

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 17/81 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 000707**
Directorate: Critical Care Unit

SALARY : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics and Gynaecology or Neurosurgery. Must be committed to complete a 2-year full time fellowship training program in Critical Care.

DUTIES : This will include after hours work (weekends and weekdays). The Critical Care fellow functions as a member of the multi-disciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Full time clinical service provision within the Unit of Critical Care for the prescribed period; Patient management and supervision of junior medical staff; Participation in the critical care academic program; Completion of the prescribed clinical rotation program; Maintaining and completing a monthly logbook; Participation in departmental research activities.

ENQUIRIES APPLICATIONS : Dr. M.N. Mbeki, Tel. No: (012) 373-1053
: 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 : 12 May 2017

NOTE : 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

OTHER POSTS

POST 17/82 : **OPERATIONAL MANAGER NURSING PNB3 (PRIMARY HEALTH CARE) REF NO: 000729**
Directorate: Johan Deo Clinic

SALARY : R499 953 – R562 698 per annum (plus benefits)

CENTRE REQUIREMENTS : Sedibeng District Health Services
: A basic R425 qualification (i.e. Diploma / Degree in nursing or equivalent qualification that allows registration with SANC as professional nurse. Registration with SANC as a professional Nurse and proof of current registration. A post basic nursing qualification, with duration of at least one year accredited with the SANC in one of the specialties (Primary Health Care Specialty) referred to in glossary of terms. 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 in the specific specialty after obtaining the one year post basic qualification in Primary Health Care with at least one year exposure to management. PERSON PROFILE: Excellent time management, organizational skills, communication skills,

		presentation and team work skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope practice and nursing standard as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary) team worker. Promote quality of nursing care as directed by professional scope of practice and standard as determined by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care. Participate in the formulation and implementations of nursing guidelines, protocol, standards and procedure. Manage and monitor utilization of human, financial and material resources. Maintain professional growth/ethical standards and self-development. Sign a Performance contract on annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and linking it to Ntirhisano War Room.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N. Mokgatla, Tel no: (016) 950 6002
	:	Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS, Private Bag X085,Marshalltown, 2107 Physical address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	19 May 2017
<u>POST 17/83</u>	:	<u>DIETICIAN REF NO: 000710</u> Directorate: West Rand District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 020 per annum (plus benefits) (Notch will be determined by OSD)
	:	West rand District Health Region A
	:	Dietetics Degree, HPCSA registration. Computer literacy. Driver's license is an advantage Knowledge of and experience in implementing the integrated Nutrition Programme.
<u>DUTIES</u>	:	The candidate will be based at the primary health care Facility / clinics and rotate to 3 or 4 clinics for therapeutic Nutrition ,coordination , implementation , monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific , nutrition support on all INP programs, namely disease specific , Nutrition support, Treatment and counselling, micronutrient and malnutrition Control (vitamin A supplementation),youth and Adolescent Food service management, supplementary feed scheme, Growth monitoring and promotion, mother baby friendly initiative .Community based nutrition initiative, maternal nutrition, Nutrition education, promotion and advocacy .Working with the team responsible for data verification at clinic level. Control stock Equipment and materials, ensure accurate record keeping .and reporting . Provide nutrition counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out duties as delegated to promote service delivery
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Refilwe Nkwana, Tel no: (011) 953 4515
	:	Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications attached. Application should be hand delivered to West Rand District Health, Krugersdorp Cnr Vlei and Luipaard Street or Posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE NOTE</u>	:	12 May 2017
	:	People with disability are encouraged to apply.
<u>POST 17/84</u>	:	<u>ADMINISTRATION CLERK REF NO: 000708</u> Directorate: Infrastructure Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (including benefits)
	:	Central Office
	:	Grade 12 and minimum of two years multi-storey building maintenance experience. Knowledge of office buildings function in relation to facilities management. Understanding of different maintenance service providers and maintaining office buildings. Be prepared to work after normal hours, including weekends. Be willing to work in confined areas. Possesses good communication skills. Have persuasive skills. Have good manners. Have tolerance for upset officials. A valid driver's license and computer literacy.

