

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 26 May 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and 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 assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 20/80 : **DIRECTOR PROVINCIAL OVERSIGHT, COMMUNITY POLICE RELATIONS AND PARTNERSHIPS REF NO: S/000832**
 Chief Directorate: Provincial Secretariat

SALARY : R 898 743 per annum All-inclusive Package
CENTRE : Johannesburg
REQUIREMENTS : Recognized three years Bachelor Degree/National Diploma in Social Science/Criminology/Police Science/Community Development. 3-5 years middle management experience is essential. Experience and understanding of the Criminal Justice System and Community Police Relations. A valid Driver's license
 Knowledge and skills: Communication skills, training on project management, community mobilization, presentation skills, facilitation skills, people management skills, understanding of PFMA, conflict management, problem solving, computer literacy

DUTIES : Monitor and evaluate the implementation of LEAs operational policies and directives by their respective offices. Monitor and evaluate the conduct and service delivery of LEAs in the Office of the Provincial Commissioner and Specialised Units. Coordinate and facilitate the establishment of partnerships and provincial safety stakeholders. Conduct trend analysis and reporting on LEAs oversight matters, and provide planning and content coordination of QRS. Coordinate planning and delivery of all training interventions and capacity building initiatives targeted departmental external stakeholders. Monitor and evaluate compliance on LEA's disciplinary procedures and measures with regard to Domestic Violence Act Conduct investigation. To formalize volunteer management programmes for the Department. Responsible for the strategic direction of the unit. Overall management of the unit inclusive of financial and human resources.

ENQUIRIES : Ms Vumile Zwane Tel No: 011 689 3644

POST 20/81 : **DIRECTOR COMMUNICATION SERVICES REF NO: S/000817**
 Chief Directorate: Corporate Management Services

SALARY : R898 743 per annum All inclusive package

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	Matric and a three year Bachelor Degree/National Diploma in Corporate Communication. 3-5 years middle management experience is essential in the field of Corporate Communications, Social/Community Mobilization and Development Communications. A valid Driver's license. Knowledge and Skills: Good Leadership skills, Excellent financial management skills, strategy development , report writing, good networking and stakeholder management skills, good verbal and written communication skills, computer literacy.
<u>DUTIES</u>	:	Render events management services. Manage the provisioning of media and strategy communications services. Manage the provisioning internal and external communications services. Be responsible for effective performance management and capacity building of the Directorate, develop, manage and oversee community safety campaigns, ensure effective developmental communication, public awareness and participation in department's accomplishments and programmes, render strategic support to the mobilization of the social movement, stakeholder management and interdepartmental relations, render strategic support in establishment of institutional arrangement for effective implementation of the Gauteng Safety Strategy and the plans of the Department. Forge relations with communities, relevant departments and clusters, municipalities and key stakeholders. Overall management of the unit inclusive of financial and human resources.
<u>ENQUIRIES</u>	:	Ms Vumile Zwane Tel No: 011 689 3644
<u>POST 20/82</u>	:	<u>DIRECTOR CORRIDOR COORDINATION: LEAs OVERSIGHT & COMMUNITY POLICE RELATIONS CORRIDORS REFS NO: S/000834</u> Chief Directorate: Provincial Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 898 743 per annum All-inclusive Package.
	:	Johannesburg
	:	Three years Bachelor Degree/Diploma in the relevant field. 3-5 years middle management relevant experience is essential. A valid Driver's license. Knowledge of relevant legislative and policy frameworks, Good project Management, knowledge and understanding of CJS Skills, proven leadership skills, sound planning and organizing abilities. Good project and financial management skills and strategic planning skills.
<u>DUTIES</u>	:	Manage and promote community police relations and community safety structures, Coordinate the social crime prevention methodologies and ensure intergovernmental relations/ partnerships, Monitor and evaluate service delivery of LEAs services within corridor. Provide strategic direction and support to the Directorate. Provide inputs into the strategic planning and performance management process. Development of Business plans and operational plans for the Directorate. Ensure effective implementation and monitoring of strategic objectives as per operational plans. Manage the Directorate budget in line with PFMA directives. Effective performance management and capacity building of the Directorate. Identify and involve key stakeholders in the areas of Social Crime Prevention. Coordinate and facilitate the implementation of Provincial Safety Plan within the Social Cluster Department and Local government. Identification of educational aides tools globally for social crime prevention. Develop and implement strategies and programmes in line with best practices
<u>ENQUIRIES</u>	:	Ms Vumile Zwane Tel No: 011 689 3644
<u>POST 20/83</u>	:	<u>DIRECTOR STRATEGY MANAGEMENT REF NO: S/000836</u> Chief Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 898 743 per annum All-inclusive Package.
	:	Johannesburg
	:	Degree/ 3 year Diploma in a relevant field plus 3-5 years middle management experience is essential. A valid driver's licence. Good leadership skills Knowledge and skills. Excellent financial management skills. Strategic development, excellent project management. Reporting writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations Public speaking strategic goal and objectives.

