

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

**NOTE** : Apply online to the <http://professionaljobcentre.gpg.gov.za> website only. application 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 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. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed 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.

**OTHER POSTS**

**POST 25/56** : **DD ECONOMIC RESEARCH AND KNOWLEDGE MANAGEMENT**  
Directorate: Economic Research and Knowledge Management

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE REQUIREMENTS** : Umnotho House Johannesburg  
A 3-4 year degree in Economics. A post graduate qualification in Economics will be an added advantage. At least 3 to 5 years' experience in Economic analysis, Data Manipulation, Research and 3 years in junior management. Must have experience in economic application (provision of economic attribution), report writing and presentation of economic research outcomes. Must have an understanding of the Gauteng City Region Economic Development Plan, the Gauteng Industrial Policy Action Plan as well as the National Development Plan. Should have an excellent grasp of local/ regional economic development. Skills and Attributes: Project Management. Time management. Report writing. Presentation skills. Stakeholder management skills. Communication skills. Teamwork and collaboration skills. Consistent. Co-operative. Focused. Logical. Organised. Professional.

**DUTIES** : Assist in conducting and publishing on-going economic reviews and provide comprehensive insights on the provincial economic landscape. Provide assistance in the production of intelligence reports for decision making. Assist in preparation of indicator studies documenting and mapping the performance of the Gauteng economy on a quarterly basis. Contribute to the development and implementation of knowledge management concepts, strategy and systems. Identify areas of transversal research to support implementation of GDED programmes. Collect, maintain and disseminate economic data and information for decision making purposes.

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/57** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS**  
Directorate: International Relations and Special Projects

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE REQUIREMENTS** : Umnotho House Johannesburg  
A National Diploma/ Degree specializing in International Relations, Politics, Foreign policy, Sociology or Equivalent qualification as recognised by SAQA (NQF Level 6) 3 to 5 years' experience in an International Relations environment and 3 years' experience in junior management. Understanding of the relevant Intergovernmental Relations Framework Act and Public Service legislative frameworks relating to International Relations. Skills and Attributes: Project management. Time management. Budget and financial management. Stakeholder management skills. Communication skills. Understanding of protocol. Analytical and quantitative skills. Interpretation of legislation. Strategic development, direction, planning and management. Policy analysis and

development. Negotiation skills and Decision making. Report Writing; and conflict management Consistent. Co-operative. Focused. Logical. Organised. Professional.

**DUTIES** : Provide the multilateral and bilateral relations in the department. Plan, organize and advice on the department's position with regard to multilateral and bilateral cooperation agreements. Facilitate and coordinate International Relations activities with an international dimension in line policies and guidance. Ensure corporate approach towards international relations activities that involve other countries. Ensure development of co-operation and collaboration with the neighbouring countries. Develop the International Relations policies and procedures and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives pertaining to skills development. Gather information and align provincial strategy and programmes with the national framework. Consolidate inputs towards the development of International strategies. Developing monitoring tools for existing twinning agreements with international institutes in line with the Provincial IR strategy and priority. Develop monitoring tools for existing bilateral agreements with institutes working in the area of communicable disease prevention and control. Provide advice to management on international relations matters. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through DED governance structures. Execute and report as per approvals. Ensure a prompt response to audit queries. Manage utilization of physical resources. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

**ENQUIRIES** : Sphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/58** : **DEPUTY DIRECTOR: SPECIAL PROJECTS**  
 Directorate: Special Projects

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg  
**REQUIREMENTS** : A National Diploma or Degree in Special Projects, Public Administration, Business Administration or an NQF level 6 equivalent qualification. Ideal candidate must have at least 3 – 5 years' experience in a project management related field and a track record in project management and 3 years' experience in junior management. Understanding of the relevant Public Service legislative frameworks relating to International Relations. Proven ability to engage, support and interrogate internal stakeholders in a manner that provides good resource management for the unit and meet GDED's, short, medium and long-term requirements. Skills and Attributes: Project management. Time management. Stakeholder management skills. Communication skills both written and verbal. Teamwork and collaboration skills. Understanding of protocol. Consistent. Co-operative. Focused. Logical. Organised. Professional

**DUTIES** : Drive the implementation of the internal communication strategy. Manage, coordinate and provide strategic leadership for the implementation on GEGDS and projects. Monitoring and evaluation of projects. Compile monthly and quarterly projects progress reports ,expenditure budgets and employee performance reports. Manage incubated projects as per project management practices.

