

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV 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.  
Erratum: Kindly note that the following posts: Chief Dental Therapist, Chief Occupational Hygienist, Chief Optometrist, Chief Oral hygienist and Chief Environmental health Practitioner. And also correct the directorate to Health & wellness and enquiry person to Mrs. LC Seabelo on the following posts of Environmental health practitioner.

**OTHER POSTS**

**POST 28/101** : **OPERATIONAL MANAGER NURSING (PHC)**  
Re-Advertisement  
Directorate: Primary Health Care

**SALARY CENTRE REQUIREMENTS** : R499 953 – 562 698 per annum (plus benefits)  
: Mary Moodley Clinic (ESDR)  
: A minimum 9 years appropriate / recognizable experience in nursing after registration as professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's licence. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**ENQUIRIES APPLICATIONS** : Ms A.B Sayed, Tel no: (011) 422 5765  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400

**FOR ATTENTION CLOSING DATE** : Human Resource Manager  
: 28 July 2017

**NOTE** : Applicants will be subject to medical surveillance screening. Please note that this is a re-advertisement. Previous applicants are encouraged to apply. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

**POST 28/102** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**  
Directorate: Rehabilitation

**SALARY CENTRE** : R414 069 – 459 559 per annum (plus benefits)  
: Ekurhuleni Health District – Nokuthela Ngwenya CHC (ESDR)

- REQUIREMENTS** : Appropriate qualification in Occupational Therapist that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. A certified copy of current registration with HPCSA. Understanding of the relevant Acts prescripts and legislations. Relevant experience in management of personnel and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. A copy of valid driver's license is essential.
- DUTIES** : Render Occupational Therapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management, supervision and control of allocated staff servicing ESDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District Rehab Coordinator. Establish good working relationship with other stakeholders within the District e.g. Mental Health, NGO's, Organisation for People with Disability etc. Provide community based Rehabilitation with the focus on health promotion prevention and community intervention. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms K.R Maluleke Tel no: (011) 876 1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and their means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston 1400
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 28 July 2017
- NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.
- POST 28/103** : **CLINICAL PROGRAMME COORDINATOR GRADE I**  
(Re-Advertisement)  
Directorate: HAST
- SALARY** : R394 665 – R444 195 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver's license Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.
- DUTIES** : Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, Genexpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager
- ENQUIRIES** : Ms S. Motloung Tel no: (011) 876 1820
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 28 July 2017
- NOTE** : Please note that this is a re-advertisement. Previous applicants are encouraged to apply. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T claims and resettlement allowance will be paid.

- POST 28/104** : **OCCUPATIONAL THERAPIST REF NO: TRH 07/2017**  
Directorate: Allied
- SALARY** : R316 722 – R439 485 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : Bachelor of Occupational Therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: Grade 1: Have completed community service. Making of assistive devices and creative activities will be an added advantage. Grade 2: A minimum of 10 years appropriate experience in Occupational Therapy after registration with HPCSA. Grade 3: A minimum of 20 years in Occupational Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Render patient centred Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To run work hardening programme. To work with colleagues, relieve as and when the need arise, and to work closely with interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.
- ENQUIRIES** : Ms M Mogale, Tel no: (012) 354 6820  
**APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 28 July 2017  
**NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 28/105** : **SENIOR COMMUNICATION LIAISON OFFICER**  
Directorate: Health Programmes
- SALARY** : R226 611 – R266 943 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District Office  
**REQUIREMENTS** : Grade 12 with minimum of 5 years' experience in health promotion or Grade 12 with relevant Diploma/Certificates and 3 years' experience in Health Promotion. Knowledge of health promotion. Computer literacy. Good Communication and interpersonal relationship. Ability to work in a team. Valid Driver's license is essential.
- DUTIES** : Ensure effective and efficient implementation of Health Promotion in School initiative in the district. Conduct support visits and assess schools for implementation of health promoting school initiative. Support and participate in Men's Health Forums. Coordinate condoms, campaigns in the District. Mobilize and create awareness on male circumcision. Compile quarterly and annual reports. Support implementation of the adolescent youth friendly services in the district. Promote intra departmental collaboration in the implementation of health promoting school initiative
- ENQUIRIES** : Ms T.G. Marumulo Tel no: (011) 876 1825  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 28 July 2017  
**NOTE** : Applicant will be subject to medical surveillance screening. Please note this post is open to Public Service employees.

