

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

- APPLICATIONS** : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 19 June 2017
- NOTE** : 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.

**OTHER POSTS**

- POST 22/77** : **DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: 000946**  
Directorate: Centre of Innovation
- SALARY** : R657 558 per annum (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a 3 year National Diploma in Information Communication Technology field or Bachelor's Degree (NQF7) in Business studies qualification with 3 to 5 years' experience in business analyst environment or 3 to 5 years information technology experience and project management experience. Experience within government service will be an advantage. PERSON PROFILE: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Market research methodologies, systems. Change agency. Diagnostic and advisor skills. Project Management principles practices techniques and tools. Understanding of Business.
- DUTIES** : Overall purpose of this job is to analyse and solve business problems for realise business opportunities. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. A further key purpose is continually seek to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study were applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes. Involved in SDLC projects.
- ENQUIRIES** : Ms Bertha Sepuba Tel no: (011) 689 8894
- POST 22/78** : **DEPUTY DIRECTOR: MESSAGING SPECIALIST REF NO: 000949**  
Directorate: ICT Operations
- SALARY** : R657 558 per annum (all-inclusive salary package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Certificate plus National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in ICT discipline such as Computer Science, Computer/Electronic Engineering, Information Systems. The technical certifications that are related to exchange server are advantageous. 3 – 5 years' experience in the field of ICT environment is required. The relevant experience in META directory administration is important and knowledge of different systems that are linked to exchange server. Knowledge and demonstrate of other directory administration understanding with a proven

		participation. Experience in a volume driven processing centre environment will be an advantage. Understanding of third-part engagement and systems.
<b><u>DUTIES</u></b>	:	Set messaging standards throughout GPG. Design, upgrade and implement messaging structure. Provide messaging advice to Line Departments. Problem resolution. Monitoring and maintaining of the messaging structure. Messaging standards and norms within GPG. Messaging structure plan and implementation. Best practice documentation. Messaging structure advice. Develop messaging standards. Provide messaging best practices, research, advice and recommendation. Provide messaging inputs in projects.
<b><u>ENQUIRIES</u></b>	:	Portia Makotwane, Tel no: (011) 689 8898
<b><u>POST 22/79</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY ARCHITECT REF NO: 000950</u></b> Directorate: Information Security
<b><u>SALARY</u></b>	:	R657 558 per annum (all-inclusive remuneration salary package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate plus National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in ICT discipline such as Computer Science, Software Development, Computer/Electronic Engineering, Information Management, Information Systems. The technical certifications that are related to security architect will be advantageous. 3 – 5 years' experience in the field of ICT environment is required. An understanding of technical leadership with knowledge of other architectural domain Demonstrated experience in ICT dealing with architecture and integrating systems to multi-users, multi-platforms and multitasking. Equivalent and extensive experience in understanding the project management knowledge areas and able to translate them to project management process. Experience in a broad range of information security domains, as well as technical experience in various information security technologies and their associated capabilities. Experience with presenting information security concepts and ideas in a non-technical business friendly language appropriate to the target audience. Require a strong communication and interpersonal skills, strong knowledge of risk management and security techniques. Individual must also have a strong understanding of network architecture (CISCO), application and database security (DBA, MS SQL and Oracle). Knowledge of applicable regulatory requirements and experience and working with ISO 27001 series, NIST series and COBIT standards is necessary.
<b><u>DUTIES</u></b>	:	Develop information architecture including setting of information standards. Provide information best practices, research, advice and recommendation. Provide information architecture inputs in projects. Create and document design concept reference models. Gathering information, though facilitating workshops including interviewing. Experience managing cross-functional IT teams. Business functional knowledge – understands the interactions between business processes and the data that supports those activities. Merging technology awareness – Can evaluate the technical, business and economic impact, viability and integration requirements of new and evolving technologies. The ability to analyse business operations and processes to understand their relationships. The ability to build internal and external networks to sustain collaborative interaction and partnership. The ability to create an environment that promotes the exchange of information between the business, IT and external source providers. Knowledgeable in all aspects of designing and constructing information architectures that enable informational and analytical management enquiry of well-integrated, subject-oriented historical data. The position involves constructing information models to meet business requirements. The incumbent primarily on information requirements, workflow, logical processes, hardware and operating system environment, interfaces between varying systems, internal and external checks and controls, and outputs.
<b><u>ENQUIRIES</u></b>	:	Mr Themba Psungo, Tel no: (011) 689 6980
<b><u>POST 22/80</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS PROCESS ANALYST REF NO: 000942</u></b> Directorate: Centre of Innovation
<b><u>SALARY</u></b>	:	R417 552 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma or related NQF 6 qualification in preferably Social Sciences with at least 3 years' experience in a key business process management field. Relevant experience in: - process mapping and design of improvement initiatives, continuous business improvement environment, and strategic development. Person Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Change agency. Diagnostic and advisory skills.