**ENQUIRIES** : Sphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526  
**CLOSING DATE** : 29 June 2017

**POST 25/59** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**  
 Directorate: Management Accounting

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg  
**REQUIREMENTS** : National Diploma/ Degree in Cost and Management Accounting/ Financial Management Honours or Master degree would be an advantage. At least four (4) years working experience in Management Accounting environment with three (3) years Junior Management experience. A valid code B drivers licence. Knowledge of Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions; Sound knowledge of Budget Formulation. Revenue and Expenditure Management and

Control. Cash Flow Management. Policy development skills. Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Analytical. Presentation. Consistent. Co-operative. Focused. Logical. Organiser. Professional. Knowledge of Management Accounting. Knowledge of PFMA. Knowledge of Treasury Regulation.

**DUTIES**

: Assist the Director: Management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote (3). IYM and Cash flow Reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all branches. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts reports. Manage and drive audit processes with the external auditor. Compile and distribute monthly management reports. Coordinate monthly expenditure meetings with programme managers and keeping minutes. Responsible for the development of quarterly and annual appropriation statements. Assist branches with expenditure planning and forecasting. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and responsible maintenance of database. Ensure that reporting deadlines are observed religiously and enhance the quality of monthly reports sent to the Provincial Treasury. Responsible for monthly, Quarterly and Annual cash flow projections for the Department. Assist agencies with PFMA compliance and reporting issues. Establish filing systems, Train staff on filing and records retention. Responsible for staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics. Assist the Director: Management accounting with ad - hoc tasks.

**ENQUIRIES**

: Sipiwe Nhlapho 011 355 8540

**CLOSING DATE**

: 29 June 2017

**POST 25/60**

: **DEPUTY DIRECTOR: MONITORING, EVALUATION AND PERFORMANCE AUDITING**  
Directorate: Monitoring and Evaluation

**SALARY**

: R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE**

: Umnotho House Johannesburg

**REQUIREMENTS**

: Degree in Public Management and Development/Public Administration Honours or Master degree would be advantageous. Training and courses in monitoring and evaluation will be an added advantage. 4 years working experience in monitoring and auditing environment (3) years Junior Management experience. A valid driver's licence is essential. Experience in monitoring, evaluation and auditing is essential Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Consistent. Co-operative. Focused. Logical. Organised. Professional. Interpersonal skills. Financial Management. Knowledge of PFMA.

**DUTIES**

: Manage the implementation of the Monitoring and Evaluation policy framework, systems and process in line with the Medium Term Expenditure Framework. i.e. 1.1. Monitoring and Evaluation cycle and systems (planning preparation, implementation, monitoring, reporting, decision making) of departmental and its entities performance through the implementation of the monitoring and evaluation policies, guidelines and systems of the Department and as per the Provincial and National Performance monitoring Guidelines, Legislation, Regulations and Practice Notes. Assess performance of Departmental KPI's and advise the department on progress and risks. Plan and coordinate departmental quarterly / bi annual performance review sessions and conduct performance monitoring and evaluation of Departmental Performance to inform departmental management teams and systems on departmental performance and service delivery. Manage the development and maintenance of required statistical data on programme performance and service delivery monitoring targets. Manage the coordination of departmental reporting processes in accordance with the requirements of various oversight bodies. Organise departmental quarterly / bi annual performance review sessions and ensure relevant reports and documentation are compiled and

