

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

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

<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>POST 18/184</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: 000/655</u></b> Directorate: Business Intelligence
<b><u>SALARY</u></b>	:	R779 295 per annum (all-inclusive remuneration salary package) Level 12
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus relevant Degree or National Diploma in ICT. SAP Business Intelligence Training and Certification is advantageous. Business Analytics and Management training experience. 5 years' experience in systems development and support. 3 years' experience in working with SAP Business Intelligence and Business/Data Analysis. 3-5 years proven experience in SAP Business Intelligence development including SAP BI design and universe creation from SAP BW as well as other data sources, cascading visual data representation. Experience in managing BI and software development teams will be an added advantage Shortlisted candidates will be required to do a technical evaluation.
<b><u>DUTIES</u></b>	:	Organise, manage, and review customer requirements. Propose technical solutions that would address customer requirements effectively and efficiently. Ensure that the applications that are to be created are delivered and completed within the agreed timeframes and quality. Provide support for business critical and other applications used within various applications. Efficiently manage personnel within the team. Manage the software and hardware peripherals that are associated with various applications. Coach and mentor members. Provide expert advice on technical matters regarding applications. Advise and assist management in determining the sections budget and strategic direction. Achieve customer expected service levels. Produce fully tested applications ready for implementation. Ensure that the required content from all stakeholders is managed. Solve issues as and when required. Create a strong productive team. Produce management reports. Ensure that effective application training is conducted. Responsible for content management. Produce applications that address business requirements following the system development life cycle (SDLC).The SDLC includes the analysis, design, testing, implementation, and maintenance of applications.
<b><u>ENQUIRIES</u></b>	:	Mr Oscar Baloyi, Tel no: (011) 689 4648
<b><u>POST 18/185</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONSULTANT ERP (FINANCE) 2 POSTS REF NO: 000768</u></b> Directorate: Applications Competency Centre
<b><u>SALARY</u></b>	:	R417 552 per annum (plus benefits), Level 10
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus an ERP qualification (Finance) is a pre-requisite. Comprehensive FINANCE knowledge is required. ERP implementation experience on at least 2 projects.
<b><u>DUTIES</u></b>	:	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. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Provide training to customer team members / users. Identify any

application issues that may impact project deadlines, and otherIt is the department's intention to promote equity through filling of all numeric  
Mr Oscar Baloyi, Tel no: (011) 689 4648

**ENQUIRIES**

**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](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.

**OTHER POSTS**

**POST 18/186**

**MEDICAL OFFICER GRADE 2-3 REF NO: TDH05/2017.**  
Directorate: Medicine

**SALARY**

R842 028 per annum, package inclusive  
R 977-199.00. Package inclusive

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Requires appropriate qualification (MBCHB or equivalent qualification) plus a valid registration with HPCSA as medical practitioner, 5 years' appropriate experience after registration with HPCSA as a medical Practitioner. Experience working in labour ward, doing Caesarean section, having surgical and anaesthetic skills will be an advantage.

**DUTIES**

Interview, examine, investigate, diagnose and oversee the treatment of patients, including chronic medical ailment/conditions, medical, surgical, obstetrics and gynaecological emergencies, HIV and TB patients, sick children, antenatal, intrapartum and postnatal patients Trauma & Emergency Unit. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.

**ENQUIRIES**

Dr Nkusi SS, Tel no: (012) 354 7361

**APPLICATIONS**

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**

19 May 2017

**POST 18/187**

**OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 000765**  
Directorate: Nursing Division: Operating Theatre Night Duty

**SALARY**

R499 953 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 a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in 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 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 care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. 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.

**ENQUIRIES** : Ms E M Kunene, Tel no: (011) 488 3826  
**APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 19 May 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 18/188** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 000766**  
Directorate: Nursing Division: Operating Theatre

**SALARY** : R499 953 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 a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in 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 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 care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. 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.

**ENQUIRIES** : Ms E M Kunene, Tel no: (011) 488 3826  
**APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 19 May 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 18/189** : **OPERATIONAL MANAGER LABOUR WARD (SPECIALITY) REF NO: 000762**  
Directorate: Health Department

**SALARY** : R499 953 per annum (plus benefit)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Basic Diploma/Degree in Nursing accredited with SANC in terms of R425 or equivalent qualification that allows registration With SANC as a Professional Nurse. Diploma in Advanced Midwifery & Neonatal Nursing Science. Other Skills: Minimum 9 years' appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 5yrs of the period referred to above must be appropriate/recognisable experience after obtaining 1yr post basic qualification in the relevant speciality.

