

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

APPLICATIONS : Applications must be submitted on Z83 forms, obtainable from any Public Service Department. CVs must be forwarded to this email address Recruitment.DED@gauteng.gov.za only.

CLOSING DATE : 27 June 2017

NOTE : The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally 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 shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

MANAGEMENT ECHELON

POST 24/121 : **DIRECTOR: FUNDRAISING, EVENTS AND MARKETING (CRADLE OF HUMANKIND WORLD HERITAGE SITE AND DINOKENG PROJECTS)**
Directorate: Fundraising, Events and Marketing

SALARY : R898 743 per annum, Level 13, (all inclusive package) to R1 058 691.00 per annum (all inclusive package)

CENTRE : Umnotho House Johannesburg

REQUIREMENTS : A Degree in Communications or related (NQF Level 7). Relevant postgraduate qualification and in-depth knowledge of Public Relations, Marketing and Graphic Design will be added advantages as will experience in website management and use of social media in the public relations environment. 5 years experience in the related environment. 5 years middle/senior management experience. Extensive working knowledge in fundraising, events and marketing. Skills and Attributes. Management and leadership Networking Negotiating Risk management Project management Strategic thinking Sound verbal and written communication. Policy analysis and development Sound customer relations. Computer literacy. Problem-solving Conflict resolution Analytical thinking and Facilitation. Valid driver's License. People management. Stakeholder management Research. Superior analytical Quantitative and research skills. Demonstrate leadership on policy dialogue, Must have exceptional written and verbal communication skills. Superior business judgment and conflict management skills.

DUTIES : Develop, implement, manage and render strategic communications, marketing, publications and design skills including website management and social media management. Formulate and implement strategy, policy, operational plans and business plans. Manage the implementation of an effective and efficient communication strategy, strategic plan and annual performance plans. Manage all Communication and Marketing work for the Cradle of Humankind World Heritage Site and Dinokeng Projects. Manage and champion corporate identity. Develop and implement policies and procedures that will enhance the realisation of the strategic goals of the Cradle of Humankind World Heritage Site and Dinokeng Projects. Manage the uploading and updating of content on the Cradle of Humankind World Heritage Site and Dinokeng Projects internet and intranet sites. Manage all communications projects and related events. Compile and submit monthly and quarterly reports. Monitor the expenditure of the Directorate. Identify policy and legislation issues. Facilitate training and development of staff. Manage the Risk Strategy of the Directorate.

ENQUIRIES : Siphwe Nhlapho Tel no: (011) 355 8540

<u>POST 24/122</u>	:	<u>DIRECTOR: TERTIARY SECTOR</u> Directorate: Sector and Industry Development
<u>SALARY</u>	:	R898 743 per annum, Level 13, (all inclusive package) to R1 058 691.00 per annum (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Umnotho House Johannesburg A Degree in Financial Economics, Economics, Development Economics or Business Management (NQF L7). A Postgraduate degree in Financial Economics, Economics, Development Economics or Business Management is recommended. 5 years' middle management experience. 5 years' experience in financial or economic development environment. An understanding of macro-economic policies at National and Provincial level. Proven experience in and exposure to the tertiary sector and implementation of socio-economic strategies that stimulates and promotes a sustainable and inclusive economic growth and development. Skills and Attributes: Analytical, quantitative and qualitative research skills. Demonstrate leadership on policy dialogue. Must have exceptional written and verbal communication skills. Superior business judgment and conflict management skills. Strong leadership. Consistent. Co-operative. Focused. Logical. Organised. Professional.
<u>DUTIES</u>	:	Provide strategic direction, leadership, and management of the Tertiary Sector Directorate within Sector and Industry Development Programme. Development of the Directorate strategy containing specific priorities and goals in support of the Branch and Department's long-term strategic objectives. Oversee the development, monitoring and evaluation of organisational programmes and performance of the Directorate and compliance with all legislative, statutory, and regulatory requirements. Build the capacity and the capability of the Tertiary Sector to create jobs and facilitate re-industrialisation of the Gauteng City Region (GCR) through the implementation of the economic sector interventions, transformative partnerships, improved competitiveness and incentives for a sustainable and inclusive economy as articulated in the GCR Economic Development Plan. Conduct and coordinate research, develop strategies and provide thought leadership to facilitate competitiveness and innovation in the sector in support of the Transformation, Modernisation and Re-industrialisation (TMR) agenda. Provide, coordinate and lobby economic sector incentives to promote and attract investments in the province. Facilitate the establishment of a sector-based transformative partnerships and clusters to facilitate the implementation of the GCR Economic Development Plan in order to grow and transform the Tertiary Sector and ensure a meaningful participation of the PDIs across the sector value chain through Gauteng Consultative Business Forum (GBCF). Facilitate and coordinate capacity building and skills development programmes for the sector to ensure the achievement of the TMR agenda.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho Tel no: (011) 355 8540
<u>POST 24/123</u>	:	<u>DIRECTOR: RESOURCE-BASED SECTOR (PRIMARY)</u> Directorate: Sector and Industry Development
<u>SALARY</u>	:	R898 743 per annum, Level 13 (all inclusive package) to R1 058 691.00 per annum (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Umnotho House Johannesburg Degree (NQF Level 7) in Economics or Development Economics and/or equivalent qualification. Post-graduate degree will be an added advantage. A minimum experience of five (5) years in a Middle Management (Deputy Director) position. 5 years' experience in a development and/or economic development environment. Extensive working knowledge of the sector and industry environment, related to primary resources, as well as knowledge and understanding of sector linkages. Experience in conducting economic research and facilitating policy dialogues. In-depth knowledge of the South African economy including the economic development environment at National, Provincial and Local level, with a proven ability to translate insights into practical economic interventions to deal with unemployment, poverty and inequality. Skills and attributes: Analytical, quantitative and qualitative research. Ability to lead and facilitate policy dialogue. Exceptional written and verbal communication. Leadership and management. Professional stakeholder management. Consistent. Co-operative. Focused. Logical. Organised. Attention to detail
<u>DUTIES</u>	:	Provide strategic direction, leadership and management of the Directorate: Primary Resources Sector. Development of the Directorate's strategy containing specific