**DUTIES** : Performs strategic business analysis for the various business units and supports business units in the application of business process improvement methodology in order to map existing processes and identify improvement initiatives. Analyses customer requirements and advises required process improvements. Monitor and report on overall process improvement, integration and streamlining across the e-Government department. Supports the development of appropriate performance metrics linked to core processes. Interpret, evaluate and interrelate research data from various sources, and develop integrated business analyses and projections for incorporation into strategic decision-making and development of improvement initiatives. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Monitor, evaluate and report on overall process improvements across the e-Government. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives

**ENQUIRIES** : Ms Bertha Sepuba Tel no: (011) 689 8894

**POST 22/81** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: 000943**  
Directorate: Centre of Innovation

**SALARY** : R417 552 per annum (plus benefits)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma or related NQF 6 qualification in Total Quality Management with at least 3 years' experience directly related to the duties and responsibilities of quality assurance and management. Other relevant experience: Strategy development/quality assurance environment PERSON PROFILE: High level of verbal and communication skills, facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Quality/Value delivery focus. Quality Assurance methodologies. Data analysis techniques. Diagnostic and advisory skills.

**DUTIES** : Develop, Implement, maintain, monitor, evaluate and improve the Quality Management System. Develop QA framework and related tools and ensure implementation across the GPG departments. Support business units to design QA programs and develop service standards and performance metrics. Interpret, evaluate and interrelate research data from various sources, in particular customer satisfaction surveys, and ensure that this informs QA programs, and is integrated into business planning. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals with regards to QA. Monitor, evaluate and report on overall quality management across the GPG departments. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organizations and consultants engaged in specifically commissioned quality assurance and management initiatives.

**ENQUIRIES** : Ms Bertha Sepuba Tel. No: (011) 689 8894

**POST 22/82** : **ASSISTANT DIRECTOR: MICROSOFT OPERATIONS MANAGER (MOM) ADMINISTRATOR REF NO: 000945**  
Directorate: Enterprise Systems

**SALARY** : R334 545 per annum (plus benefits)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus Bachelor's Degree in computer science, B.Sc.: Information Systems or Technical Diploma. Ideally a qualified MCSE with MCP in Systems Management

Server and networking with TCP/IP. A minimum of 5 years practical experience as a MOM Administrator. Well versed in Systems Management Server, Windows 2003 and client operating systems, with an in depth knowledge of networks, TCP/IP and SQL Server. Understands the software development, test, and quality assurance processes, preferably with Developer experience. Has an in-depth knowledge of SAN software release mechanism and server configurations. Understands network and desktop connectivity issues. An understanding of third-party management tool(s) is helpful

**DUTIES** : The Systems Management Server (SMS) Administrator is responsible monitoring the health, activities, and to manage applications and services that are hosted within the Windows 2000-based and dot-net Enterprise server environment). The administrator performs the day-to-day monitoring and control of production systems and utilizes, wherever possible, automatic incident detection tools. When an incident occurs it is his or her job to react and attempt to solve it, or ensure that the incident is transferred to someone who can fix it. The MOM Administrator is responsible for deploying and configuring the MOM monitoring system. The Microsoft Operations Manager (MOM) Administrator is the process owner with end-to-end responsibility for the Service Monitoring and Control process. Proactively perform administrative tasks on IT resources. Examples include: deploying new software, modifying system parameters, and backing up nodes on the network. React quickly to system and network faults. Examples include: reacting to an alarm warning of a system failure (that is, a device is down), redirecting network traffic from an over-worked router. Monitor the IT environment to identify areas of potential concern. Examples include: monitoring a server's CPUs, disk, memory and network utilization to determine if users are placing a significant strain on the machine, and so on.