**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 plans 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 manage and supervise utilisation of Human and material resource in line with PFMA, BCEA,LRA and all other relevant prescripts. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programme to improve maternal & Child services. Provision of effective support to Nursing Services.

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

**CLOSING DATE** : 19 May 2017

**POST 18/190** : **OCCUPATIONAL HEALTH NURSE MANAGER PN-B3 REF NO: 000752**  
Directorate: Nursing

**SALARY** : R499 953 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : A Basic R425 Qualification i.e. Diploma in General Nursing and Midwifery .Diploma in Occupational Health Nursing Science. A diploma in Nursing Management will be an added advantage. A minimum of 9 years appropriate /recognizable experience in Nursing. At least 5 years of the period referred above must be appropriate /recognizable experience after obtaining the 1 year Post Basic Qualification in Occupational Health Nursing Science. Certified copies of all qualifications and proof of registration with SANC for the current year. OTHER SKILLS: Strong Leadership, Good Communication and Sound Interpersonal Skills Are Necessary, Computer Skills .Valid Driver's License. Knowledge Of An Integrated Employee Wellness Model Would Be An Advantage.

**DUTIES** : Coordination of Occupational Health and Safety responsibilities provided within set standards and a Professional /Legal Framework. Manage effectively the utilization and supervision of Human, Financial and Service Resources. Coordination of the provision of effective support to nursing services .Maintain professional growth ethical standards and development of self and the managed.

**ENQUIRIES** : Ms. F.M Kekana (Assistant Director Quality) Tel no: (012) 717 9355  
**APPLICATIONS** : Application must be completed fully on a Z83 form. Certified copies of certificates, SANC receipt and identity document must be attached. Application documents must be addressed to Jubilee District Hospital, Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered at Jubilee District Hospital or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 19 May 2017

**POST 18/191** : **OPERATION MANAGER NURSING GENERAL STREAM REF NO: 000764**  
Directorate: Nursing Division: Tertiary Clinic OPD

**SALARY** : R394 665 per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

<b><u>DUTIES</u></b>	:	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 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 care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. 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.
<b><u>ENQUIRIES</u></b>	:	Mr OC Selebi, Tel no: (011) 488 3155
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	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. 0Suitable 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.
<b><u>POST 18/192</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL) PN-A5 REF NO: 000743</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R394 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Jubilee District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification that allows registration with SANC as a Professional Nurse. Other Skills: A minimum of 7 years recognizable experience in nursing after registering as a Prof. Nurse. Operational Management skills. Ability to interact with diverse stakeholders and health care users and givers. Problem solving skills, Report writing skills, planning skills.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care and rehabilitation of patients. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the analysis, formation, and implementation of Nursing Guidelines, Practices, Standards, and Procedures. Manage proper utilization of human, financial and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms T Ngwenya, Tel no: (012) 717 9398
<b><u>APPLICATIONS</u></b>	:	Application must be completed fully on a Z83 form. Certified copies of certificates, SANC receipt and identity document must be attached. Application documents must be addressed to Jubilee District Hospital, Human Resource Department, Private Bag X449; Hammanskraal, 0400 or hand delivered at Jubilee District Hospital or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>POST 18/193</u></b>	:	<b><u>CHIEF SPEECH THERAPIST AND AUDIOLOGIST REF NO: 000760</u></b> Directorate: Rehabilitation Programme
<b><u>SALARY</u></b>	:	R281 148 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District Health
<b><u>REQUIREMENTS</u></b>	:	A recognized Bachelor's Degree or equivalent. Registration with relevant council. Good communication skills. Computer skills, leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide speech and audiology services to patients in the primary health care. Contribute to the development of the program me, collect analyze and submit data

monthly. Implement quality care to patients. Promote and implement ongoing training, research /project. Attend to all relevant meetings and contribute effectively, be willing to implement performance management system in the programme. Adhere to all policies of the department. Manage the work load of the manager when absent. Manage assistive devices and assets of the programme, be willing to travel long distance and from one clinic to the other.