- POST 28/106** : **DATA ADMINISTRATOR 1 POST**  
Directorate: Emergency Medical Services
- SALARY** : R226 611 per annum (plus benefits)  
**CENTRE** : Sedibeng  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science /Maths /Statistics/Computer Science as a major and three years relevant experience. Knowledge and understanding of District Health Information System will be an added advantage. Computer literacy. Analytical, numeracy, coordination and good communication skills. Must have driver's license.
- DUTIES** : Maintenance of all EMS databases in the District. Ensure that data flow at a District level is adhered to. Identify the EMS information needs. Maintain and design EMS data flow. Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity). Produce analyzed monthly reports for submission to EMS Head Office. Handle EMS data related queries. Manage relevant projects as assigned.
- ENQUIRIES** : Mr. RE Sekgobela Tel no: (011) 564 2009  
**APPLICATIONS** : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full. Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 02 August 2017.
- POST 28/107** : **PROFESSIONAL NURSE 2 POSTS (REF NO: TRH 08/2017)**  
Directorate: Nursing
- SALARY** : R226 083 – R431 262 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : Diploma in General Nursing & Midwifery Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Currently registered with South African Nursing Council as a professional Nurse. Experienced in rehabilitation will be a recommendation. At least 1-4 years as a registered nurse. Problem solving, facilitation skills, liaison skills, knowledge management, planning and organisation, able to lead shift. Multi/trans cultural skill, communication skill. Nursing advocacy skill.
- DUTIES** : Responsible for total patient care to all patients in the hospital. Educate and advice patients, including relatives of patients and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekends and holidays and rotate in other units where the need arise. Willing to work day and night shifts. Quality nursing care and rehabilitation programme as directed by the Scope of Nursing practice. Ensure proper staff allocation for shifts in the unit. Manage staff performance. Be a team leader. Be able to work in a multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleagues, including report writing.
- ENQUIRIES** : Ms MM Rakwena, Tel no: (012) 354 6135  
**APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 28 July 2017  
**NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 28/108** : **DENTAL ASSISTANT GRADE 1 2 POSTS**  
Directorate: Oral Health
- SALARY** : R148 221 – R169 470 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District ESDR/ NSDR  
**REQUIREMENTS** : Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professional

- Council of South Africa (HPCSA), where applicable in the relevant position. Zero (0) to ten (10) years appropriate experience after obtaining an appropriate qualification or prescribed in service training. A proof of current registration with HPCSA. A driver's license will be an added advantage.
- DUTIES** : The incumbent should have a dental assistant knowledge including infection control, chair site assistant, maintenance of equipment, stock control knowledge of instruments and materials as well as inventory, he or she will work in dental surgery in the clinic, mobile prison, institutions and any other administrative duties including patients' registration, answering of telephone, filing of cards, ordering of materials, and booking of patients. The person will also doing relief duties in other clinics, prisons, mobile and institution. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub districts. He or she should have good communication skills, good interpersonal relations and ability to work under pressure. Perform all other duties as delegated by Supervisor/ Manager
- ENQUIRIES** : Ms Stephens Tel no: (011) 876 1759
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. . No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 28 July 2017
- NOTE** : Applicant will be subject to medical surveillance screening.
- POST 28/109** : **NURSING ASSISTANT 2 POSTS REF NO: TRH 09/2017**  
Directorate: Nursing
- SALARY** : R116 625 – R 202 674 per annum (plus benefits)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Certification as a Certified Nursing Assistant. Current enrolment with the South African Nursing Council. 1 year and more experience as a Nursing Assistant. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution as the need arise.
- DUTIES** : Assist quality patient care and provide elementary clinical nursing care. Maintain hygiene of patients. Provide nutrition. Assist with mobility. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist Professional Nurses with clinical procedure. Preparation of patients for diagnostic and surgical procedures. Give health education to patients and families at all times.
- ENQUIRIES** : Ms MM Rakwena, Tel no: (012) 354 6135
- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 28 July 2017
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 28/110** : **HOUSEHOLD WORKERS 6 POSTS REF NO: 001195**  
Directorate: Nursing Unit
- SALARY** : R90 234 – R106 290 per annum, Level 02 (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 10 and above. 2-years experience in cleaning, certificate in hospitality will be an added advantage. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Must work shifts, weekends, public holidays and night duty.
- DUTIES** : Ensure a clean and secure environment for patients and personnel (e.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors and windows). Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective

- financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.
- ENQUIRIES** : Ms M.V. Mathabatha, Tel no: (012) 318-6622
- 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](http://www.gautengonline.gov.za).
- CLOSING DATE** : 28 July 2017
- NOTE** : Medical surveillance will be conducted to the recommended applicants, with no costs. 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

#### 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** : 28 July 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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. 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

- POST 28/111** : **DIRECTOR: RISK AND COMPLIANCE AUDIT**  
(5 Year Fixed Term Performance Based Contract)  
Kindly note that this is a re-advert, it was advertised in circular 24, Post 24/148 the closing date has been amended. Candidates who have previously applied for this post need not re-apply, as their applications will be considered.  
Directorate: Gauteng Audit Services
- SALARY** : R898 743 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : 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.
- DUTIES** : 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.