priorities and goals in support of the Chief Directorate, Branch and Department's long-term strategic objectives which are in line with Transformation, Modernisation and Re-industrialisation (TMR) agenda. Oversee the development, monitoring and evaluation of organisational programmes and performance of the Directorate. Ensure compliance with all legislative, statutory, and regulatory requirements. Establish and maintain buy-in and support from all relevant stakeholders. Facilitate the implementation of the Gauteng City Region (GCR) Economic Development Plan (EDP) through the GCR EDP Implementation Programme. Conduct, support, facilitate and coordinate research to ensure innovation and competitiveness of the Primary Resources Sector along the value chain in both domestic and international markets. Provide, coordinate, and lobby economic sector incentives to promote investment and support sustainable growth and development of the Primary Resources sector value chain. Facilitate the establishment of sector-based transformative partnerships and clusters to grow and transform the manufacturing sector in order to ensure meaningful participation of PDIs across the sector value chain through the Gauteng Consultative Business Forum (GBCF). Facilitate the reduction of the red tape and the removal of barriers to entry for the SMMEs, PDI enterprises and Township Enterprises to participate in the mainstream the economy. Facilitate and coordinate capacity building and skills development for the sector.

ENQUIRIES : Sipiwe Nhlapho Tel no: (011) 355 8540

DEPARTMENT OF E-GOVERNMENT

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 : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All 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

CLOSING DATE : 23rd June 2017

NOTE : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

POST 24/124 : **SENIOR DEVELOPER BUSINESS WAREHOUSE REF NO: 001033**
Directorate: Business Intelligence

SALARY : R657 558 per annum (all-inclusive salary package)

CENTRE : Johannesburg

REQUIREMENTS : Matric Certificate plus a National Diploma (NQF 6) or Bachelor's Degree (NQF7) in Information and Communication Technology (ICT) such as Information Technology, Information Systems, Software Development, Computer Science and Industrial/Computer Engineering. Certified in SAP Business Warehouse and Business Object will be an advantage, understanding of Data Analytics and decision support system will be an added advantage. 3 – 5 years' working experience in the relevant ICT environment is required. Knowledge of Unix, Windows NT, MS. SQL and Oracle, PRINCE2/PMBOK is required.

DUTIES : Liaise with customer and management to determine their requirements. Liaise and provide input into system development in accordance with the data governance policy and for effective intelligence reporting. Create and document application functions, specifications, designs, and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute applications testing. This includes unit testing, modular testing, peer testing, integrated application and system testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured

- approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful
- ENQUIRIES** : Mr. Portia Makotwane, Tel no: (011) 689 8898
- POST 24/125** : **ASSISTANT DIRECTOR: CONSULTANT ERP (ABAP) REF NO: 001034**
Directorate: Applications Competency Centre
- SALARY** : R417 552 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus an ERP qualification (Development) is a pre-requisite. Comprehensive Development knowledge is required. ERP implementation experience on at least 2 projects.
- DUTIES** : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Provide training to customer team members / users. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department.
- ENQUIRIES** : Mr. Portia Makotwane, Tel no: (011) 689 8898

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 24/126** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: 001029**
Directorate: Paeds and Restorative (Prosthodontics)
- SALARY** : R1 550 331 per annum (inclusive package) + excluding commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dental Specialist in the Prosthodontics. Speciality. A minimum of 3 years experience as a Dental Specialist in Prosthodontics. Registration with HPCSA as Specialist is a pre-requisite. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.
- DUTIES** : To head and manage Paeds and Restorative Department, work in close corporation with other departments in teaching and training of both under and post graduate students. Service rendering for referred cases, to conduct and publish research, and supervise others in research.
- ENQUIRIES** : Ms JM Tema, Tel no: (011) 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za. Note: Upload your Certified Documents if you apply online.

CLOSING DATE : 30 June 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.

OTHER POSTS

POST 24/127 : **REGISTRAR DENTAL 2 POSTS REF NO: 001030**
Directorate: Community Dentistry

SALARY : R736 425 per annum (inclusive package) excluding commuted overtime
CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as a Dentist in category of Independent Practice. Two years experience in Public Sector as a Dentist post Community Service. Postgraduate qualification in health related field will be an added advantage.