**ENQUIRIES** : Ms D Ratlabala, Tel no: (011) 953 4515  
**APPLICATIONS** : Applications must be submitted on a Z83 form, Certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739. Private Bag X2053 Krugersdorp, 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 19 May 2017

**POST 18/194** : **NETWORK CONTROLLER 2 POST REF NO: 000753**  
 Directorate: Information Communication and Technology

**SALARY** : R152 862 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : National Diploma in IT/Communication Networks OTHER SKILLS: 3 Years' Experience In Health Environment (IT) Knowledge of IT Solutions In Health, Health Management Information Systems.

**DUTIES** : The successful candidate will be responsible for managing and constantly monitoring continuous functions of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and email accounts for all user in the department and support facilities. Provide support to END -USER devices and transversal system i.e. BAS, SAP, PERSAL, SRM and DHIS

**ENQUIRIES** : Mr SJ Peu, Tel no: (012) 717 9380  
**APPLICATIONS** : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 19 May 2017

**POST 18/195** : **CLIENT INFORMATION CLERK REF NO: 000755**  
 Directorate: Information Communication and Technology

**SALARY** : R152 862 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 12. 1 Year experience in Tele-communication, Computer literacy will be an added advantage.

**DUTIES** : The successful candidate will be responsible for receiving and transferring all call. Liase with Telkom for fault reporting and new lines. Monitor his\her own performance. Adhere to policies and procedures of the department. Make sure that there is always coverage at switchboard. Use good telephone etiquette to liase with both internal and external client.

**ENQUIRIES** : Mr SJ Peu, Tel no: (012) 717 9380  
**APPLICATIONS** : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag X449. Hammanskraal.0400 or hand delivered at Jubilee hospital or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 19 May 2017

**POST 18/196** : **CHILD HEALTH/OUT-BREAK RESPOSE COORDINATOR PNA -5 REF NO: 000503**  
 Directorate: EPI/CDC and outbreak response

**SALARY** : R394 665.00 per annum (plus benefits)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Basic qualification accredited with SANCA in terms of Government Notice 425 (Degree or Diploma in Nursing). Seven years appropriate and recognisable. Experience in nursing post registration as Professional Nurse. Extensive knowledge of Child health. Cold chain, surveillance. Communicable Diseases and Out-break Responses. Good understanding of Public Health with strong decision making abilities. Monitoring, Evaluation, negotiation and basic reach skills. Ability to communicate verbally and written. Good people management and presentation

skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, project and financial management as well as computer skills. Valid driver's license. DUTIES: Provide in-going support to facilities to improve quality of EPI/CDC, Child Health (EMTCT) and IMCI and diseases surveillance. Monitoring of cold chain at facilities, conduct vaccine and cold chain capacity audits. Conduct district training. Conduct regular, active surveillance visits to Health facilities. Conduct investigations and respond to out-breaks. Ensure efficient management of resources. Collaborating with the District Health Information Management Unit by effectively verifying data before it is exported to the District and reporting to Province Liaison with Local Government, Districts, other Government Departments and external stakeholders.

**ENQUIRIES** : Ms Mpho Moshime/Shabangu Tel no: (012) 406 0266/012 451 9213  
**APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 12 May 2017

**POST 18/197** : **LECTURER PND 1/2 PROFESSIONAL NURSE OPHTHALMOLOGY NURSING SCIENCE. REF NO: 000731**  
 Directorate: Nursing Services

**SALARY** : PND1: R340 431 per annum (plus benefits)  
 PND2: R418 701 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : PND1 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. Minimum of 2 years appropriate experience in Ophthalmology Nursing, Registered with SANC as a General Nurse and Midwifery, Diploma in Ophthalmology Nursing Science, with a track record of transferability of the post applied for. Be in a possession of a Drivers' License. Computer literacy (Word, PowerPoint, Excel.) Post is allocated at Rahima Moosa Nursing College. Successful candidate will be subject to Medical surveillance.

**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. Continuing education in Nursing education as well as own specialty.

**ENQUIRIES** : Ms. N. Buthelezi, Tel no: (011) 247 3304/3300  
**APPLICATIONS** : 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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 12 May 2017

**POST 18/198** : **LECTURER PND 1/2 PROFESSIONAL NURSE OPERATING THEATRE NURSING SCIENCE REF NO: 000701**  
 Directorate: Nursing College

**SALARY** : PND1: R340 431 per annum (plus benefits)  
 PND2: R418 701 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : PND1 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. Minimum of 2 years appropriate experience in Operating Theatre Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Operating Theatre Nursing Science, with a track record of transferability of the post applied for a code 8 Drivers' License. Computer literacy (Word, PowerPoint, Excel.) is allocated. Post is allocated at Rahima Moosa Nursing Campus. Successful candidate will be subject to Medical surveillance.