DUTIES : Manage and coordinate strategic planning and provide monitoring and reporting services. Manage and coordinate the provisioning of operations management and Batho Pele principles. Facilitate, promote and monitor transformation programmes. Develop and implement program management approach for proper execution and coordination of activities across the Department. Organize and co-ordinate key programs and projects of the Department. Apply change, risk and resource management effectively. Conceptualize, organize and monitor interconnected programs. Strategic Partnerships and related activations. Represent HOD & MEC in strategic meetings & engagements. Coordinate the department strategic planning development process. Monitoring the implementation of the strategic plan by all business units. Monitor and evaluate organizational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. Facilitate organizational learning and best practice identification through benchmarking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. Ensure continuous improvements of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical, assistance on corporate governance to the department stakeholders. Strategic development for the Directorate Effective performance management and human resources development

ENQUIRIES : Ms Vumile Zwane Tel No: 011 689 3644

POST 20/84 : **DIRECTOR: CORRIDOR COORDINATION: ROAD TRAFFIC MANAGEMENT**
CORRIDORS REF NO: S000
Chief Directorate: Traffic Management

SALARY : R 898 743 per annum All-inclusive Package
CENTRE : Johannesburg
REQUIREMENTS : A three year Bachelor Degree/National Diploma in the relevant field. 3-5 years middle management experience. Experience in traffic and transport law enforcement and administration environment. Proven track record of project management. A valid Driver's license. Strong leadership and conceptual orientation skills. Excellent Networking skills. Good written and verbal communication skills. Good understanding and knowledge of PFMA and understanding of relevant legislation

DUTIES : Render general office services. Render support services regarding the corridor's budget and expenditure control. Render Support services regarding personnel and assets matters. Render provisioning administrative services. Provide traffic survey services on provincial roads. Capture road traffic ticket fines Responsible for the strategic planning, implementation and direction of the unit. Develop and manage traffic and transport law enforcement programmes and campaigns inclusive of joint operations with relevant agencies. Manage information systems, the monitoring of offences and vehicle and driver fitness inspections. Overall management of the Directorate inclusive of manual and project management requirements within the legal, policy and rural framework of the Department.

ENQUIRIES : Ms Vumile Zwane Tel 011 689 3644

OTHER POSTS

POST 20/85 : **DEPUTY DIRECTOR: BUSINESS APPLICATION DEVELOPMENT REFS NO: S/000810**
Directorate: Information, Communication and Technology

SALARY : R657 558 per annum. An all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : 3 year Diploma or Degree in Information Communication Technology. Certificate in database management system, preferably Microsoft. 4-6 years in database administration. Skills and Knowledge: Good Project Management, Knowledge of system development life cycle, good database analysis, Knowledge of computer operating system and system layered products, Good DBMS administration and management, principle of business management, CoBIT, ITIL and ISO 17799.

DUTIES : Automate and digitization of information and business processes. Manage ICT projects. Provide reliable, secured, quality information and data analytics through integration of business solutions. Develop, implement, maintain, train and support business applications. Ensure service delivery is in accordance with the systems and application specifications. Ensure quality control. Ensure system documentation is in place including training manuals. Ensure that the expenses structure remains within the budget allocated to the departments for information technology, by tracking all expenditure relating to system and application planning, development implementation and maintenance. Ensure effective capacity management and planning to meet business demands relating to system and application. Coordination of system/applications project management .Liaison with client departments. Maintain system and enterprise information architectures for the department with provincial strategies and architectures. Provide inputs regarding the development and planning of provincial ICT policy and strategy relating to system and application .Manage functional training and support. Provide inputs into the budget and fiscal process. Manage the development and on new application, system software and/ or enhancement to existing application throughout the department. Ensure that development project meet business requirements and goals, fulfil user’s requirements and identify and resolve system issues. Lead pre-testing phase of development by evaluating proposal in order to identify potential problem areas, and make the appropriate recommendation. Collaborate with analyst designers, and system owner in the testing of new software programs and application. Manage and provide direction for the application development team in support of business operations. Liaise with network administrators and software engineers to assist with quality assurance program logic, and data processing. Identify and solve program errors. Provide technically leadership to project managers and programmers working on development project teams. Review and analyse existing application effectiveness and efficiency, and then develop strategies for improving or leveraging these system. Design, develop and install enhancement and upgrades to the system and application software. Research and make recommendation on software products and services in support of procurement and development efforts. Coordinate feasibility studies for software and system products under consideration for purchase, and give advice. Overall management of the unit inclusive of financial and human resources.