DUTIES : Registrars will be responsible for service rendering, teaching of undergraduate students, projects management and service delivery. Registrars will follow a structured program over the 4 year course with intensive assessments annually via seminars, case presentations, assignments, reports, rotations and written examination.

ENQUIRIES : Ms. JM Tema, Tel no: (011) 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za. Note: Upload your certified documents if you apply online.

CLOSING DATE : 30 June 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified

POST 24/128 : **REGISTRAR REF NO: 001035**
Directorate: Orthopaedics Unit

SALARY : R736 425 – R770 061 per annum (all inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registration as Medical Practitioner with HPCSA. No experience required after registration with HPCSA.

DUTIES : Daily care of Orthopaedic patients under the supervision of a Consultant. Teaching of undergraduate students. Research. Rotation in Tembisa, 1 Military, Steve Biko and Witbank Hospitals.

ENQUIRIES : Prof. S.N. Motsitsi, Tel no: (012) 373-1010/11

APPLICATIONS : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 30 June 2017

POST 24/129 : **MEDICAL OFFICER GRADE 1-3 REF NO: 001005**
Directorate: Accident & Emergency

SALARY : R736 425 – R793 341 Grade 1 per annum (all-inclusive package)

R842 028 – R920 703 Grade 2 per annum (all-inclusive package)

R977 199 – R1 221 723 Grade 3 per annum (all-inclusive package)

CENTRE : Far East Rand Hospital

REQUIREMENTS : MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner for at least Three (3). BLS, HCP, ATLS, PALS, a Diploma in primary Emergency care and previous experience in EMS will be an added advantage.

DUTIES : Provision of medical support in the A&E department. Provide medical Support and treat patients in the casualty. Assist with in-service training of medical interns, community service doctors, Nursing and personnel. Advice management of clinical gaps noted within the institution. Investigation of deaths in A&E including attendance of relevant administrative meetings, mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. J88, Death certification. Improve quality of care by providing of appropriate clinical care. Reduce medical litigation by excising good clinical ethos. Implement and monitor adherence to NCS (National Core standards – norms & standards). Supervision and rendering of after-hours services during the week and over the weekends. Participation in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time by the supervisor. Recommendations: Research Experience and output as evidence by academic.

ENQUIRIES : Dr A. Mthunzi, Tel no: (011) 812 8546

APPLICATIONS : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at:www.gautengonline.gov.za

CLOSING DATE : 30 June 2017

POST 24/130 : **DENTIST GRADE 1/2/3 REF NO: 001032**
Directorate: Paeds and Restorative Division

SALARY : R714 819 per annum (plus benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as Dentist in category independent practice. Minimum of five years experience as a Dentist preferably in a Public Sector environment. MSC and /or postgraduate qualification as an added advantage.

DUTIES : Dentist will be responsible for clinical services, teaching, research, and participation in paed and restorative activities and related administration.

ENQUIRIES : Ms JM Tema, Tel no: (011) 488 4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za, Note: Upload your certified documents if you apply online.

CLOSING DATE : 30 June 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.

POST 24/131 : **DEPUTY DIRECTOR: HRM&D REF NO:001001**
Directorate: Human Resource Management

SALARY : R657 558 per annum (all-inclusive remuneration package)

CENTRE : Mamelodi Hospital

REQUIREMENTS : An appropriate 3-year Bachelor's Degree / diploma in Human Resources or relevant qualifications with more than 10 years' relevant experience in the field, of which at least 5 years relevant experience must be at Managerial / Supervisory level. Proven managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyse HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Service Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescript. Competences Required: Problem solving and analysis, people Management. Good

communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.

DUTIES : Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitor and coordinate the Work Place Skills Plan and Reports. Manage the Performance Management Development and Employee Wellness functions. Implement the Employment Equity in the department. Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure the alignment of the organizational structure to the Mamelodi Hospital strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Manage appointments, transfers and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality on information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Manage HR Labour relation matters. Attend to Audit queries, HR risk management and compile reports for implementation of the recommendations thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regard to HRD and planning activities. Attend to National Core Standards and monitor and report on proper implementation of the National Core Standard requirements of the Human Resource. Ensure compliance and maintaining the quality standard required by the institution. Advise hospital management on HR practices, procedures, guidelines and policies etc. Be part of the Executive management and participate in the development of strategic and operational plans for the hospital. Prepare reports for Provincial Office and represent the hospital at different forums.

ENQUIRIES : Dr LN Pooe, Tel no: (012) 841 8306
APPLICATIONS : Applications to be sent to: Mamelodi hospital, Hand post and other means of posting, Private Bag X 0032, Rethabile, Mamelodi East, 0122, Hand delivery to: 19472 Serapeng Street, Tsamaya Road or apply online at: www.gautengonline.gov.za. Attention: Human Resources - Recruitment section.