- DUTIES** : Assist with office space planning and allocation. Ensure government officials have adequate office space as per government gazette space norms. Supervising works performed by building maintenance service providers. Manage cleaning services at head office. Liaise with the Gauteng Department of Infrastructure Development for building maintenance. Manage the Head Office e-Maintenance program.
- ENQUIRIES** : Mr. A. Qolohle, Tel no: 082 746 1911
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
- CLOSING DATE** : 19 May 2017

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 15 May 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. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

- POST 17/85** : **DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE**
(5 year fixed term performance based employment contract)
Chief Directorate: Public Finance
- SALARY** : R898 743 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment or Finance or Commerce or Economics. 5 years of experience at Middle /Senior management level. Public Sector Management and/or related management experience in infrastructure management 6 – 8 years.
- DUTIES** : Overall coordination of infrastructure planning and delivery for all departments and provincial public entities responsible for implementing infrastructure in the Province. Enforce quality assurance of provincial infrastructure documents, budgets and information aligned to the Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Lead site visits, site performance evaluations and gateway reviews for infrastructure projects. Provide strategic, technical and capacity building support to provincial departments and public entities. Facilitate streamlined and integrated planning processes between the spheres of government. Represent Provincial Treasury on various infrastructure forums. Facilitate compliance of the

infrastructure delivery processes by provincial departments and public entities with the Division of Revenue Act (DoRA), Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Assess infrastructure deliverables of provincial departments and public entities before recommendations on funding and/or continuation of projects are made by the Provincial Treasury. Provide constructive interface between National Treasury, planning agencies and implementing agencies regarding financial and delivery issues.

ENQUIRIES : Ms Baleseng Sedibe Tel no: (011) 227 9000

OTHER POSTS

POST 17/86 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT**
Chief Directorate: Local Government Financial Services

SALARY : R657 558 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year Tertiary qualification, e.g. National Diploma or Degree related to the job content. 1-2 years' experience in team management/supervision, 2-3 years' experience in finance/local government finance and /or management field, proven experience relating to the duties.

DUTIES : Facilitate meetings for Debt Management Committee (DMC) provincial departments, parastatals and municipalities on government debt. Facilitation of bilateral meetings between departments and municipalities on key resolutions taken during the DMC. Review minutes for circulation to all DMC members. Assist and support the Gauteng Municipalities in implementing the recommendations on government debt engagements. Ensure continuous engagements with provincial departments, parastatals and municipalities on government debt. Ensure the implementation of the MFMA in all Gauteng municipalities. Analyse section 71 reports for accuracy and credibility of to ensure accuracy of the provincial government debt. Collect and reconcile the municipalities' government debtors age analysis reports and verify the accounts with departments. Collect and reconcile the department's payment reports and verify the accounts with municipalities. Follow up on disbursement reports/remittance advices from the departments for allocation of municipal payments purposes. Monitor the reconciliation of accounts between municipalities and the provincial departments during one on once engagements. Preparation, participation and presentation on government debt in Municipal Forums including NT's Reforms Forum, and PT –CFOF's on behalf of the Director as and when required.

ENQUIRIES : Ms Baleseng Sedibe Tel no: (011) 227 9000

POST 17/87 : **ASSISTANT DIRECTOR: SENIOR AUDITOR-COMPUTER AUDIT**
Directorate: Gauteng Audit Services

SALARY : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or diploma with 3-4 years' experience in Computer Auditing
DUTIES : Execute Computer Audit assignments and attend to coaching, training needs of Auditors and/or interns. Perform reviews as per the Computer Audit plan. Ensure audits are conducted in a professional manner based on the approved Computer Audit methodology. Comply with GAS administrative requirements. Undertake work according to ISACA / IIA standards. Review the adequacy and efficiency of controls using flowcharts and other evaluation methods. Review the audit findings and possible areas for improvement / recommendations. Document fieldwork. Review work performed. Reporting. Ensure audits are executed effectively and efficiently. Attend to administrative tasks.

ENQUIRIES : Ms Baleseng Sedibe Tel no: (011) 227 9000