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

**POST 22/83** : **ASSISTANT DIRECTOR: SYSTEMS MANAGEMENT SERVER (SMS) ADMINISTRATOR REF NO: 000947**  
Directorate: Enterprise Systems

**SALARY** : R334 545 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus Bachelor's Degree in computer science, B.Sc.: Information Systems or Technical Diploma. Ideally a qualified MCSE with MCP in Systems Management Server and networking with TCP/IP. A minimum of 5 years practical experience as a SMS Administrator. Well versed in Systems Management Server, Windows 2003 and client operating systems, with an in depth knowledge of networks, TCP/IP and SQL Server. Understands the software development, test, and quality assurance processes, preferably with Developer experience. Has an in-depth knowledge of SAN software release mechanism and server configurations. Understands network and desktop connectivity issues. An understanding of third-party management tool(s) is helpful.

**DUTIES** : The Systems Management Server (SMS) Administrator is responsible to maintain the computer networking system by tracking server activity, performing upgrades of software, maintaining computer hardware, addressing questions about technical problems, and improving efficiency by evaluating system network functions. The Microsoft SMS product enables the discovery and installation of client systems, collects hardware and software inventory, distributes software to client systems, supports tools for remote control, and allows for software metering. Ensures that the SMS Infrastructure meets the agreed service levels through effective SMS administration. Ensures that performance statistics are recorded and monitored, compiles management reports, which identify how the SMS infrastructure and the operational team are meeting the agreed service level. Resolves technical problems that occur in the Systems Management Server infrastructure. Ensures that warning and critical system events are brought to the attention of support staff within the operational team and logs errors for tracking purposes. Ensures that SMS administrators, helpdesk operators and users can gain access only to allowed facilities. Ensures that there is a reliable and secure backup of the site. Ensures that packages created for deployment require minimal interaction with users and can be independently installed and uninstalled

**ENQUERIES** : Mr. Oscar Baloyi, Tel No: (011) 689 4648

**DEPARTMENT OF HEALTH**

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



**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV 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 22/84** : **ASSISTANT MANAGER: NURSING SPECIALTY STREAM REF NO: 000931**  
Directorate: Nursing Division: Operating Theatre Complex

**SALARY** : R546 315 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 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 / recognisable experience at management level.

**DUTIES** : Deliver a service in the Specialty areas indicated to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and assist with hospital management duties as required by the service. Demonstrate effective communication with patients and relatives, supervisors, others 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 difference. 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 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 June 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 22/85** : **ASSISTANT MANAGER (AREA) REF NO: 000927**  
Directorate: Nursing

**SALARY** : R499 953 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Eight or more years appropriate experience as a nurse after registration with SANC. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.

**DUTIES** : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

**ENQUIRIES** : MS M.E. Polo, Tel no: (016) 428 7130  
**APPLICATIONS** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. People with Disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful, or apply online by Visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 23 June 2017

**POST 22/86** : **OPERATIONAL MANAGER: NURSING (GENERAL) REF NO: 000952**  
Directorate: Nursing (OPD)

**SALARY** : R394 665 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : SANC Registration as General Nurse and Midwife must be in possession of a Diploma / Degree in General Nursing Science. Minimum of seven years appropriate experience in nursing after registration as a Professional Nurse.

**DUTIES** : Overall supervision of staff in the unit. Ensure the formulation and availability of standards and policies in the Department. Provide a quality good directed services which is cost effective. Ensure the availability and maintenance of facilities, equipment and resources required for safe and effective practices. Provide in-service and continuing education programs to all levels of staff. Allocation of personnel according to acuity levels in the department. Effective monitoring and management of absenteeism. Maintain infection control / occupational health and safety principles to ensure a safe environment for patients and staff. Facilitate the implementation of disciplinary measures. Efficient communication with

multidisciplinary team. Accountable for all nursing activities in the unit. Enhance research in the unit.

**ENQUIRIES** : Mrs. J. Phaswana, Tel no (011) 898 8314

**APPLICATIONS** : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 23 June 2017

**POST 22/87** : **OPERATIONAL MANAGER: NURSING (GENERAL) REF NO: 000953**  
Directorate: Nursing

**SALARY** : R394 665 per annum (plus benefits)

**CENTRE** : Tambo Memorial Hospital

**REQUIREMENTS** : SANC Registration as General Nurse and Midwife must be in possession of a Diploma / Degree in General Nursing Science. Minimum of seven years appropriate experience in nursing after registration as a Professional Nurse.