CLOSING DATE : 30 June 2017

POST 24/132 : **OPERATIONAL MANAGER REF NO: 0001023**
Directorate: Trauma/Orthopedic

SALARY : R499 953 per annum plus benefits
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Trauma/ Orthopaedic. A minimum of nine years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least five years of the period referred above must be appropriate/ recognizable experience in Trauma/ Orthopaedic nursing after obtaining the 1 year post basic qualification. Diploma in Nursing Administration will be an added advantage.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and within a professional/ legal framework. Manage effectively the utilization and supervision of and financial resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. To act on behalf of the Area Manager. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Ms S.J Boshoman, Tel no: (012) 725 2312
APPLICATIONS : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a updated CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190

CLOSING DATE : 30 June 2017

POST 24/133 : **OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRICS (PN-B3)**
REF NO: 000951
 Directorate: Nursing Services

SALARY : R465 939 per annum (all inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Child Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

CLOSING DATE : 30 June 2017
NOTE : This is a re-advertisement previous applicants are encouraged to apply.

POST 24/134 : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL REF NO: 001018**
 Directorate: Nursing

SALARY : R394 665 (PN-A5 General) per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse and 3 years in Infection control and appropriate 1 year certificate in Infection prevention & Control from a recognized institution. A valid Driver's licence and Computer literacy. Good communication skills. Knowledge of relevant Nursing Legislation and National Core Standards. Knowledge of Infection Control and waste management regulations and policy guidelines. Report writing skills. Knowledge of Finance and SCM.

DUTIES : Facilitate, coordinate and review National, Provincial and Regional legislation regarding Infection control, waste management policies and protocols and monitoring implementation thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies. Monitor the utilization of financial, human and material resources. Monitor the implementation of continuous training programmes on infection prevention and control. Promotion of awareness, develop and monitor implementation of infection prevention & control and waste management standard operating procedures (SOP). Compile monthly quarterly and annual reports. Ensure that nosocomial infection and outbreaks are investigated and reported. Conduct

periodic audits to ensure compliance to infection control and waste management policies. Develop and monitor on-going hand washing hygiene improvement in the hospital. Assist in Quality and OHS matters within the institution. Represent infection prevention & Control and waste management in meetings as required. Participate in committees as delegated. Compliance and adherence to National Core standards.

ENQUIRIES : Ms B Scoonwinkel, Tel no: (012) 319 9680
APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be submitted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the office of the HR Manager, Weskoppies Hospital.

CLOSING DATE : 30 June 2017

POST 24/135 : **PROFESSIONAL NURSE SPECIALITY (THEATRE) REF NO: TDH06/2017**
 Directorate: Nursing

SALARY : R340 431 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration as a professional nurse and midwife. A post basic qualification with duration of at least 1 year accredited with the SANC in terms of governance notice No. 212 in Operating Theatre Nursing science. Minimum of 4 years appropriate/recognizable experience as a professional nurse after registration with SANC in general nursing. Verified proof of experience. Proof of paid SANC registration. Good communication skills/verbal and written. Report writing skills. Problem solving skills and strong interpersonal relations. In depth knowledge of National Core Standards, health related acts, regulations, guidelines and other related policies.

DUTIES : Key performance arrears: provision of optimal, holistic specialized nursing care with set standard and within a professional /legal framework. Effective utilization of human, financial and physical resource. Provision of support to nursing services maintains professional growth/ethical standard and self-development. Display a concern for patients, promoting and advocating proper to work after hours, shift as per allocation, includes night shift, weekends and public holidays.

ENQUIRIES : Mrs Motlhaga DS Tel no: (012) 354 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 30 June 2017

POST 24/136 : **LECTURER/ OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) OHS DEPARTMENT REF NO: 001017**
 Directorate: Nursing Education and Training

SALARY : PND1 R317 271 per annum (plus benefits)
 PND2 R390 216 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : PND1 minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in nursing education. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. A Bachelor's Degree in Nursing Education. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License. Knowledge of Audiometry and Spirometry. A minimum of 2 years' experience in providing Occupational Health Services and developing programs. Last position held as an OHS officer should not be more than 10 years from the current held position. Good knowledge of an integrated Employee Wellness Program. Code B,C or E valid Drivers' License and able to drive motor vehicle classified under code B. Proof of computer literacy skills (Word, PowerPoint, Excel.). Sound Verbal and written communication skills. Ability to work under pressure within a changing environment and ability to work independently. Sound interpersonal skills.

DUTIES : Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. Manage resources to meet the institution's

Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.

ENQUIRIES : Ms. N.E. Ntsele, Tel no: (011) 983 3009
APPLICATIONS : 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
CLOSING DATE : 30 June 2017
NOTE : All Applications must be submitted on a Z83 form with a C.V, Certified copies not older than three (3) months of I.D, valid driver's license (copy both sides of the driver's license and ID card) and Qualifications attached. The Institution reserves the right to check criminal records of a candidate. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP). Complete and accurate calendar days (e.g. 1 November 2001) must be indicated on the CV under employment history.

POST 24/137 : **HUMAN RESOURCE CLERK (SUPERVISOR) LEVEL 7 REF NO: 001036**
 Directorate: Human Resources Unit

SALARY : R226 611 – R266 943 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Matric/Grade 12 certificate with 3-5 years experience in Human Resource. In depth knowledge of Basic Condition of service and Public Regulations as amended. Legislative frameworks/Acts i.e. Basic Conditions of Employment Act; Basic Condition of Service Act; Public Service Act. Ability to manage people. Computer literacy; report writing skills, planning; organizing and ability to work under pressure.