ENQUIRIES : Mr Steven Moteme Tel No: 011 689 3722

POST 20/86 : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REFS NO: S/000812**
Directorate: Office of the HOD

SALARY CENTRE REQUIREMENTS : R657 558 per annum. An all-inclusive remuneration package
: Johannesburg
: Matric plus A relevant three year Degree or Diploma or equivalent.4-8 years’ experience in a similar environment at a leadership level. A valid Driver’s license. Knowledge and Skills: Knowledge of the PFMA, Procurement Legislation and other related regulatory frameworks. Understanding of the secretariat functions and administration policies, system and procedures Skills and Knowledge: Ability to plan and organize. Leadership and supervisory skills. Strategy and project management. Good written and verbal communication skills. Computer literacy. Excellent presentation skills

DUTIES : Render secretariat support to HOD and MEC’s intergovernmental coordination Committees. Render secretariat support to internal Committee structure for the Offices of HOD and MEC Coordination and Administrative support. Render administration services to the Office. . Overall management of the unit inclusive of human resources and financial management

ENQUIRIES : Mr Steven Moteme Tel No. : 011 689 3722

POST 20/87 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: S/000840**
Directorate: Human Resources Management

SALARY CENTRE : R334 545 per annum plus benefits
: Johannesburg Head Office

<u>REQUIREMENTS</u>	:	Grade 12 and Bachelor Degree/National Diploma in Human Resource Management. Three (03) years relevant experience. 3 to 5 years supervisory experience in Human Resources Management valid driver's licence. PERSAL certificate Skills and Knowledge and: PERSAL, good leadership skills, Treasury Regulations, understanding of different project management principles, Relevant legislation and Public Service Regulations, Labour Relations concepts, Knowledge of SLAs, Management information knowledge, Project Management methodologies, Business performance management, Stakeholder relationship management, Policy development analysis and application, Negotiations skills, understanding of expectations of customers. Problem Solving Analytical. Decision making, communication skills.
<u>DUTIES</u>	:	Manage and process employee benefits, leave and PILIR, Service Termination on PERSAL and Exit interview analysis, Performance Management and Development System of the team, Government Employee Housing Scheme and overtime. Attend to Internal Risk Management, GAS and AG's requisitions. Conduct, submit findings and implement the recommendations on leave audit. Management of Injury on Duty matters. Prepare project plan. Submit project plan for approval. Distribute the project to team members. Receive request through walk in, telephonically or through email. Resolve and escalate enquiries.
<u>ENQUIRIES</u>	:	Mr Steven Moteme Tel No: 011 689 3722
<u>POST 20/88</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY COMPLAINTS REFS NO: /000822</u> Directorate: Service Delivery Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum plus benefits Johannesburg (Head Office)
<u>DUTIES</u>	:	Relevant Bachelor Degree / equivalent qualification in monitoring and evaluation (preferably in the Criminal Justice environment). 3-5 years' supervisory experience in a monitoring and evaluation environment. A valid driver's license. No criminal record. Skills and knowledge: Computer literacy, Project Management
<u>DUTIES</u>	:	Conduct investigation of LEAs inefficiency by the public. Liaise with and monitor progress of investigations of LEAs inefficiency referred by public to Independent Complaints Directorate. Coordinate law enforcement accountability mechanisms to improve service delivery. Monitor the conduct of LEAs (Complaints, Misconduct/Corruption, Discipline Management, and Litigation. Management and implementation of IPID Recommendation
<u>ENQUIRIES</u>	:	Mr Siphamandla Mbatha Tel: 011 689 3726
<u>POST 20/89</u>	:	<u>LEGAL SENIOR ADMIN OFFICER MR 5 (LITIGATION AND CONTRACT MANAGEMENT) REF NO: S/000813</u> Directorate: Policy and Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 331 692 – R474 165 per annum plus service benefits Head Office (Johannesburg)
<u>DUTIES</u>	:	Matric and a three years Bachelor Degree/National Diploma in Legal. 2-5 years' relevant experience. A valid Driver's license. Skills and Knowledge: Computer literacy, good communication skills, organising, problem solving, report writing, Legal drafting, research and analytical thinking.
<u>DUTIES</u>	:	Provide Legal opinions and advice on legal questions. Drafting of new policies and amendments of existing policies. Drafting diverse contract. Assist in the liaison with the State Attorney and preparation in relation to Litigation. Assist in the implementation of Legislature compliance strategies. Conduct legal research.
<u>ENQUIRIES</u>	:	Ms Mmathethi Patjie Tel: 011 689 3845
<u>POST 20/90</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY POLICING RELATIONS REF NO: S000815</u> Directorate: Provincial Oversight, Community Police Relations and Partnerships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 334 545 per annum plus service benefits Johannesburg
<u>DUTIES</u>	:	Recognised –degree or Diploma in Social Sciences, Police Community Development or Criminal Justice System. A minimum of 3 years' experience in

