRATION OFFICER LEAN MANAGEMENT), REF NO: 000042**  
Directorate: Administration Services

**SALARY** : R211 194 per annum (plus benefits)

**CENTRE** : Bertha Gxowa Hospital

**REQUIREMENTS** : An appropriate three years Diploma or Degree in Project Management/Public Administration and Management or relevant field with more than 3 years' experience in Support and Administration, at least one year experience in Lean Management or Grade 12 with 5-10 years' experience in Administration and Support, at least 2-3 years' experience in Lean Management. Portfolio of evidence on Lean Projects undertaken and completed or Lean training/courses will be an added advantage. Computer Literacy (Ms Word ,Ms Excel and PowerPoint). Must have knowledge and understanding of Department of Health policies, guidelines, strategic goals and national priorities .e.g.

ministerial priorities. Good communication skills, report writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Must be able to plan, organize, lead and coordinate the activities of the unit, including management and development of staff within the unit in pursuance of the strategic objectives. Ability to work under pressure and to handle conflict. Must be willing to assist in other continuous improvement projects as required.

**DUTIES** : The successful candidate will be expected to develop, implement and monitor the continuous improvement through applying Lean management principles. Lead and coordinate Lean and other continuous improvement initiatives a cross the hospital. Champion and assist the team by communicating the vision and ensure that the staff within the unit are trained. Drive measurable improvements in patient administration and the entire hospital in line with the departmental strategic goals of the hospital. Monitor projects that are being implemented and provide regular reports for effective management

**ENQUIRIES** : Mr MN Gumbi Tel no: (011) 089 8585  
**APPLICATIONS** : Applications to be sent for: Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston

**CLOSING DATE** : 17 March 2017  
**NOTE** : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes and undergo a medical screening test.

**POST 09/98** : **DENTAL ASSISTANT GRADE 1/2, REF NO: 000227**  
 Directorate: Poly Clinics

**SALARY** : R138 138- R168 714 per annum (plus benefits)  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Minimum of 10 years working experience in the public service. Ability to work independently. Knowledge of infection control products used.

**DUTIES** : Manage the Poly Clinic. Control and manage ordering stock. Supervise staff in the performance of daily responsibilities and manage Human Resource matters in the Ploy Clinic. Responsible for work schedules in the Poly Clinic. Compile statistics and perform administrative duties.

**ENQUIRIES** : Ms. LM Mazibuko, Tel No: (011) 488 4898  
**APPLICATIONS** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, service record, relevant certificates including HPCSA registration and current proof of payment. 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 Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 17 March 2017  
**NOTE** : No faxed /E-mailed applications will be accepted.

**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](http://www.gautengonline.gov.za)

**CLOSING DATE** : 17 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.

#### **OTHER POST**

- POST 09/99** : **DEPUTY DIRECTOR: PROVINCIAL STRATEGIC AND ANNUAL PERFORMANCE REF NO: 000187**  
Directorate: Provincial Strategic and Annual Performance Planning
- SALARY** : R612 822 – R 721 676 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 – 4 year Degree in Social Science or relevant discipline. 3-5 years relevant experience in Public Policy, Strategic and Annual Performance Planning/ Monitoring and Evaluation. Sound in-depth knowledge of relevant prescripts, application and understanding of legislative, regulatory and policy framework governing planning and performance management within the public service. Experience in Stakeholder management. Demonstrable experience in knowledge and information management. Good Communication Skills (verbal and written) and presentation skills. Good Planning and organizing skills. Ability to work under pressure. Strong Research skills. Ability to work independently often for long hours. Good problem solving and conflict management skills. Attention to detail. Ability to work under pressure.
- DUTIES** : Coordinate the development of Departmental Strategic Plans and Annual Performance Plans linked to the Provincial Strategic priorities. Provide guidance and assistance to the Departments during the preparation of Strategic and Annual Performance Plans. Provide input into the departmental processes to select and define performance indicators. Analyse department Strategic Plans and Annual Performance Plans including alignment with the provincial strategic priorities. Develop and implement initiatives to build capacity of the provincial strategic planners in line with the legislative frameworks on planning and performance information
- ENQUIRIES** : Ms Phindi Maserumule, Tel no: (011) 355 6110