DUTIES : Adhere; implement and monitor Human Resource policies and procedures. Supervision of HR Clerks; Render Human Resource Administrative support and information services i.e. Recruitment and Selection; Leave management; PMDS; Salary Administrations (i.e. Allowances; overtime; Grade Progression etc); implement OSD policy. Monitor compliance to HR legislative prescripts. Guide and give advice subordinates. Apply disciplinary procedure. Evaluate performance of subordinates quarterly and annually. Maintain confidentiality. Monitoring and submitting monthly and quarterly statistics and reports. Ability to work under pressure and to meet departmental deadlines. Maintain confidentiality. Accept greater responsibilities when requested. Handle HR enquiries; attend all relevant meetings and develop the skills of your subordinates.

ENQUIRIES : Ms. Z.A. Mdluli, Tel no: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 30 June 2017
NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.

POST 24/138 : **HUMAN RESOURCE CLERK (WISN) 2 POSTS REF NO: 001022**
 Directorate: Human Resource Management

SALARY : R152 862 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Grade 12 or ABET Level 4. Knowledge of workload indicator for staffing need methodology is essential. Must be able to collect WISN data utilizing and WISN

data collection tools from various categories of staff in the clinical area. Thorough knowledge of World Health Organisation (WHO) WISN software is imperative. Must have knowledge of World Health Organisation, WISN Manual, and the Primary Health Care (PHC) normative Guides and Standard government Gazette document. A valid driver's licence. Computer literacy.

DUTIES : The incumbent of the post will be responsible for capturing WISN data on the WISN software and interpret the data categories, i.e. identify gaps and err and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database and spreadsheets; i.e. WISN Occupational Specific Dispensation (OSD), etc. Follow up on progress in the WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN software training to various staff categories in the various Districts and hospitals, and be able to assist with answers and resolve queries. Assist in HR activities such as Recruitment and Selection, retention, absorption, probationary matters, terminations, allowances, leave, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guidelines and policies. Assist in the implementation of grade and pay progression. Assist in the monitoring and capturing of PMDS.

ENQUIRIES : Ms KH Mokwana Tel no: (012) 841 8387
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

FOR ATTENTION : Ms KH Mokwana.
CLOSING DATE : 30 June 2017

POST 24/139 : **FINANCE CLERK REF NO: 001024**
 Directorate: Finance

SALARY : R152 862 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Grade 12 plus one year experience in revenue environment. Knowledge of Microsoft package. Communication Skills. Ability to meet deadlines. Good interpersonal relations. Knowledge of medico and BAS systems is a requirement.

DUTIES : Daily collection of money from the sub cashiers office and preparation of banking. Capturing of banking on SAP E receipting. Recording of transactions in TPH45 register book. Safe keeping and replenishment of petty cash. Recording of petty cash transactions in the petty cash register. Monthly preparation of TPH45/E receipting reconciliation and submission before due date of approval.

ENQUIRIES : Mr PR Pooh, Tel no: (012) 841 8366
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag X0032 Rethabile Mamelodi East 0122 or on gautengonline.gov.za.

FOR ATTENTION : Recruitment section.
CLOSING DATE : 30 June 2017

POST 24/140 : **HUMAN RESOURCE CLERK (PAYROLL ADMINISTRATION) LEVEL 5 REF NO: 001037**
 Directorate: Human Resources Unit

SALARY : R152 862 – R180 063 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with 1-2 years experience in Payroll Management and Human Resource Administration. Diploma in Human Resource Management will be an advantage. Recommendations: Good communication skills (written and verbal). Excellent administrative skills (planning, organizing and coordinating). Computer literacy (MS Word and MS Excel) and ability to compile and implement databases will be an advantage. Knowledge and compliance to PCM 77 and addendum 1 of PCM 77 of 2010 (payroll and verification of staff), Treasure Regulation 8.3.4 and 8.3.5., Policy on working time, Basic Conditions of Services Act, Public Service Regulations.

DUTIES : Update pay points on database on monthly basis for the institution. Align Staff Establishments information according to pay points. Correct the misallocations per pay points indicated from the payroll by the pay masters in different units as instructed. Maintain an effective payroll system. Collection of payslips and payrolls from Central Office. Receive payrolls for middle and month end. Compiling of the Payroll certificates every month on or before pay date. Compile and sort each payroll/pay slips and distribute to each paymaster. Record payroll, pay slips and

Annexures distribution and when received back from the Pay masters. Assist with issuing and distribution of IRP5s' according to the pay points. Complete the Annexure A according to Annexure B per payroll and sign it before sending to the Supervisor. Verify dates and signatures on each payroll of each Paymaster. Send payrolls to the Supervisor to verify before it can be sent to the HR Manager to be signed before the closing off the Payrolls. Report to the supervisor for any deviations. Attend to enquiries of Pay office and liaise with e-government (GSSC) at all times. Maintain confidentiality. Filing of completed Payrolls at end of month per paymaster after verification for all. Signatures and dates. Maintain record keeping of all processed documents and all supporting documents. Render general Human Resource support service.