		Community Police Relations and/ or working of 3 years' experience with communities' ties are essential. Knowledge and skills: Understanding of Volunteer Management concept. Driver's license required supervisory skills, Planning and monitoring skills, Excellent writing skills and conflict Management (budgeting and monitoring expenditure).
<u>DUTIES</u>	:	Assist with development of the volunteer management programmes .Lead establishment process of Community Police Forum. Assist with formation of strategic partnerships for effective integrated approaches. Facilitate the improvements of relations between community and LEAs[SAPS, Metro Police, District Municipal Police and DCS Traffic Officers], Develop, support and capacitate community safety structures. Maintain database of community patrollers per region. Monitor and report on performance of patrollers deployed on hotspot per service points. Create awareness and perform advocacy work including encouraging communities to engage with opportunities. Plan, prepare and manage departmental campaigns take charge and community outrage programmes. Liaise with stakeholders. Create networks with organizations and service providers in the field of victim empowerment. Manage fieldworkers, projects and budgets.
<u>ENQUIRIES</u>	:	Ms Mmathethi Patjie Tel: 011 689 3845
<u>POST 20/91</u>	:	<u>SYSTEM DEVELOPER REF NO: S/000821</u> Directorate: Information, Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum plus benefits Johannesburg Matric and 3yr National Diploma in ICT or Bachelor's degree in ICT (Computer Science or Informatics) with 1-3 years' experience directly related to the duties and responsibilities specified. A valid driver's license. Relevant experience. Skills and Knowledge: Knowledge of various platforms and language, including: SOL, MySQL, .NET and Java or other opens. Working on custom reports and forms using Crystal Reports Software development and/or programming design and systems management Development and implementation of software solutions. Knowledge of automated software and system management tools. And software quality assurance best practices and methodologies. Knowledge of database design and file management techniques. Knowledge of network and PC operating systems, including open source tools. Knowledge of network hardware, protocols and standards. Knowledge of applicable data privacy practices and laws. Relevant Public Service Regulations. Understanding of expectations of customersSDLC. Computer Operating Systems. System layered products. Computer environment. RDBMS administration and management. Principles of business management. CoBIT, ITIL,ISO 17799, Data Security Security Regulations and Standards, Business Analysis and Project Management.
<u>DUTIES</u>	:	Develop, test and implement efficient and maintainable program logic for existing and new applications in accordance with technical specifications. Generate clear and concise documentation as required within the programs and within the application documentation repository. Creation or rewriting of Subsystem or making a major functional change to an existing subsystem. Support the maintenance and implement system development cycle. Ensures that all enhancements are communicated to the Business Analyst and updated in the BRS/File. Develop technical specification Develop source code Develop test plans and do system testing. Investigate reported code defects and resolve or recommend a solution. Monitor performance of assigned system applications, resolving operational issues. Provide updates and do corrective maintenance Develop system manuals and Train users Provide mentorship to an employee on systems maintenance and conversion for the transfer of skills.
<u>ENQUIRIES</u>	:	Mr Siphamandla Mbatha Tel: 011 689 3726

GAUTENG 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** : 26 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.

OTHER POSTS

- POST 20/92** : **DEPUTY DIRECTOR – RISK AND COMPLIANCE AUDIT**
Chief Directorate: Gauteng Audit Services
- SALARY** : R779 295.00 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A relevant degree or NQF 7 Diploma with six (6) years' experience. At least 2 years Junior management experience. CIA/CA would be advantageous.
- DUTIES** : Planning and managing of the projects in the cluster. Performing audits according to GAS standards. Supervising subordinates. Reviewing of reports. Imparting knowledge to colleagues and staff.
- ENQUIRIES** : Ms Baleseng Sedibe, 011 227-9000
- POST 20/93** : **DEPUTY DIRECTOR – MONITORING & REPORTING**
Directorate: Provincial Supply Chain Management: re-advertisement. This position was previously advertised in circular 46, dated 18 November 2016, post 46/94. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R657 558.00 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification. 2-3 years' experience as an Assistant Director in the Monitoring, evaluation and reporting environment within the public service. Knowledge and understanding of the functions of Supply Chain Management in the public service will be an added advantage, knowledge of the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. Understanding of SAP, BAS, ESS and any other operating system within GPT. Good writing skills (Reports and Frameworks).