distributed on time. Conduct Evaluation studies of socio-economic impact of departmental policies and programmes. Working in collaboration with the Risk Management Directorates in respect of monitoring and evaluation of performance information. Work in collaboration with other related stakeholders in respect of monitoring and evaluation and analyze departmental performance and service delivery. Input into the Provincial and compile and monitor the Departmental Evaluation Plan. Implement Evidence based monitoring and evaluation to ensure supporting evidence is accurate, verified and complete to assist in the accurate and completeness of performance reporting. Develop and maintain M&E committees, task teams and communities of practices within the Department. Oversee and respond to the Departmental Performance Information Audit by Internal and External Auditors. Supervise team (Supervisees) to solve workplace problems and conflict. Manage Monitoring and Evaluation sub-directorate and support the Directorates activities

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540  
**CLOSING DATE** : 29 June 2017

**POST 25/61** : **DEPUTY DIRECTOR: BOARD SECRETARIAT**  
 Directorate: Board Secretariat

**SALARY** : R 657 558 per annum (inclusive of benefits) to R 774 576.00 per annum (inclusive of benefits) Salary Level: 11

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : National Diploma / Degree in Public Administration / Public Administration Honours or Masters Degree would be advantageous. 3 to 5 years working experience in Liquor and or related environment. 3 years junior management experience. A valid driver's licence is essential. Experience in board secretariat is essential. Skills and Attributes: Time Management. Good communication skills. Written and verbal communication. Interpersonal skills. Computer Literacy. Consistent. Co-operative. Focused. Logical. Organised. Professional. Interpersonal skills. Financial Management. Knowledge of PFMA.

**DUTIES** : Facilitate the development of liquor licensing strategies, policies, programmes and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives liquor affairs. Gather information and align provincial strategy and programmes with the national framework. Consolidate inputs towards the development of the liquor licensing strategies. Lead the entourage that briefs the Premier on legislative changes. Manage and organise all activities of the Liquor Board, provide guidance, advice and support to the Liquor Board. Provide secretarial services to the Board and its Committee. Ensure provision of facilities for inspection of Board documents. Schedule Board meetings, draw notices and agendas of meetings. Management of all logistical arrangements (relating to claims and queries). Ensure that all meetings are electronically recorded for future transcribing where necessary. Prepare and distribute documents and minutes of meetings. Liaise with external shareholders on issues relevant to the Board. Design and implement interventions to conduct best practice. Conducts a Board audit to evaluate its effectiveness. Analyse internal and external environmental factors. Provide advice on the provision of the Code of Corporate Practices and Conduct. Manage the orientation of all Board members and oversee and Incorporates all changes to the Board's memoranda. Maintain all statutory forms and required register.

**ENQUIRIES** : Siphwe Nhlapho 011 355 8540  
**CLOSING DATE** : 29 June 2017

**POST 25/62** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**  
 Directorate: Monitoring and Evaluation

**SALARY** : R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : National Diploma/ Degree in Public Development & Management/ Finance/ Auditing or equivalent. 3-5 years experience in the monitoring and evaluation environment. A valid driver's licence is essential. Experience in board secretariat is essential. Skills and Attributes: Recording of tasks undertaken and reporting on activities. Time Management. Good communication skills. Written and verbal communication,