ENQUIRIES : Ms. Z.A. Mdluli, Tel no: (012) 318-6686
APPLICATIONS : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE : 30 June 2017

POST 24/141 : **PHARMACIST ASSISTANT (POST BASIC) REF NO: 001026**
 Directorate: Pharmaceutical Services

SALARY : R100 875 per annum (plus benefits)
REQUIREMENTS : Qualified Post Basic Pharmacist Assistant. Valid registration with SAPC, Current Proof of registration with SAPC, current proof of payment with SAPC. Good communication and interpersonal skills, Basic knowledge of Pharmaceutical process relevant legislation and policies.

DUTIES : The incumbent will work under indirect supervision of the pharmacist. Read and check the prescription for legality authority and validity. Implementation of standard opening procedure (SOP), legal compliance and new project when required. Ensure quality delivery of service at all times. Dispense and issue medication as per prescription following the EML (SGT). Educate the patients on the correct use and storage of medication. Drug supply management which includes ordering, receiving stock according to good pharmacy practice. Apply FIFO /FEFO method .Support the national department of health programmes, reporting of stock on hand using stock visibility solution (SUS). Assist in implementing of national Adherence strategy (NAS in the facility).

ENQUIRIES : Ms VJ Mutangwa, Tel no: (011) 953 4515
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739.Private Bag X2053 Krugersdorp, 1740 or apply online at www.gautengonline.gov.za
CLOSING DATE : 30 June 2017

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 30 June 2017, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 24/142 : **DEPUTY DIRECTOR GENERAL: PROGRAMME MANAGEMENT AND REGIONAL COORDINATION REF NO: 000993**

SALARY : R1 299 501 per annum (All inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : NQF Level 8/Master's degree in any Built Environment field or equivalent qualification. Minimum of 6 (six) years' experience as a Professional Construction Project Manager. At least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. The following skills and Knowledge: Human Settlements Legislation and a Large scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS). Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services; and Ensure provision of corporate management and financial services to the region.

ENQUIRIES : Mr J Zulu Tel no- (011) 355 4000

APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 24/143 : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: REF NO: 000999**

SALARY : R1 068 564 per annum (All inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : NQF Level 7 Degree majoring in communications. A post graduate qualification will be Preferable. Demonstrated managerial experience in the communications environment and sound knowledge of relevant Acts. Computer Literacy is essential. Compilation of reports/management information. Excellent communication and interpersonal skills. An understanding of the concept of service delivery. Ability to function under pressure. The applicant must be in possession of an appropriate tertiary qualification in communications or journalism coupled with experience in the communications environment. Excellent problem solving and analytical skills. Excellent organising and planning skills. Code 8 Drivers Licence. Must be computer literate and have the ability to offer creative input. Managerial, Reporting, Project Management skills and the ability to work under pressure is required.

DUTIES : The incumbent will be responsible for providing strategic leadership on communications and customer support. Promoting and managing a positive corporate image and promoting a positive corporate culture. The incumbent will facilitate and strengthen communications and relations with external and internal stakeholders. Manage customer relations and efficiently manage the allocated resources. Educate beneficiaries about programmes, services and life skills related to housing. Facilitate community awareness campaign. Build good relations with the media. Manage personal performance. Carry out and perform all responsibilities under section 45 of the Public Finance and Management Act 1999, and perform any other responsibilities delegated by the Chief of Operations Officer. To manage communications of the Department and provide strategic leadership. Manage and implement all the key communications programmes to inform and reach out to stakeholders. Manage communications support to all Gauteng Municipalities. Manage the reputation, brand and image of the Department. Develop and implement new Media Strategies to maximise the Departmental

footprint. Develop effective programmes to sustain relationships with key community strategies.

ENQUIRIES : Mr. Keith Khoza Tel no: (011) 355 4877
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OTHER POSSTS

POST 24/144 : **DEPUTY DIRECTOR: LABOUR RELATIONS: HUMAN CAPITAL SERVICES**
REF NO: REF NO: 001003

SALARY : R657 558 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus 3 years National Diploma/or Degree in Labour Relations. 5 years' experience in the field of Labour Relations coupled with 2 years managerial experience. A valid driver's licence. Knowledge of Labour Relations, Human Resource Management, Public Service Legislative Frameworks, Collective Agreements and PSCBC Resolutions. The candidate must have the following competencies: conflict resolution. Problem solving skills. Facilitation skills. Interpersonal relations. Good verbal and written communication skills. Computer literacy that would include good working knowledge of Microsoft Office products. Project management. Presentation skills. Conflict management. Collective bargaining and case management.

DUTIES : Co-ordination and facilitation of grievances, resolutions and management of disciplinary processes. Management of relationships with recognised trade unions and ensure cordial and constructive interaction. Provision of advice to management on labour relations matters, policies and procedures. Establish consultative structures across the department. Monitor the implementation of collective agreements and resolutions. Facilitate Labour Relations management meetings. Participate in conciliation, mediation and arbitration processes. Provision of monthly performance reports and financial misconduct reports to the relevant institutions. Facilitation of training of line managers in handling labour relations matters. Represent the employer in Labour Relations negotiation structures. Manage grievances and dispute resolutions. Manage disciplinary processes. Management of the sub-director's staff performance and resources.

ENQUIRIES : Mr. M Dhlamini Tel no: (011) 355 4573
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 24/145 : **ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT AND QUALITY**
MANAGEMENT REF NO: REF NO: 001004

SALARY : R334 545 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 6 B/Tech or B degree in Information System or equivalent. Minimum 2-3 years' experience in Business Development and Quality Management. Competencies – Good Communications skills (verbal and written); project management and management skills. Report writing skills. Collaborative and excellent people's skills. Creative and analytical skills. Ability to work independently and in a team. Able to work under pressure. Committed, flexible and reliable. Able to resolve conflict. Strategic and service oriented. Proactive and innovative. Achievement driven and has problem solving skills.

DUTIES : Assist in the management of the development and implementation of the Service Delivery Model in accordance with the DPSA Management Framework. Assist in the management of the development, coordination and implementation of Business Process, Operations Management and continuous improvement for AS-IS and TO-BE business processes. Ensure Quality Management by identifying processes and the key areas of concern for operations and advise on improvements. Review ISO manuals. Assist in the establishment of a Quality Management System based on the ISO 9001. Manage business process and quality management administration by continuing to adhere to the BPM foundation (policy, governance structure, tools and techniques, standards, repository). Facilitate and host workshops, meetings and interviews. Disseminate Departmental Business Processes. Disseminate Departmental ISO manuals. Respond to Business units need with regards to Business Processes and Service Delivery Model. Conduct Business Unit needs analysis. Consult process owners for meetings and workshops on process mapping. Managing the performance of subordinates through PDMS and relevant regulations and prescripts.

ENQUIRIES : Ms Mbali Mbatha Tel no: (011) 355 3533

POST 24/146 : **SENIOR HR PRACTITIONER: LABOUR RELATIONS: HUMAN CAPITAL SERVICES Ref NO: REF NO: 001006**

SALARY : R281 418 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus NQF Level 6 in Labour Relations. 3 years' experience in the field of Labour Relations. Knowledge of relevant legislations. Good working knowledge of Persal system. Good report writing skills. Problem solving skills. Investigation and computer literacy that would include good working knowledge of Microsoft Office products. Honesty. Flexibility. Professionalism and Accuracy are essential.

DUTIES : Facilitate and represents the Department during misconduct cases. Facilitate grievance cases. Facilitate departmental standing committee meetings. Facilitate labour relations reports. Data capturing of finalised disciplinary cases and all resolved grievances. Register all monthly, quarterly and annual labour relations advices. Provide advisory services to managers and employees.

ENQUIRIES : Mr. Amukelani Shibambo Tel no: (011) 355 4832

APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 24/147 : **REGISTRY CLERK: HUMAN CAPITAL SERVICES 2 POSTS REF NO: REF NO: 001007**

SALARY : R152 862 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12. NQF Level 6 / National Diploma will be an added advantage. 1 year relevant registry experience. Knowledge of filling system. Good interpersonal skills. Good written and verbal communication skills. Able to work under pressure and in a team. Knowledge of Persal system will be an added advantage. Good record keeping skills. Computer literacy in Microsoft Office, particularly Ms Word and Excel. Knowledge of registry duties, practices as well as the ability to capture data.

DUTIES : Provide registry counter services. Have knowledge and understanding of registry procedures and filling systems. Attend to filling of files and timeously trace and retrieve of files. Audit files and dispose in terms of registry prescripts. Render daily incoming and out-going of fax service, mail service and document service. Receive documents for filling. Safe-keeping of current and closed HR files. Ensure maintenance of HR Files. Open, close and trace files. File documents accordingly, referring of documents and ensure that there is no backlog in filling. Ensure that there is no file that leave registry without being recorded. Scrutinise records and dispatch outgoing correspondences. Sort and post documents and any HR Admin duties. Deal with all HR registry hand delivered mail/files. Receive all mail. Sort, register and dispatch mail.

ENQUIRIES : Mr. M Skosana Tel no: (011) 355 4548

APPLICATIONS : Please apply online at www.gautengonline.gov.za

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 : 30 June 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. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

<u>POST 24/148</u>	:	<u>DIRECTOR: RISK AND COMPLIANCE AUDIT</u> (5 Year Fixed Term Performance Based Contract) Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R898 743 per annum (all inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Should be in possession of a relevant B.Com Degree or equivalent (NQF Level 7). A professional qualification e.g. CIA/CA qualification would be an added advantage. At least seven years' experience in internal audit with five years middle or senior management experience required.
<u>DUTIES</u>	:	Client relations management. Preparation of a strategic "business plan" for the sub unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three year rolling plan for each department in the sub unit, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Management of a long-term strategic risk based audit plan based on sub unit specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the departments. Quarterly review of long-term plans – achievements, amendments, etc. will be done. Liaising with and reporting to the Audit Committees. Detailed knowledge of the Public Finance Management Act (PFMA) other relevant legislation. Knowledge of international developments and standards in these areas.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