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000

**POST 28/112** : **DIRECTOR: FORENSIC INVESTIGATIONS**  
(5 year Fixed Term Performance based employment contract)  
Directorate: Financial Governance

**SALARY** : R898 743 per annum, (All-inclusive package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : A minimum undergraduate qualification (NQF Level 7) in the disciplines of Law (BA Law; Buiris, Bcom Law; Bproc LLB) or Accounting (Bcom Accounting Science or Btech Finance & Accounting) or Forensic investigation (Btech Forensic Auditing; Forensic investigations). The candidate must have seven (7) or more years of experience in the Forensic investigations or law enforcement specializing in commercial crimes, 5 years of which is Middle/Senior Management experience; valid driver's licence.

**DUTIES** : Develop and execute on forensic investigation strategy and broader programs of forensic services. Including the development and implementation of Annual Performance plan and operational plan for the Forensic investigation unit. Initiate and support investigations carried out by Investigators, consultants, including advising Investigators and consultants on the terms of reference and related plans for investigations; provide guidance on the conduct of such investigations and develop written guidance materials; Ensure adherence to investigative reporting timelines; Review investigative reports and work documentation; provide assurance that that investigative work accomplished meets the required standards and ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Develop protocols for initiating and conducting investigations into allegations of fraud and corruption. Ensure development of and provide support in the preparation of work plans and the establishment of priorities for investigation function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Develop and oversee departmental systems for handling of alleged violations of fraud and corruption reported. Identify potential areas of compliance vulnerability and fraud risk; develop and implement corrective action plans for resolution of fraud risks, and provide general guidance on how to prevent similar occurrences. Provide reports periodically in terms of the operational requirements in the department, including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit.

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000

**POST 28/113** : **DIRECTOR: ACCOUNTING SUPPORT**  
(5 Year Fixed Term Performance Based Employment Contract)  
Chief Directorate: Provincial Accounting Services

**SALARY** : R898 743 per annum, (All-inclusive package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Bcom (Accounting) or Bcom (Financial Management) or Btech with Financial Accounting as a major subject or any degree with Financial Accounting as a major subject. A minimum of five to seven years (5 - 7) experience in the financial management environment of which 5 years is in middle / senior management level. Knowledge of Accounting

principles, relevant policies in a legislative environment. Broad knowledge understanding of the PFMA, Treasury Regulations, GAAP/ IFRS and GRAP. Knowledge and experience of project management, problem solving and strategic leadership. Intermediate to expert skills in computer Ms Office/Excel. A post graduate qualification and knowledge of GPG environment will be an added advantage. Competencies: Proven Leadership abilities. Effective Leadership skills and high business acumen. Planning and organising, Quality Orientation, creativity, innovative, performance and persuasive managerial competencies. Customer management, results/target driven quality management. High problem solving, analytical, excellent communication skills and computer literate. People Management and empowerment. Client orientation and customer focus.

**DUTIES**

: The incumbent will be responsible: for assisting departments and entities to comply with applicable accounting standards (Modified Cash and GRAP). Assist entities with alignment of their Accounting Policies to the most updated GRAP standards. Provide technical accounting advice to GPG departments and entities to ensure full and accurate reflection of all financial transactions of the departments. Preparation of the Unauthorised Expenditure bill after SCOPA recommendations for presentation to legislature. Provide Accounting Support strategy driven by a customer focused ethos that provide technical accounting assistance through training. Ensure that financial management training sessions are held for areas of concern in identified departments. Assist departments and entities with the review of finance related standard operating procedures. Ensure continuous engagements with departments and entities and ensure credible and accurate interim and annual financial statements. To provide technical advisory support to client departments and entities on accounting and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Accounting Support sub-unit. Ensure that Accounting Support sub-unit objectives, standards and targets are communicated and understood. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement

**ENQUIRIES**

: Ms B Mtshizana, Tel no: (011) 227 9000

**OTHER POSTS**

**POST 28/114**

: **DEPUTY DIRECTOR: COMPUTER AUDIT**  
Directorate: Gauteng Audit Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R779 295 per annum (All-inclusive package)  
: Johannesburg  
: Relevant 3 year Tertiary Qualification, e.g BSc or Higher Diploma in Computer Auditing, Internal Audit, Information Technology. 5-6 years' experience in computer auditing.