- DUTIES** : Monitor, track and report on the implementation of service delivery throughout the Provincial Supply Chain Management branch. Such performance includes the implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Prompt escalation of delays in submission of reports to the DDG. Identify challenges, areas of improvement and propose interventions. Ensure that a sound administrative system with control measures is implemented throughout the Provincial Supply Management branch. Manage and improve partnerships with programme directorates, departments, entities and institutions. Prepare presentations in Power Point. Communicate with stakeholders. Address and resolve queries. Take meeting resolutions at the branch meetings as the secretariat. Maintain a professional demeanour and consult broadly. The ability to analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as and when required. Track, monitor and report on the implementation of service delivery targets. A working knowledge of all stakeholders supported by the branch including partnerships with departments and entities. The ability to coordinate and convene branch meetings. An effective communicator representing the branch at various meetings when required. Addressing and resolving problems. Forward and outward thinking enhancing planning within the department.
- ENQUIRIES** : Ms Baleseng Sedibe, 011 227-9000

DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

- POST 20/94** : **CLINICAL MANAGER (MEDICAL) GR.1 REF NO: S/000799**
Directorate: Medical
- SALARY** : R981 093 -1 088 862 per annum (All inclusive package)
- CENTRE** : Bertha Gxowa Hospital (Germiston)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.
- DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be

prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.
 Dr. N.N. Mtshali-Hadebe. Tel. no 011 089 8567

ENQUIRIES :
CLOSING DATE : 26 May 2017
APPLICATIONS : Applications must be delivered to: Chief Executive Officer, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

POST 20/95 : **ASSISTANT MANAGERS CRITICAL CARE AREAS (ICU AND TRAUMA) REF NO: S/000841**
 Directorate: Nursing

SALARY : R 546 315 per annum(plus benefits)
CENTRE : Bheki Mlangeni District 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 for Critical Nursing Science or Trauma and Emergency Nursing Science. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Must have a qualification in Nursing Administration / Health care management registered with SANC. Computer literate. Valid driver's licence will be an added advantage. PERSON PROFILE: Good communication skills. Good organizational & skills. Analytical thinking and thoroughness.

DUTIES : Deliver a service in the Speciality areas indicated to ensure service delivery on a 24 hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Be able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

ENQUIRIES : Ms. M.N. Mchunu TEL.:011 241 5600 X5620
APPLICATIONS : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR department at Bheki Mlangeni District Hospital, or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 02 June 2017
NOTE : The institution reserves the right not to fill this post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.

POST 20/96 : **OPERATIONAL MANAGER SPECIALITY (OBSTETS AND GYNEA) 2 POSTS REF NO: S/000825**
 Directorate: Nursing

SALARY : R499 953 per annum (plus benefits)
CENTRE : Bheki Mlangeni District Hospital

- REQUIREMENTS** : Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Obstetrics and Gynea. A qualification in Nursing Administration will be an added advantage. Must be Computer literate. Driver's license will be an added advantage
- DUTIES** : Ensure proper general management of the Maternal Obstetric Unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.
- ENQUIRIES** : Ms. M.N. Mchunu TEL.:011 241 5600 X5620
- APPLICATIONS** : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 02 June 2017
- NOTE** : The institution reserves the right not to fill this post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.
- POST 20/97** : **ASSISTANT MANAGER (GENERAL STREAM) REF NO: S/000837**
Directorate: Nursing
- SALARY** : R 499 953 per annum (plus benefits)
- CENTRE** : Bheki Mlangeni District 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. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Must have a qualification in Nursing Administration / Health care management registered with SANC. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Computer literate. Valid driver's license will be an added advantage
PERSON PROFILE: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and non-technical personnel at various levels in the organization.
- DUTIES** : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24 hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality

Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

**ENQUIRIES
APPLICATIONS**

Ms. M.N. Mchunu Tel.:011 241 5600 X5620

Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR department at Bheki Mlangeni District Hospital, or posted to Bheki Mlangeni District Hospital, P O Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

**CLOSING DATE
NOTE**

02 June 2017

The institution reserves the right not to fill this post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.

POST 20/99

OPERATIONAL MANAGER SPECIALITY (PEADIATRICS) REF NO: S/000850

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

R465 939 per annum (plus benefits)

Bheki Mlangeni District Hospital

Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Peadiatric Nursing. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Peadiatric Nursing Science. Must have a qualification in Nursing Administration. Must be Computer literate. Driver's license will be an added advantage.