<b><u>DUTIES</u></b>	: interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research. Assist with oversight of the development and implementation of monitoring and evaluation systems to access the effectiveness in the following key results areas. Project Management, Audit, Transformation, and Risk Management. Assist in monitoring and evaluating the department and branches governance values and practices and establish a culture of compliance with statutory requirements. Assist in management, monitoring and evaluating Departments and Branch programmes and align them with the Departmental strategic goals and objective. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Identify/Establish early warning system and monitoring and coordinating reporting on the performance of the Department and Branch. Guide and Support the department and branches in the development of their strategic objectives. Manage staff performance. Facilitate contract development with the agencies and manage service level agreements and facilitate funding disbursements. Undertake any other duties that are ancillary to the above functions as the Cluster Deputy Directors may require from time to time.
<b><u>ENQUIRIES</u></b>	: Siphwiwe Nhlapho 011 355 8540
<b><u>POST 25/63</u></b>	: <b><u>ASSISTANT DIRECTOR: SMME, CO-OPERATIVE SUPPORT AND DEVELOPMENT</u></b> Directorate: SMME, Co-operative Support and Development
<b><u>SALARY</u></b>	: R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09
<b><u>CENTRE REQUIREMENTS</u></b>	: Umnotho House Johannesburg National Diploma/ Degree in Development Economics / Business Economics or co-operatives development and management. Post graduate qualification will be an added advantage. 3-5 years' experience in Co-operatives Support and Development environment. A valid driver's license. Skills and Attributes: Basic knowledge of Co-operatives (financial co-operatives) sector policy and legislation. Time Management. Good communication skills. Written and verbal communication, interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research.
<b><u>DUTIES</u></b>	: Assist in the design, development and implementation of co-operative financial institutions, support strategies and programs to the provincial departments and municipalities. Implement Gauteng Co-operative Financial Institutions growth and modernisation programme. Collate co-operatives monthly data. Assist in the development and review of the compliance report. Assist internal communication and research units to ensure the developed co-operatives strategy is communicated. Liaise with internal and external stakeholders in organising co-operatives forums. Provide information that lead to monthly, quarterly and annual reports. Assists with other administrative tasks. Assist with monitoring the implementation of the Gauteng co-operatives strategy and policy. Liaise with relevant stakeholders to create a platform for co-operatives sustainability. Mentor and coach graduate and interns.
<b><u>ENQUIRIES</u></b>	: Siphwiwe Nhlapho 011 355 8540
<b><u>POST 25/64</u></b>	: <b><u>OFFICE MANAGER: BUSINESS REGULATION AND GOVERNANCE</u></b> Directorate: Office of the DDG: Business Regulation and Governance
<b><u>SALARY</u></b>	: R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Salary Level: 09
<b><u>CENTRE REQUIREMENTS</u></b>	: Umnotho House Johannesburg Grade 12 with Diploma / Degree in Public Administration or equivalent (NQF L6). Able to work with MS Office, (Excel, Access, Word, Power Point and E-mail). Knowledge of Project Management will be advantageous. Good written and verbal communication skills. Preference will be given to an experienced professional who has previously supported this SMS role. Must have 3 – 5 years' secretarial and extensive administrative experience. 3-5 years' experience in an office of a Director or higher. Skills and Attributes: Able to Develop, maintain and administered a document management system. Organizing and planning. Customer relationship management. Written and verbal communication, interpersonal skills. Able to outside the box and be able to anticipate the DDG's needs. Must be well groomed, conservative and able to manage confidential information. Results oriented, innovative, persuasive, customer focused, assertive, professional, self- starter / self confident. Must have impeccable attention to

		detail abilities, organisational and time management skills. Must be able to shift priorities effortlessly, demonstrate a sense of urgency and initiative. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation.
<b><u>DUTIES</u></b>	:	Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540
<b><u>POST 25/65</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: INTERNAL</u></b> Directorate: Office of the DDG: Business Regulation and Governance
<b><u>SALARY</u></b>	:	R 281,418.00 per annum (inclusive of benefits) to R 331,497.00 per annum (inclusive of benefits) Salary Level: 08
<b><u>CENTRE</u></b>	:	Umnotho House Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Marketing or Communication or an NQF level 6 or equivalent qualification. Ideal candidate must have at least 3 – 4 years' experience in marketing and or communications, and a track record in project management. Understanding of the relevant Public Service legislative frameworks relating to International Relations. Proven ability to engage, support and interrogate internal stakeholders in a manner that provides good resource management for the unit and meet GDED's, short, medium and long-term requirements. Project management. Time management. Stakeholder management skills. Communication skills. Teamwork and collaboration skills. Understanding of protocol Consistent. Co-operative. Focused. Logical. Organised. Professional
<b><u>DUTIES</u></b>	:	Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526
<b><u>POST 25/66</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: RESOURCE BASED (PRIMARY) AND MANUFACTURING (SECONDARY)</u></b> Directorate: Resource Based (Primary) and Manufacturing (Secondary)
<b><u>SALARY</u></b>	:	R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07
<b><u>CENTRE</u></b>	:	Umnotho House Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Matric Certificate One to two years' experience in a management support services preferably within a communication environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional. Understanding of protocol
<b><u>DUTIES</u></b>	:	Provide secretarial support service to the Directors. Render administrative support services. Provides support to Directors regarding meetings. Support the Directors with the administration of the budget. Study the relevant Public Service and Departmental