**DUTIES** : Overall supervision of staff in the unit. Ensure the formulation and availability of standards and policies in the Department. Provide a quality good directed services which is cost effective. Ensure the availability and maintenance of facilities, equipment and resources required for safe and effective practices. Provide in-service and continuing education programs to all levels of staff. Allocation of personnel according to acuity levels in the department. Effective monitoring and management of absenteeism. Maintain infection control / occupational health and safety principles to ensure a safe environment for patients and staff. Facilitate the implementation of disciplinary measures. Efficient communication with multidisciplinary team. Accountable for all nursing activities in the unit. Enhance research in the unit.

**ENQUIRIES** : Mrs. M. Jansen, Tel no: (011) 898 8276

**APPLICATIONS** : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 23 June 2016

**POST 22/88** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 000928**  
Directorate: Human Resource

**SALARY** : R334 545 per annum (plus benefits)

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Degree/ Diploma / Equivalent qualification in Human Resource Management with two years supervisory level experience or Grade 12 with 5 years' experience in Human Resource Supervisory Level. Sound knowledge of Public service Regulation, Public Service Act and other relevant human resource legislative framework. Good verbal and written Communication Skills.

**DUTIES** : Manage the administration of system and implementation of staff establishment, Responsible for the implementation of Human Resource Policies, plans and strategy. Develop internal controls and policies and procedures on condition of service, remuneration and employee benefits in line with human resources practices, procedures, guidelines and policies. Ensure the implementation thereof manage and administer all aspects of condition of service including employee benefits. Manage the provision of staffing services (recruitment and selection). Manage Human Resource Personnel information system and Human Resource management. Attend to Audit queries and implementation of the recommendation thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon a departmental skills gap analysis and PMDS System. Advice management and the department on Human Resource practices, procedures, guideline and policies etc.

**ENQUIRIES** : Mr. N. Ramolumisi, Tel no:( 011) 923-2080

- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 19 June 2017
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
- POST 22/89** : **OCCUPATIONAL THERAPIST REF NO: 000925**  
Directorate: Occupational Therapy
- SALARY** : R 281 148. Grade 1 per annum (plus benefits)  
R 331 179. Grade 2 per annum (plus benefits)  
R 390 123 Grade 3 per annum (plus benefits)  
(Salary is based on experience in terms of OSD)
- CENTRE** : Tara, the, H Moross Centre
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms. K Burger, Tel no: (011) 535 3187) or Dr. P. Naicker, Tel no: (011) 535 3205/3098
- APPLICATIONS** : 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 X7 Randburg 2125 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 19 June 2017
- POST 22/90** : **HUMAN RESOURCE OFFICER REF NO: 000929**  
Directorate: Human Resource Development
- SALARY** : R226 611 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Degree/ National Diploma or equivalent qualification in training field with 2 years' experience at Human Resource. Grade 12 with 5 to 10 years' experience in Human Development. Excellent communication (verbal and written). Good interpersonal relations and organizational skills. Ability to interpret HR policies and prescripts. Knowledge of PERSAL, ability to work with confidential information and under pressure, Driver's license and knowledge of Employee Relations will be an added advantage. A driver's licence.
- DUTIES** : Monitor and coordinate PMDS, implement and execute effective Human Resource functions. Manage and update staff Human Resource Skills Development. Liaise with different work streams at GDF and internally on service benefits issues.



Manage Skills Audit and Identification of Training needs. Co-ordinate the development of Policies. Manage development of course Manuals. Manage facilitation of internship and Learnership Programmes. 67Manage the implementation of AET (Adult Education Training) programmes. Manage compilation of Workplace Skills Plan (WSP) and HRD report. Coordinate and render an effective HR advisory service to management Performance Management Development System. Provide training and support to subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Coordinate recruitment and selection processes. Attend to HR related enquiries.

- ENQUIRIES** : Mr. N. Ramolumisi, Tel no: (011) 923 2080
- APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 19 June 2017
- POST 22/91** : **HUMAN RESOURCE CLERK REF NO: S/000930**  
Directorate: Human Resource
- SALARY** : R152 862 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 Qualification or equivalent. (Diploma in Human Resource will be an added advantage). To have appropriate and relevant experience with minimum of 1-2 years. Computer literacy (MS Word, MS Excel). Knowledge of the Human Resource Administration Processes. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration. Knowledge and experience of the PERSAL System will be an added advantage.
- DUTIES** : Perform administration duties, such as appointments, promotions, transfers, establishment, HR information, leave Management, salary and terminations Attend to HR related enquiries and audit queries. Record, organize. Ensure safekeeping of documents and filling of all related documents. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. N. Ramolumisi Tel no: (011) 923 2080
- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namene Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
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