DUTIES

Overall supervision and control of quality patient care in the unit. Ensure proper general management of the unit, personnel, clients and resources. Ensure the formulation and availability of clinical patient care protocols and policies in the department. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the National Core Standards. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.

**ENQUIRIES
APPLICATIONS**

Ms. M.N. Mchunu TEL.:011 241 5600 X5620

Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P O Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

**CLOSING DATE
NOTE**

02 June 2017

The institution reserves the right not to fill this post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and

Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.

POST 20/100 : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) 6 POSTS REF NO: S/000861**
Directorate: Nursing Education and Training

SALARY : R 340 431 291 per annum (plus benefits) PN-D1
R 418 701 per annum (plus benefits) PN-D2

CENTRE REQUIREMENTS : Chris Hani Baragwanath Nursing College
Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. 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. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Ms. N. J. Mqokozo, Tel No: (011) 983 3005 or Ms. Kubheka, Tel No: (011) 983 3003

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road , Diepkloof ,Soweto or posted to Private Bag X05, Bertsam, 2013 or apply online at www.gautengonline.gov.za

NOTE : All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE : 02 June 2017

POST 20/101 : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND2) MIDWIFERY NURSING SCIENCE 4 POSTS REF NO: S/000862**
Directorate: Nursing Education and Training

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

<u>CENTRE REQUIREMENTS</u>	: Chris Hani Baragwanath Nursing College : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. Minimum 5years experience in midwifery practice. 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. A minimum of five (5) years' experience in clinical Midwifery Nursing. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs. T.I. Sithole, Tel No: (011) 983 3010 : All applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications and required documents. Certification of documents should not exceed three (3) months period. The complete calendar date must be indicated on the employment history (CV). 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 : www.gautengonline.gov.za
<u>CLOSING DATE</u>	: 02 June 2017
<u>NOTE</u>	: All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered
<u>POST 20/102</u>	: <u>OCCUPATIONAL THERAPIST, OPERATIONAL REF NO: S/000852</u> Directorate: Occupational Therapy
<u>SALARY</u>	: Grade 1 R 281 148 per annum (plus benefits) Grade 2 R 331 179 per annum (plus benefits) Grade 3 R 390 123 per annum (plus benefits) (Salary is based on experience in terms of OSD)
<u>CENTRE REQUIREMENTS</u>	: Tara, the, H Moross Centre : A relevant Degree in Occupational Therapy. Diploma or Degree in Vocational Rehabilitation will be an added advantage. Current registration with the HPCSA as an Occupational Therapist. Requirements include; appropriate clinical experience in psychiatric service and recovery models, vocational rehabilitation, cognitive rehabilitation, Neuro-cognitive assessments and treatment, Neuro-psychiatry and

		experience in working with HIV patient's beneficial, Computer literate, Good communication skills.
<u>DUTIES</u>	:	Render and manage Occupational Therapy services that comply with standards and norms as indicated by the Health policies of South Africa. Assessment, planning, implementing, and evaluating evidence based /client centered therapies with regard to general OT services and specialized neuropsychiatric OT services, including Vocational rehabilitation, cognitive rehabilitation, Neuro-cognitive assessments and treatment of functional ADL's. To contribute to the maintenance and development of OT services at Tara. Implement individual and group programs in keeping with a recovery model. To work as part of the MDT team. Implement sectional and provincial quality assurance measures in sub-section. Participate in continued professional development and facilitate that of subordinate's. Supervise allocated students from the University of the Witwatersrand.
<u>ENQUIRIES</u>	:	Ms. K Burger, Tel: (011 535 3187) or Dr. P. Naicker, Tel: (011) 535 3205/3098
<u>APPLICATIONS</u>	:	Applications should be hand-delivered at: Tara the H. Moross Centre, HR Section, 50 Saxon Rd, Hurlingham 2196 or posted at Tara the H. Moross Centre, HR Section, Private Bag x 7 Randburg 2125 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	02 June 2017
<u>POST 20/103</u>	:	<u>FOOD SERVICE MANAGER: REF NO: S/000853</u> Directorate: Administration and Support Services
<u>SALARY</u>	:	R226 611 - 266 943 per annum (plus benefits)
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	National Diploma in food Service Management with (3- years) (NQF level 6). Candidate must have a minimum of 3-4 years' experience as a food service manager in a hospital environment. Must be computer literate (MS Office). Driver's license advantageous. Candidate must possess the following skills : leadership, managerial, communication (effective written and verbal communication, analytical and report writing skills), negotiation, teambuilding, problem solving, conflict resolution, specialized knowledge of all procedures and products used in the food service unit, catering, financial management, ability to work under pressure, knowledge and understanding of all relevant food service protocols and acts. Knowledge of PFMA and Supply Chain processes and procedures.
<u>DUTIES</u>	:	Manages Human Nutrition –Food Service activities by means of agreed budgets, quality standard, and efficiency control, of production processes and optimal Labor utilization and relations to provide efficient nutritional care to clients. Plan and implement procedures to stay in line with budget. To monitor menus and standardize recipes, special diets, master orders, the costing for all menus and function, ordering, storage, issuing of perishables and nonperishable supplies, do quality control checks. Monitor plate wastage and opinion survey to ensure that production, serving and distribution of meals follow the prescribed guidelines-Ensure implementation of provincial guidelines and policies as well as the setting of goals within the department. Involved with strategic planning of food Service systems. Project planning and the interpretation of reports to identify corrective measures to solve problems. To ensure implementation of all prescribed guidelines and procedures, short and long term plans of food service unit. To manage performance of Food Service personnel and activities: production processes, functions, operation of equipment, hygiene and safety, flow of work, ergonomic, etc. Attend to Human resource matters, do record keeping statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Food Service Unit. Sound inventory management and control. Plan and implement training programs for staff and students. Fulfil duties as per job description. Ensure compliance to national core standards, infection control and quality standards.
<u>ENQUIRIES</u>	:	Mr. V. Doorasamy Tel No: (011) 535 3032/3002
<u>APPLICATIONS</u>	:	Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 (Vacancy application box at the main gate) or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	02 June 2017