prescripts/policies and other documents and ensure that the application thereof is understood properly

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/67** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: COMMUNICATION**  
Directorate: Communication

**SALARY** : R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : A Grade 12 Matric Certificate. One to two years' experience in a management support services preferably within a communication environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Understanding of protocol. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional

**DUTIES** : Provide secretarial support service to the Chief Director. Render administrative support services. Provides support to Chief Director regarding meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/68** : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER**  
Directorate: Financial Management

**SALARY** : R 226 611.00 per annum (inclusive of benefits) to R 266,943.00 per annum (inclusive of benefits) Salary Level: 07

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : One to two years' experience in a management support services preferably within financial management environment. Computer Literacy, High level of reliability, Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Computer Literacy, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/ policies/ prescripts and procedures and Basic knowledge of financial administration. Skills and Attributes: Sound organizational skills. Good people skills. Presentation. Written and verbal communication skills. Project management. Time management. Budget and financial management. Stakeholder management skills. Teamwork and collaboration skills. Understanding of protocol. Good grooming. Self-management and motivation. Consistent. Co-operative. Focused. Logical. Professional.

**DUTIES** : Provides support to Chief Financial Officer regarding meetings. Support the Chief Financial Officer with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly

**ENQUIRIES** : Sipiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

**POST 25/69** : **DATA COORDINATOR**  
Directorate: Liquor Affairs

**SALARY** : R 152 862.00 per annum (inclusive of benefits) to R 180 063.00 per annum (inclusive of benefits) Salary Level: 05

**CENTRE** : Umnotho House Johannesburg

**REQUIREMENTS** : Grade 12 / Matric. 1 to 2 years experience in the registry environment. Valid driver's license will be an added advantage. Skills and Attributes: Computer Literacy. Good communication skills (both verbal and written). Sound interpersonal skills, computer literacy. Good record management, familiar with documentation system. Sound organisational skills. Good minute taking. Ability to work effectively and efficiently under

<b><u>DUTIES</u></b>	:	pressure. Good understanding of government operations. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Team player. Maintain electronic filing system to store. Retrieve and update file information. Receive and dispatch requested files. Keep register of incoming and outgoing files. Sort and file licensing documents and correspondences. Maintain the condition of files and persevering file contents. Scan and capture files into central repository. Ensure files are kept according to prescribed filing formats.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526
<b><u>POST 25/70</u></b>	:	<b><u>DATA CAPTURER</u></b> Directorate: Liquor Affairs
<b><u>SALARY</u></b>	:	R 152 862.00 per annum (inclusive of benefits) to R 180 063.00 per annum (inclusive of benefits) Salary Level: 05
<b><u>CENTRE</u></b>	:	Umnotho House Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric. 1 to 2 years experience in the registry environment. Valid driver's license will be an added advantage. Skills and Attributes: Computer Literacy. Good communication skills (both verbal and written). Sound interpersonal skills, computer literacy. Good record management, familiar with documentation system. Sound organisational skills. Good minute taking. Ability to work effectively and efficiently under pressure. Good understanding of government operations. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Team player
<b><u>DUTIES</u></b>	:	Maintain electronic filing system to store. Retrieve and update file information. Receive and dispatch requested files. Keep register of incoming and outgoing files. Sort and file licensing documents and correspondences. Maintain the condition of files and persevering file contents. Scan and capture files into central repository. Ensure files are kept according to prescribed filing formats.
<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho 011 355 8540/ Lwandile Phaledi 011 355 8526

#### **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.***

<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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.
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#### **MANAGEMENT ECHELON**

<b><u>POST 25/71</u></b>	:	<b><u>STOMATOLOGIST: GRADE1</u></b> Directorate Maxillofacial and Oral Radiology
<b><u>SALARY</u></b>	:	R 991 857.00 per annum (all inclusive remuneration)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA. Master's degree in the area of Maxillofacial and Oral Radiology or equivalent. A minimum of 10 years clinical experience as a dentist with three (3) of those in Maxillofacial and Oral Radiology. Understanding/ proven record of teaching and involvement in curriculum development. Good/proven research track record including record of publications. Excellent interpersonal and communication skills. Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
<b><u>DUTIES</u></b>	:	Supervision and effective utilization of professional staff. General Service rendering to patients in the discipline. Interpretation of radiographs and report writing. Research and research supervision. Education and training of undergraduate students.
<b><u>ENQUIRIES</u></b>	:	Dr SA Matjila Tel No: (012) 521 3079
<b><u>APPLICATIONS</u></b>	:	Application must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the



HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001  
Ms. EM Shibambo  
10 July 2017

**FOR ATTENTION**  
**CLOSING DATE**

**OTHER POSTS**

**POST 25/72** : **MEDICAL OFFICER GRADE 1-3 REF NO: S/001063**  
Directorate: Medical Unit

**SALARY** : Grade 1:R736 425 per annum (all-inclusive package)  
Grade 2::R842 028- per annum (all-inclusive package)  
Grade 3:R977 199 per annum (all-inclusive package)

**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : MBChB or equivalent qualification that allows registration with HPCSA as a Medical practitioner. Medical officer Grade 1: No experience required after completion of community service. Medical Officer Grade 2: 5 years appropriate experience after registration with HPCSA as an independent Medical Practitioner. Medical officer Grade 3: 10 year's appropriate experience after registration with HPCSA as a Medical Practitioner.

**DUTIES** : Interview ,examine ,investigate, diagnose and oversee the treatment of patients, including chronic medical ailments /conditions ,medical surgical, Obstetric and gynaecological emergencies ,HIV and TB patients ,sick children ,antenatal, intrapartum and postnatal patients ,mental health care users .Provision of good quality ,patient-centred and community -orientated care for all patients. Promote and ensure internal control and risk management, adhere to Batho Pele Principles and patients comprehensively. Ensure comprehensive clinical record keeping. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

**ENQUIRIES** : Dr O.B Modise, Tel No: (012) 717 9338/9302  
**APPLICATIONS** : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal 0400 or hand delivered. Or apply online at; [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 07 July 2017

**POST 25/73** : **ASSISTANT MANAGER: CRITICAL CARE – NURSING - PNB4 REFS/001052**  
Directorate: Nursing

**SALARY** : R508 148 per annum (plus benefits)

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of R425 or equivalent qualification the allows registration with SANC as a Professional Nurse. Plus a post basic Critical Care Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as 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 in the relevant speciality – Critical Care Nursing. At least 3 years' experience in management level.

**DUTIES** : To ensure safe and effective clinical nursing practice general and Critical Care Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Critical Care Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Critical Care services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and

protocol for the department, ability to deal with conflict and knowledge of DoH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES** : Mr. W.N. Mothwane, Tel No: (011) 923-2050  
**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 Namane Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/74** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM (RE-ADVERTISEMENT) REF NO: S/001070**  
Directorate: Nursing Division Psychiatric Clinic Area 558

**SALARY** : R 499 953.per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Basic R25 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 advanced Psychiatry Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in Accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices

**ENQUIRIES** : Mr. O.C. Selebi, Tel (011) 488 3155  
**APPLICATIONS** : 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. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/75** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S/001048**

**SALARY** : R414 069 per annum (plus benefits)  
**CENTRE** : Cullinan Care and Rehabilitation Centre (CCRC)  
**REQUIREMENTS** : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health profession council of South Africa (HPCSA) in the relevant profession (where applicable).A minimum of 3 years appropriate experience in

an Occupational Therapy profession after registration with HPCSA of which 2 years should be in a supervisory position. Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2017 period. Planning, Filing and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver's license.

**DUTIES** : Manage (plan, coordinate and implement) Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Monitor and motivate for equipment and other resources. Promote and implement continued professional development of staff. Monitoring and implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards. Manage personnel performance and review process. Monitor RWOPS. Manage utilization of Human and other resources.

**ENQUIRIES** : Mr. N.P. Mabaso, Tel: (012) 734 7000 x 270  
**APPLICATIONS** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 07 July 2017  
**NOTE** : People with disability are encouraged to apply.

**POST 25/76** : **CLINICAL COORDINATOR REF NO: S/001071**  
 Directorate: Employee Health and Wellness Programme

**SALARY** : R 394 665 – 444 195 per annum (plus benefits)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Diploma in General Nursing/ B-Tech/ National Diploma in Occupational Health Nursing Science. Evidence of registration with Professional Regulatory Body. A minimum of Three years' experience in the implementation of health and wellness programmes: EAP, HIV AIDS, STI & TB, OHS. Valid driver's licence  
**COMPETENCIES:** Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSSA directives, employee assistance programme standards, the Occupational Health and Safety Act. **SKILLS:** Sound organising, planning, presentation and facilitation skills. Counselling, Good communication, crisis and trauma management, coordination, research and marketing skills. Good interpersonal relations, Conflict resolution.

**DUTIES** : Provide operational and effective management of the integrated Employee Health and Program which include the following-policy and procedures: strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling, and follow-up on referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health services to employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile report for management. Management of waste within the institution. Perform audits at hazardous-waste disposal areas. Liaise with private waste collection companies. Keep statistical records and prepare reports ensuring that current waste disposal/handling/transportation legislation is complied with. Monitor levels of pollution from waste disposal sites. Identify waste materials, training management and staff on the proper safety guidelines to follow, and conducting risk assessments on hazardous materials. Evaluate and coordinate storage and handling of hazardous waste

**ENQUIRIES** : Mr. T.D Mabuza Tel no: (011) 535 3030  
**APPLICATIONS** : Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 07 July 2017

**POST 25/77** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Directorate Supply Chain Management

**SALARY** : R 334 545.00 per annum plus benefits  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Three years tertiary qualification in Supply Chain Management or equivalent qualification plus five years' experience on a supervisory level within supply chain environment. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations, in-depth knowledge of the SCM framework, PPPFA, BBBEE. Valid Driver's licence. Client orientation and customer focus .Report writing skills. Ability to interpret financial information. Knowledge of Microsoft Office, Excel, Word and Power Point and Sap. Good problem solving skills.

**DUTIES** : ensure effective and efficient systems related to the acquisitions, receiving, storage, control, distribution and payment of goods and services. Provide administration support to management. Monitor stock counts and submission of reports to supervisor. Provide technical support to the Bid Adjudication committee on an adhoc basis. Ensure timeous processing of orders and payments according to the relevant prescripts. Coordinate, review and collate information for demand plan. Compile annual procurement plan, compile product specifications. Manage subordinates. Deal with queries relating to processing of requisitions order and payment for goods and services within the SCM process, contract management and assets management. Participate in various committees within the institution. Ensure compliance with National Core Standards Assist with infrastructure projects.

**ENQUIRIES** : Dr JR Ndhlovu, Tel No (012) 521 4913/4914  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/78** : **LABOUR RELATIONS OFFICER**  
Directorate Human Resource Management

**SALARY** : R 226 611.00 per annum plus benefits  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : A relevant Labour Relations qualification with at least minimum 3 years' experience in the discipline. Computer literacy with good interpersonal, negotiations, analytical and problems solving skills. Extensive appropriate experience in Labour Relations. Familiar and conversant with Labour related legislation such as LRA, BCEA, EEA, PSCBC Resolutions and SDA.

**DUTIES** : Manage Labour relations issues. Build contractive relationships between all stakeholders. Advice, consults, facilitate and sensitize on Labour Relations structures for day to day practical aspects of Labour Relation Functions. Manage the implementation and application of disciplinary, grievance and policies. Maintain and update all Labour Relations procedures ensuring the enforcement and adherence of these policies and procedures. Conduct all in service training programmes on LRA and related Acts, collective agreements and various transformation legislative. Facilitate and maintain a good working relationship with organised labour movements. Compile and submit Labour Relations reports. Assist with human resource administration duties.

**ENQUIRIES** : Ms EM Shibambo Tel No: (012) 521 4881  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human

Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre,  
Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/79** : **DENTAL ASSISTANT 2 POSTS**  
Directorate Dental Assisting

**SALARY** : Grade 1 R148 221.00 per annum plus benefits  
Grade 2 R 174 591.00 per annum plus benefits

**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organisational skills, good communication skills, self-motivated and goal orientated.

**DUTIES** : Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle.

**ENQUIRIES** : Ms J Peteke Tel No: (012) 521 5631  
**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 10 July 2017

**POST 25/80** : **LAUNDRY SUPERVISOR REF NO: HRM 37/2017**  
Directorate: Admin & Logistics- Linen

**SALARY** : R127 851 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Minimum Grade 12 with 2-3 years in linen and laundry services. Good communication skills, problem skills and organizational skills. Supervisory skills will be an added advantage. Be able to work shifts and under pressure.

**DUTIES** : Inspection of all clinical sections. Monitor the tying, packing, collection, distribution and supply, of clean and dirty linen to inpatients, outpatients and theatres. Replenish linen in accordance to set standards. Record linen counted, inventory taking and condemning. Supervise the loading and off-loading of the Masakhane truck. Provide daily reports on the linen and laundry status. Adhere nce to the National Quality Core Standards. Assisting in any other linen/ laundry and curtain management activities. Relieve were necessary.

**ENQUIRIES** : Mr. MF Monama Tel: (012) 354 1421  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017

**POST 25/81** : **MESSENGERS 6 POSTS REF NO: HRM 38/2017**  
Directorate: Admin & Logistics

**SALARY** : R90 234 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Minimum ABET level4/ Grade 10. Knowledge of messenger's activities will be added advantage. Knowledge of customer services, self-driven and motivated able to read, write and work in a team. Able to work shifts. Able to relief and follow senior instructions.

**DUTIES** : Responsible for distribution of mail, circulars, internal notices and documents. Collection of blood specimen, drug books, theatre lists and file from wards to patient accounts. Perform routine messenger tasks as directed by supervisor.

**ENQUIRIES APPLICATIONS** : Mr. MF Monama Tel: (012) 354 1421  
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017

**POST 25/82** : **CLEANER 8 POSTS REF NO: HRM 39/2017**  
 Directorate: Admin & Logistics

**SALARY CENTRE REQUIREMENTS** : R90 234 per annum plus benefits  
 : Steve Biko Academic Hospital  
 : Grade 10 with 5 years' experience/ Grade 12 with 2 years cleaning experience. Willingness to work shifts; Rotation of workstations according to supervisor's instructions.

**DUTIES** : Cleaning of windows/ glass where applicable; Mopping of floors; Mopping of staircase where applicable. Cleaning of toilets seats and urinals; polishing vinyl flooring daily; Maslin sweeping of floor daily. Consistency in keeping clean corners & shinning floors; strip and seal vinyl floors when necessary. Cleaning of domes /pyramids where applicable; clean and pick up litter on staircase and floors. Removal of Medical /General waste to passage where applicable; careful use of polisher machine and other equipment; washing of equipment and pads after use; replacement of toilet /roll papers and refill soap dispensers consistently throughout the shift; updating toilet check list.

**ENQUIRIES APPLICATIONS** : Mr. MF Monama Tel: (012) 354 1421  
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 07 July 2017