**DUTIES**

: Provide input into the annual Computer Audit plan. Ensure that computer audits are properly scoped, planned and executed. Ensure that audits assignments are appropriately resourced. Monitor the execution of audits and recommend appropriate controls to address the identified risks. Supervise a pool of Computer Audit staff during the performance of audits. Report on progress on audits. Ensure that audits run smoothly, potential problems are identified timely and alternative plans carried out to ensure that the set deadlines are met. Set and maintain budgets to ensure adherence providing explanation of variance to management, where they exist. Assist with downloads and sample extractions when using audit retrieval software to analyse information on systems. Prepare audit programs for detailed reviews of the general control environment, application reviews, etc. Complete planned / ad hoc projects efficiently, effectively, and economically in a timely manner. Perform technical review of work done by junior staff ensuring that working papers are adequate to substantiate findings and recommendations. Ensure working papers are in compliance with Computer Audit methodology. Ensure that ISACA standards are adhered to. Prepare and/or review audit reports discussing findings with management and following up on issues raised in the reports. Constantly appraise the Computer Audit senior manager on progress on audits. Maintain close relationship with client managers and the other components of Gauteng Audit Services. Maintain good working relationships with clients / auditees. Maintain close working relationships with external auditors and 3<sup>rd</sup> parties. Follow up on the client satisfaction surveys; identify opportunities to improve the management and control of resources to ensure efficiency and effectiveness. Provide assistance to the Computer Audit senior manager so that



he may discharge his responsibilities adequately. Comply with departmental administrative requirements and assist junior staff in complying with these requirements as well. Maintain accurate time records. Evaluate performance for junior staff to feed into their training and development plan. Provide on-the-job training for junior staff, where required, and feed into their development plan.

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000

**POST 28/115** : **ASSISTANT DIRECTOR: RISK MANAGEMENT**  
Chief Directorate: Strategy Management

**SALARY** : R334 545 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three year tertiary qualification, Degree or National Diploma in Auditing or Accounting or Risk Management. 1 - 2 year's experience in Risk Management or Auditing.

**DUTIES** : The incumbent will be responsible for; Assisting with the facilitation, co-ordination and audit a departmental risk programme based on the GPG risk strategy and framework; Assist in developing internal risk policy based on the risk framework; Implement the departmental risk management policy in consultation with the Chief Risk Officer; Develop a risk mitigation strategy to address departmental risk in a co-ordinated manner; Assist in conducting the full scope of departmental risk management project management; Conduct extensive risk awareness programmes in the department; Provide timeous and accurate management information reports for consideration by the Chief Risk Officer.

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000

**POST 28/116** : **SENIOR ADMINISTRATIVE OFFICER: LOCAL GOVERNMENT RESOURCE MANAGEMENT**  
Directorate: Local Government Financial Services

**SALARY** : R281 418 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant 3 year tertiary qualification, Degree or National Diploma in Finance or Local Government. 1 - 2 years' experience in the Finance / Local Government field, plus knowledge of DMC and GMC committees.

**DUTIES** : Assist in ensuring implementation and compliance with MFMA requirements. Gather information for the publication of section 71 and provincial allocation to municipalities gazettes and distribution thereof. Co-ordinate the Debt Management Committee (DMC) and Grant Management Committee (GMC) quarterly engagements. Make logistical arrangements for the DMC and GMC including acquiring necessary equipment and suppliers. Assists with the procurement of goods and services which entails contacting suppliers for quotes, processing RLS01 and RLS02, process invoices and follow-up order with suppliers and payments with GSSC. Provide administrative and secretarial support to both the DMC and GMC.

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000

**POST 28/117** : **EMPLOYEE HEALTH AND WELLNESS CONSULTANT**  
Chief Directorate: Corporate Services

**SALARY** : R226 611 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three year tertiary qualification Degree or Honours in Social worker or Psychology. Minimum of 1-2 years' experience in the field of Employee Health Wellness Program. Public sector experience.

**DUTIES** : Implement departmental Wellness policy and procedures in the department. Provide administrative technical support for Wellness activities and Wellness Committee in the department. Implement the four pillars of Employee Health and Wellness in the department. Occupational Health and Safety, Health and Productivity Management, Wellness Management, HIV/AIDS AND TB Management Facilitate the establishment of different sporting codes. To co-ordinate EHWP committee meetings as well as events within the department. To provide brief counselling and conflict mediation within the department. Provide administrative duties and adhere to policies:

**ENQUIRIES** : Ms B Mtshizana, Tel no: (011) 227 9000