POST 20/104 : **DRIVER REF NO: S/000854**
 Directorate: Supply Chain Management

SALARY : R127 851 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10 or Grade 12 with 3 years driving experience. Must have a valid code C1 driver's license or more with PDP. Advance driving will be an added advantage. Must be able to work shift (day, night including weekends and public holidays) Must have good driving skills. Must have at least one year working experience in GDH. Must have writing, reading and listening skills.

DUTIES : Transport referred and discharged patients as well as personnel to various institutions and meetings. Transport specimen to and from blood bank. Deliver linen/clothes to and from other institutions. Inspection of government vehicles. Report faults timely. Clean government vehicles weekly. Complete all prescribed records and the vehicle log books and log sheets. Must be prepared to work standby. Deliver meals in all wards. Assist transport officer with any other duties. Comply with the transport policy 4 of 2000. Deliver and collect documents, post and letters to and from various institutions including central Office. Perform other duties allocated by supervisor. Load and unload boxes from vehicles

ENQUIRIES : Ms M Mulaudzi, Tel No (011) 531 4334
APPLICATIONS : Applications must be submitted on 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 deliver to Sizwe TD Hospital, Cnr Club and Modderfontein Road, Sandringham, 2131 or apply online at www.gautengonline.gov.za

CLOSING DATE : 02 June 2017

POST 20/105 : **NURSING ASSISTANT REF NO: S/000805**
 Directorate: Nursing

SALARY : R 116 625 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant).

DUTIES : Implementation of basic Nursing procedures. Function according to scope of practice. Willingness to rotate to various departments and to work day and night duty. Assist with interfacility transfer of patients. Be able to work under pressure.

ENQUIRIES : Mrs. PZN. Mofokeng, Tel No: (011 089 8540)
APPLICATIONS : Applications to be sent for: Attention Ms. C.C. Molele, 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 : 26 May 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department, a Certified copy of your ID and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

DEPARTMENT OF SOCIAL DEVELOPMENT

FOR ATTENTION : Ms B. Khutsoane
NOTE : 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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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.

OTHER POSTS

POST 20/106 : **DEPUTY DIRECTOR: INFRASTRUCTURE PORTFOLIO MANAGEMENT REF NO: SD/2017/05/01**

SALARY : R657 558 per annum (all-inclusive package)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A Degree in Built Environment with 5 years' middle management experience in the Public Sector portfolio management. A valid South African Driver's License. Registered as a Built Environment Professional with the relevant council will be an added advantage. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, occupational health and safety acts and regulations. **SKILLS:** Financial, Strategic and People management skills.
DUTIES : Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all planned projects comply with policies, norms and standards. Management and implementation of infrastructure planning in the Department. Management of all land, services, spatial issues, property administration of provincially owned facilities, strategic and people management.
ENQUIRIES : Mr Z Jaca Tel: (011) 355 7678
CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/107 : **QUANTITY SURVEYOR REF NO: SD/2017/05/02**