**DUTIES** : Plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, policy development, develop clinical tools, implement PMDS for post basic students where applicable, 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, continuing education in Nursing education as well as own specialty.

**ENQUIRIES** : Mrs. N. Buthelezi - (011) 247- 3304-3300  
**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 12 May 2017

**POST 18/199** : **LECTURER PND 1/2 PROFESSIONAL NURSE ORTHOPEDIC NURSING SCIENCE REF NO: 000703**  
Directorate: Nursing Services

**SALARY** : PND1: R340 431 per annum (plus benefits)  
PND2: R418 701.per annum (plus benefits)

**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : PND1 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. Minimum of 2 years appropriate experience in Orthopedic Nursing, Registered with SANC as a General Nurse and Midwifery, Diploma in Orthopedic Nursing Science, with a track record of transferability of the post applied for a code 8 Drivers' License. Computer literacy (Word, PowerPoint, Excel,) Post is allocated at Rahima Moosa Nursing College. Successful candidate will be subject to Medical surveillance

**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. Continuing education in Nursing education as well as own specialty.

**ENQUIRIES** : Ms. N. Buthelezi - (011) 247- 3304-3300  
**APPLICATIONS** : 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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 12 May 2017

**POST 18/200** : **LECTURER PND 1/2 PROFESSIONAL NURSE CLINICAL NURSING SCIENCE, HEALTH ASSESSMENT, TREATMENT AND CARE (PHC) REF NO: 000704**  
Directorate: Nursing Services

**SALARY** : PND1: R340 431 per annum (plus benefits)  
PND2: R418 701 per annum (plus benefits)

**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : 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 Nursing Education. 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 Nursing Campus. Successful candidate will be subject to a Medical surveillance.

**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 the clinical areas affiliated to the college (Westrand Region). Continuing education in Nursing education as well as own specialty

**ENQUIRIES** : Ms. N. Buthelezi, Tel no: (011) 247- 3304-3300  
**APPLICATIONS** : All applications must be submitted on a 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](http://www.gautengonline.gov.za).



**CLOSING DATE** : 12 May 2017

**POST 18/201** : **PRINCIPAL NETWORK CONTROLLER REF NO: 000744**  
Directorate: Forensic Medical Services

**SALARY** : R226 611 per annum (plus benefits)

**CENTRE** : Head Office

**REQUIREMENTS** : National Diploma/Degree in Information Technology plus two(2) years experience or Grade 12 plus five (5) years relevant experience. Microsoft qualification would be an advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and /2012, Exchange 2010 and Windows /7/8 is essential. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Understanding of Relation Database Model, JS and JSP will also be advantageous. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours and public holidays and standby when required. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response.

**ENQUIRIES** : Mr M Mokhethi, Tel no: (011) 241 5750 Ext. 6297

**APPLICATIONS** : The successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications will be conducted. Applications must be forwarded to Forensic Medical Services, No. 11 Diagonal Street 13<sup>th</sup> floor, reception area or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000.

**CLOSING DATE** : 19 May 2017

**NOTE** : Please note this is re – advertisement all candidates who have previously applied must apply again.

**POST 18/202** : **FORENSIC PATHOLOGY OFFICER GRADE 2 REF NO: 000740**  
Directorate: Forensic Pathology Service

**SALARY** : R174 591 per annum (plus benefits) OSD Level

**CENTRE** : Sebokeng FPS

**REQUIREMENTS** : Senior certificate/Grade 12. A minimum of 3 years experience in Medico – legal field. Relevant qualifications in the Medico-Legal (health science) field will be an added advantage. Valid driver's licence minimum Code C1 with Public Driver Permit. Advance computer skills (MS Word, MS Excel, and MS PowerPoint). Must be able to work with corps (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. ). Must be able to work on a supervisory level. Organizing and Planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES** : Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff member and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property incidents scenes Assist in rendering an effective and efficient Forensic autopsy process (with includes evisceration, scribing and typing) accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimen, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	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.
<b><u>POST 18/203</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO: 000754</u></b> Directorate: Switchboard
<b><u>SALARY</u></b>	:	R152 461 per annum (All-inclusive benefits)
<b><u>CENTRE</u></b>	:	Helen Joseph Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or NQF level 4 qualification coupled with 1 year's Experience in Switchboard Call Centre Environment. Good communication and interpersonal skills. Ability to work under pressure and work shifts. The incumbent should be fully multilingual. Proficiency in English and other official languages. Sound knowledge of Computer Pac Word, Excel, PowerPoint & Access) and Batho Pele Principles. Experience working with telephone system such as PABX & TMS will be an advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to handle and answer calls. Transferring calls to appropriate extensions. Making calls on behalf of the staff and keeping records and repair register. Manage and print accounts for officials and other stakeholders within the hospital. See to it that Switchboard apparatus are handled properly to pass messages to hospital community. Perform installation, repairs and maintenance of telephone extension.
<b><u>ENQUIRIES</u></b>	:	Mr H Lotter, Tel no: (011) 489 1098
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy.
<b><u>POST 18/204</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 (ILS) 60 POSTS REF NO: 000756</u></b> Directorate: Emergency Medical Services
<b><u>SALARY</u></b>	:	R148 878 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Various Gauteng EMS Districts
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.
<b><u>ENQUIRIES</u></b>	:	Mr V Mokobodi, Tel no: 011 564 2005
<b><u>APPLICATIONS</u></b>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test
<b><u>POST 18/205</u></b>	:	<b><u>MATERIAL RECORDING CLERK (ASSET AND FLEET) REF NO: 000742</u></b> Directorate: Forensic Medical Services – Head Office,
<b><u>SALARY</u></b>	:	R152 862 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office

- REQUIREMENTS** : Grade 12 with 1yr experience in asset management and fleet management. Financial/Logistics / Supply Chain management qualifications will be an advantageous. Must have knowledge of PFMA, fleet management prescripts and system treasury Regulations and BAS. Must be Computer literate (e.g. MS Excel, Word etc.), planning and Organizational Skills. Must have a valid Drivers' License, good Interpersonal Relation, must be honest and reliable. Must be able to work under pressure and meet deadlines. Must also be willing to work at mortuary environment.
- DUTIES** : Monitor and ensure security of physical asset. Receive and barcode new assets, update monthly acquisition. Development and maintenance of all asset registers. Perform asset verification and do sport checks in various areas in mortuaries. Facilitate disposal of assets and Update of asset registers after disposals and write offs. Complete documentation for transfers/movement of assets and update on system. Complete supporting registers and recon between assets register and BAS. Ensure timeous submission of assets reconciliation on monthly bases. Ensure safeguarding of assets documentations and records. Do assets maintenance and service schedules. Prepare Documents, Assist during vetting Meetings. Facilitate repair of equipment and Follow up when necessary. Inspect and issue state vehicles in line with Fleet management policy and system. Communicate with various fleet stakeholders. Arrange meetings and take minutes. Train junior staff when necessary. Do any other tasks as when instructed by supervisor.
- APPLICATIONS** : Application must be submitted at Forensic Medical Services, 11 Diagonal Street, 13<sup>th</sup> floor, reception or can be posted to Forensic Medical Services, P O Box 7128, Johannesburg, 2000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- CLOSING DATE** : 19 May 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.
- POST 18/206** : **SECRETARY REF NO: 000705**  
Directorate: Administration and Support Service
- SALARY** : R152 862 per annum (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : A Grade 12 with a minimum of 1-2 years' experience as a secretary. Qualification in Office administration. Computer literacy in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.
- DUTIES** : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports.
- ENQUIRIES** : Ms. J. Gassiep, Tel no: (011) 247 3300/02
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag X116, Melville, 2109 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 12 May 2017
- POST 18/207** : **MEDICAL TECHNOLOGY ASSISTANT GRADE 1 REF NO: S/000741**  
Directorate: Forensic Pathology Service
- SALARY** : R148 221 per annum (plus benefits)
- CENTRE** : Johannesburg Histopathology Laboratory
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent qualification with a minimum of 1 year working experience. Forensic Histopathology Laboratory experience will be an added advantage. Must be computer literate (MS Word, Excel, PowerPoint & Outlook). Ability and willingness to work within groups and be involved in team activities. Good communication (written and verbal) and interpersonal skills; Self-motivated individual. Ability to work under pressure without or minimal supervision. Reliable with good sense of responsibility and accountability. Understanding and

		application of accreditation regulations in a laboratory situation. Knowledge of relevant legislations, regulations and policies governing Forensic Pathology Services. Good understanding of chain-of-custody processes.
<b><u>DUTIES</u></b>	:	Manages the reception area and submits regulatory records for review before submittal. Administration and sorting of laboratory samples according to set Standard Operating Procedures (SOP's) ensuring they are correctly channelled and prioritised as per specimen request while maintaining Chain of Custody. Process sample registration (logging) and attending to sample suitability criteria as per relevant SOP's. Ensures dispatching of specimens for processing. Handles and refers administrative queries and customer complaints to ensure timeous resolutions and response thereof. Ensures basic housekeeping in own working area, including suitable cleaning and preparation of equipment according to SOP's. Does relevant stock monitoring to ensure adequate supplies at all times. Responsible for cleaning, decontamination of all work stations and working utensils at recorded time sheets and frequency. Maintains eye wash station, replenishes spill kit contents. Prepares laboratory reagents and discards as per SOP and relevant material safety data sheet. Fills the Processor and Strainer as is required with under Technician supervision. Discards samples that are no longer required as per SOP's. Ensures Laboratory Personnel Protective Equipment is cleaned as per SOP's. Be responsible for all record keeping, filing archiving and retrieval of records, slides and blocks as required. Complies with Occupational Health & Safety requirements and regulations and DOH Policies. Observe and adhere principles of confidentiality. Be prepared to work under pressure when necessary. Represents the organisation by applying the Principles of Batho Pele and interacts professionally and ethically with medical Professionals and staff.
<b><u>ENQUIRIES</u></b>	:	Ms Novuyo Nomaqhiza, Tel no: (011) 489 1627
<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	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
<b><u>POST 18/208</u></b>	:	<b><u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: /000737</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R148 221 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Carletonville FPS
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Z Mbube, Tel no: (018) 786 0340
<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	19 May 2017
<b><u>NOTE</u></b>	:	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.

- POST 18/209** : **FOOD SERVICE AID REF NO: 000706**  
 Directorate: Support Service
- SALARY** : R90 234 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : Grade 10 or ABET Certificate. Basic literacy and basic numeracy skills. Ability to perform routine tasks, Ability to operate kitchen equipment and machinery. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.
- DUTIES** : Perform routine tasks and operate kitchen machinery. Perform all tasks related to operation, cooking and serving of food to staff, students and visitors. Cleaning of kitchen shelves and fridges, washing of cutlery and crockery. Apply hygiene procedures in the food service unit. Control of food production in the kitchen. . Ordering of supplies, control of storage and issuing thereof. General management of food service unit equipment. Do all general work allocated by the supervisor.
- ENQUIRIES** : Mr J Machaba, Tel no: (011) 247- 3345/00  
**APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 12 May 2017

**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 Email Recruitment.Premier@gauteng.gov.za or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 19 May 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**

- POST 18/210** : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: 000739**
- SALARY** : R1 689 750 - R1 903 506 per annum (All inclusive remuneration package per annum) plus a 10% non- pensionable allowance applicable to Heads of Department
- CENTRE** : Johannesburg  
**REQUIREMENTS** : A 3- 4 years Bachelor's Degree in Social Work or Social Studies and a post graduate qualification in Public Management or Business Administration. A minimum of 10 years' experience at senior management level of which 5 years

must be as a member of the Senior Management Service (SMS) in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in management at an executive level. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, compliance with the Public Service Act and Regulations, Legislation and Regulations governing Social issues Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Competence in one or more of the official South African languages will be an added advantage.

**DUTIES**

: Support Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA; Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies; Ensuring sound financial management and application of good corporate governance principles. The successful candidate will be directly accountable to the Member of the Executive Council for the realisation of the Ten Pillar Programme of Radical Transformation, Modernisation and Reindustrialisation including the intergovernmental Programme of Action. The successful candidate will work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and making a contribution to the broader strategic environment of Gauteng. Specific areas of focus include the following: Enhancing universal access to resources for migrants, minorities, and other disadvantaged groups. Implement the accelerated Transformation Strategy. Implement programmes to provide support to victims of crime. Strengthen efforts to combat drug and alcohol abuse and implement targeted interventions in hotspots. Provision of integrated community care based programmes. Enhance social protection to those in greatest need including older persons and vulnerable groups. Enhance sustainable livelihoods through the expansion of social cooperatives, war on poverty interventions, welfare to work programme, income generating and skills development programmes including community development interventions. Creating opportunities for access to information, programmes and knowledge through education.

**ENQUIRIES**

: Ms Merles Motlhabane, Tel no: (011) 355 6417

**NOTE**

: 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 the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.