OTHER POSTS

<u>POST 24/149</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE 2 POSTS</u> Chief Directorate: SFRM
<u>SALARY</u>	:	R657 558 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree in Built Environment: Quantity Surveying or Engineering or Construction Project Management., 3 - 5 years' experience in performing monitoring and oversight functions in terms of infrastructure projects/programmes post qualification.
<u>DUTIES</u>	:	The incumbent will be responsible to assess the Infrastructure Portfolio of Evidence as prepared by provincial departments for end of stage infrastructure deliverables, Recommend the allocation of infrastructure budgets; Provide technical advice and capacity building support to provincial departments on infrastructure planning, procurement and delivery management; Contribute to gateway reviews; Validate and recommend payment of infrastructure invoices; Conduct site inspections; Validate credibility of financial and performance information as submitted by provincial departments; Monitor adherence to grant conditions and validate reports; Lead the implementation of the Infrastructure Delivery Management System in the Province; Prepare and make presentations at different infrastructure technical forums in the province.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000
<u>POST 24/150</u>	:	<u>ASSISTANT DIRECTOR: STATUTORY DEDUCTIONS MANAGEMENT</u> Chief Directorate: Provincial Accounting Services
<u>SALARY</u>	:	R334 545 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	A three year tertiary qualification, Degree or National Diploma in Accounting, 1 - 2 year's experience in finance / accounting environment. Experience on BAS, Persal, SAP, Excel and Project Management will be an added advantage. Knowledge of Accounting Principles, Knowledge of Legislations, Income Tax Act, Pension Laws; PFMA, Treasury Regulations, Public Service Regulations and other related regulations.
<u>DUTIES</u>	:	The incumbent will be responsible for; Lead and manage performance of a team to achieve operational targets; Monitoring of salary ledger account for all GPG Departments; Perform monthly, bi-annual and annual employer tax reconciliation and submit timeously to SARS as per the timeframes; Support other SDM projects and the implementation of employee verification at the GPG departments; Prepare monthly payroll reconciliation in terms of compensation of employees for GPG departments and provide advise thereof; Prepare monthly operational reports; Deliver on projects activities as a member of project team; Analyse and investigate payroll exceptions from the SAP BI tool to ensure valid payments are made; Ensure compliance on Payroll Certification timelines as per legislation; Timeous submission of monthly bi-annual and annual employer tax reconciliation to SARS; Monitor and perform physical fingerprint verification to all GPG departments; Preparation of budget versus expenditure report in terms of compensation of employees for GPG departments and provide advise thereof.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000
<u>POST 24/151</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE SPECIALIST</u> Chief Directorate: Provincial Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (plus benefits)
	:	Johannesburg
	:	Must hold a recognised SAQA accredited 3-year qualification. Procurement and / or Supply Chain courses in the Public Sector will be an added advantage. At least 2 years quality assurance and/or quality control experience. Exposure to supplier development will be an added advantage. The incumbent is to be analytical, have verbal and written communication skills, computer literacy, be a decision maker, a problem solver, and show continuous improvement.
<u>DUTIES</u>	:	The successful incumbent will be responsible; develop and review specification requirements for GPG departments; ensure full involvement on the specification committee on an advisory capacity; prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification (Desktop and site visit); leading the supplier site visits where bidders capacity is evaluated; to support the Bid Evaluation Committee process by ensuring that the evaluation criteria have been pre-determined and accepted by the Bid Evaluation Committee; reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements; identify potential areas of improvement and advise on corrective and preventative measures for non-conforming products or service; assist with evaluation of and report on product complaints and / or returns when requested.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000
<u>POST 24/152</u>	:	<u>SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION</u> Chief Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (plus benefits)
	:	Johannesburg
	:	Relevant 3 year tertiary qualification, e.g. National Diploma or Degree in Human Resource Management and/or related field. 1 – 2 years' experience in HR Administration and/or Management. Knowledge of Human Resources systems especially Persal and certified copy of certificate must be attached.
<u>DUTIES</u>	:	Monitor and evaluate all HR processes and make recommendations. Ensure all Persal transactions are captured timeously and correctly. Update all Persal transaction registers. Advising all staff in the GPT on Human Resources matters according to the prescripts as defined in the Public Service Regulations, including (recruitment and selection). Ensure that staff that terminate services in the GPT is subject to an exit interview to gather information on reasons for corrective action to be taken, if necessary. Ensure the effective management of the internal HR matters. Manage and track all documents send and received. Ensure implementation and management of the contract workers payments. Follow up on all HR administrative issues. Analyse and submit weekly, monthly, quarterly and

yearly reports for management information. Quality assure all outgoing HR documents.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

POST 24/153 : **PERSONAL ASSISTANT: HEAD OF FORENSIC AUDIT SERVICES**
Chief Directorate: Forensic Audit Services

SALARY : R226 611 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes. . Previous Experience working within the Anti-corruption and Forensic investigation environment will be an added advantage.

DUTIES : Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services: Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budget expenditure and prepare regular expenditure reports. Reporting: Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping

ENQUIRIES : Ms Bulelwa Mtshizana, Tel no: (011) 227-9000