SALARY : R566 250 per annum
CENTRE : Johannesburg Head Office
REQUIREMENTS : Degree in Quantity Survey or relevant qualification. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. A Valid Drivers' License. Knowledge of applicable legislation in the built industry including National Building Standards Act of 1977, Construction Industry Development Board Act of 2000, Council for Built Environment Act of 2000, PFMA/DORA/Treasury Regulations and other relevant Legislations. Strategic capability and leadership skills, problem solving and analysing skills, planning and organizing, verbal and written communication, financial management skills and change management skills.
DUTIES : Assess feasibility cost norms through post project evaluation and update life cycle costing norms based on learning generated. Overseeing the project planning and initiation. Advise on the design of Master plans. Validate that costs are in line with standardized norms and standards. Validate pricing strategies in line with CIDB prescripts. Validate tender documentations in terms of pricing strategies. Responsible for reviewing project progress reports. Prepare risk management reports; prepare monthly progress reports and any specific reports required. Manage the resources. Undertake regular site visits and report on performance of projects. Manage staff Performance Management and development as well as staff discipline.
ENQUIRIES : Mr DP Sambo Tel: (011) 355 7701.
CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/108 : **ARCHITECT REF NO: SD/2017/05/03**

SALARY : R557 886per annum
CENTRE : Johannesburg Head Office
REQUIREMENTS : Degree in Architecture. Registered as a professional Architect with SACAP. Three years' experience post qualification. Valid driver's Licence. Computer Literacy.
DUTIES : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and

prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset management plans and project list. Undertake research.

ENQUIRIES : Mr DP Sambo Tel: (011) 355 7701
CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/109 : **TOWN AND REGIONAL PLANNER GRADE A-C REF NO: SD/2017/05/04**

SALARY : R 536 644 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : Degree in town and Regional Planning Registered as a professional town planner with SACPLAN. Three years' experience post qualification. Valid Driver's Licence. Computer literacy.

DUTIES : Assisting to manage town planning as part of infrastructure planning. Undertake town planning analyses to development and maintain a physical resource planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefits analysis and make inputs to the preparation of the User Asset Management Plan. Undertake research.

ENQUIRIES : Ms B Khutsoane Tel: (011) 355 7805
CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/110 : **ASSISTANT DIRECTOR: INFRASTRUCTURE FINANCE REF NO: SD/2017/05/05**

SALARY : R334 545per annum (all-inclusive package)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A Degree in Commerce/ Accounting/ Economics. Computer literacy and valid driver's license with 3 – 5 years post qualification. Understanding financial management as implemented in Government and within the context of Infrastructure/ Construction budgeting and spending. Knowledge of PFMA, Departmental Supply Chain Management Policies, procedures and delegations, National Archives and Records Services Act of 1996, GP IMDS Framework.

DUTIES : Analyse financial data of infrastructure projects. Draft all financial performance reports as required by National Department of Treasury. Report any variances of infrastructure expenditure against the budget and cash flow projects of the Chief Engineer, Chief Architect and the Chief Quantity Surveyor. Validate that the finance section has updated SAP correctly in terms of projects, commitments adjustment and spending against budget. Monitor and report on deviations to the finance section and the Director. Manage and keep all financial records and copies of the contracts while projects are implemented. Assist Managers and staff in the Directorates to understand financial policies and directives.

ENQUIRIES : Mr Z Jaca Tel: (011) 355 7678
CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/111 : **CONTROL WORKS INSPECTOR REF NO: SD/2017/05/06**
Sub-Directorate: Infrastructure Delivery

SALARY : R 311 784 per annum (plus benefits)
CENTRE : Johannesburg: Head Office
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering with six years relevant experience post qualification. Computer literacy. A valid driver's license.

DUTIES : Manage District inputs for infrastructure planning. Manage implementation of all buildings projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

ENQUIRIES : Ms B Khutsoane: Tel-011 355 7805

CLOSING DATE : 02 June 2017
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/112 : **CHIEF WORKS INSPECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: SD/2017/05/07**

SALARY : R 281 418 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.

ENQUIRIES : Mr O Mkhabela, Tel No: (011) 355 - 7937
CLOSING DATE : 02 June 2017
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION : Mr O Mkhabela
NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 20/113 : **WORKS INSPECTOR X 3: INFRASTRUCTURE NPO MONITORING REF NO: SD/2017/05/08**

SALARY : R 183 558 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : To implement inspection on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects and resolve technical problems. Manage people and finances.

ENQUIRIES : Mr O Mkhabela, Tel No: (011) 355 - 7937
CLOSING DATE : 02 June 2017
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr O Mkhabela, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000

NOTE : **ERRORS & OMISSIONS EXPECTED:** NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons) The department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents.