

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

*Gauteng Department of e-Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Posted to: Ms. B. Sepuba: Internal HR: Recruitment. E- Government Department. Private Bag X112, Marshalltown, 2107 or Hand deliver to No.75 Fox Street, Imbumba House, Marshalltown, Johannesburg OR visit our GPG Professional Job Centre and apply on line. All other online enquiries can be directed to the GPG Contact Centre on 0860 428 8364
- FOR ATTENTION** : Ms. B. Sepuba
- CLOSING DATE** : 11 August 2017
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**OTHER POSTS**

- POST 30/82** : **DEPUTY DIRECTOR: QUALITY CONTROL**  
Directorate: Centre of Innovation
- SALARY** : R657 558 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a 3 year National Diploma in Quality Assurance Management or Bachelor's degree (will be an added advantage) or NQF6 in Quality Assurance Management tertiary qualification with 3 to 5 years' experience in leading a team within quality management environment and re-engineering systems' processes. Person Profile: Knowledge and appreciation of concepts and application of quality assurance methodologies and tools. High level of verbal and communication skills, Facilitation skills, Quality oriented, Client and value delivery focused attitude. Knowledge of the principles of strategic business decision making. Integration and interpretation of information. Ability to meet deadlines. Project management principles, practices, techniques and tools. Ability to develop and edit written material. Ability to process computer data, format and generate reports. Skills in usage of survey and market research methodologies, systems and techniques. Change agency. Diagnostic and advisory skills.
- DUTIES** : Identify, adapt and implement most appropriate business process improvement and quality assurance framework and methodology. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in

order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the Head of Department to improve the use of performance metrics and their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit-in departmental Quality Assurance meetings to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

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

**POST 30/83** : **ASD: KNOWLEDGE MANAGEMENT**  
Directorate: Centre of Innovation (COI)

**SALARY** : R417 552 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus a National Diploma or related NQF 6 qualification in preferably Business Informatics/Information Management or Information Science with at least 2 (two) to 4 (four) years' experience directly related to the duties and responsibilities of knowledge and information management role. PERSON PROFILE: High level of verbal and communication skills. Works proactively. Delivers on time. Quality oriented. Influential buy-in. Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Knowledge Management, client oriented and value delivery focus. Consultative and advisory skills. Appreciation of concepts and application of knowledge management principles, practices of Employee assistant Programme and its relationship to knowledge information management. Project management principles, practices and techniques. Skills in design and usage of IT-based systems for knowledge exchange.

**DUTIES** : Identify knowledge and information requirements for the e-Government department. Improve document management process through automation and integration into business process redesign. Assist in the integration of KIM strategy with Employee Assistant Program (EAP). Assist in the development and implementation of a knowledge and (knowledge and information management) policy and strategy for the e-Government department. Work with Information and Communication Technology (ICT) to establish an effective Information Technology infrastructure and its related tools for data warehousing assortment and information knowledge exchange. Assist in development of organisational processes and culture that actively promotes knowledge exchange. Actively place content on the e-Government portal, to develop the knowledge base accessible to the organisation. Contribute to the project team driving improvements and enhancements in EAP through development of KIM framework, ensuring that technology responds to the business requirements. Assist in identifying subject matter experts within the e-Government, and develop mechanisms for their expertise to be accessed and utilised and for new recruits to be mentored. Assist in promoting a culture that values knowledge management and exchange, and actively incentives it through the performance management system. Perform other related work as assigned.

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

**DEPARTMENT OF HEALTH**

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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.

**MANAGEMENT ECHELON**

**POST 30/84** : **MEDICAL SPECIALIST GRADE 1, 2, 3**  
Directorate: Family Medicine

**SALARY** : Grade 1 R991 857 –R 1052 712 per annum (all inclusive Package)  
Grade 2 R1134069 – R1203366 per annum (all inclusive Packages)  
Grade 3 R 1316136 – R1645464 per annum (all inclusive Package)

**CENTRE REQUIREMENTS** : Ekurhuleni Health District (ESDR)  
: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a family physician. Current proof of registration with the HPCSA as a Family Physician. Postgraduate degree in Family medicine (MMed Family Medicine).Grade 1: 0-4 years after registration with HPCSA as Medical Specialist in Family Physician. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Family Physician. Grade 3: Minimum of 10 years appropriate experience as a Medical Specialist after registration with HPCSA as Family Physician. Teaching experience is required as this is a Joint appointment post with the department of Family Medicine, University of the Witwatersrand (Wits) as a lecturer. Experience in health management, transformation and willingness to make a difference in the district health services. Expect the incumbent to perform commuted overtime. Recommendations: Experience in district health service and general medical/family practice. Experience in PHC services, HAST, EBM and ward based PHC outreach programmes. Willingness to work in any facility within the sub-district or district.

**DUTIES** : Improve Patient / client care through implementation of appropriate evaluation methods and tools, improve chronic patient care, improve patient records keeping, enhance accessibility of clinical services to poorest wards and disadvantaged communities in the district , maintain and improve 24 hours clinical services community health centres (CHCs) in the sub-district , improve services for older persons and disadvantaged individuals in the sub-district, improvement in-service training on clinical care services for health care workers, improve antenatal care for pregnant clients attending PHC facilities, improve maternal care services in MOU in the applicable CHC, improve management of paediatric patients in the MOU and clinic, improve emergency medical services, improve performance of minor surgical procedures, provide care for people living with HIV and TB, improve medical student training at the district training complex / campus (DEC), improve supervision and training of clinical associates (BCMP program), contribute to Family medicine registrar training of WITS / UP, undertake research protocol development, presentation & publication, develop proper referrals between clinics and level 2 hospitals, improve DATA collection among doctors and nurses at the clinics, ensure compliance with code of conduct and public service disciplinary procedures, improve on attendance of doctors at work at the clinic and sub-district, ensure compliancy with PMAs and PMDS , and manage internal and external stakeholder complaints & conflicts effectively.

**ENQUIRIES APPLICATIONS** : Dr J.M.M Musonda: Tel no: (011) 878 -8548/0764402010  
: 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.

**CLOSING DATE** : 11 August 2017  
**NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

#### **OTHER POSTS**

**POST 30/85** : **PRODUCTION PHARMACIST GRADE 1-3 REF NO: 001263**  
Directorate: Pharmacy Unit

**SALARY** : Grade 1: R615 945 – R653 742 per annum (all inclusive package)  
Grade 2: R673 494 – R714 819 per annum (all inclusive package)  
Grade 3: R736 425 – R781 611 per annum (all inclusive package)

**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12. B.Pharm qualification. Registration with SA Pharmacy Council as a Pharmacist. Grade 1 requires no experience; Grade 2 requires 5-years experience; Grade 3 requires 13-years experience. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counseling skills, research, development and statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.

**DUTIES** : Keep surveillance on medicine consumption in the department. Supervise, coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements, ensure drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles.

**ENQUIRIES** : Ms. M.G. Mayayise, Tel no: (012) 318-6839  
**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** : 11 August 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.

**POST 30/86** : **OPERATIONAL MANAGER NURSING SPECIALITY (OPERATING THEATRE) LEVEL 10**  
Directorate: Nursing Department

**SALARY** : R499 953per annum (plus benefits)  
**CENTRE** : Mamelodi Hospital  
**REQUIREMENTS** : Grade 12(Std10) certificates, Basic 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. Diploma/ Degree in Nursing Administration /Management will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Medical and Surgical nursing science (Neonatal 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 Medical and Surgical nursing science (Operating Theatre). Computer literacy. Knowledge of all Legislation relevant to Health Care Service.

**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. Teach delegates, monitor and evaluate performance/ appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper records keeping. 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. 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 facility. Provide comprehensive operating theatre nursing care. Ensure effective and efficient coordination and integration of quality health care. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by 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.

**ENQUIRIES** : MS S Mahlangu Tel no: (012) 841 8363  
**APPLICATIONS** : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag X0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

**FOR ATTENTION** : Ms J Vilakazi Recruitment Section  
**CLOSING DATE** : 11 August 2017

**POST 30/87** : **OPERATIONAL MANAGER NURSING (PHC)**  
 Directorate: PHC

**SALARY** : R499 953 - R562 698 per annum (plus benefits)  
**CENTRE** : Jabulane Dumane CHC (SSDR)  
**REQUIREMENTS** : 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 is essential. 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** : Ms M.A Mopeli Tel no: (011) 863 7797  
**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.

**CLOSING DATE** : 11 August 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 30/88** : **DENTAL TECHNICIAN REF NO: WOHC/01/2017**  
 Directorate: Laboratory

**SALARY** : R281 148 – R378 687 per annum  
**CENTRE** : Wits Oral Health Centre

<b><u>REQUIREMENTS</u></b>	:	Qualified Dental Technician registered with SATDC. The candidate who have exposure to specialised appliances and CAD/CAM. B-Tech will be an added advantage.
<b><u>DUTIES</u></b>	:	Production of removable and fixed appliances, as well as orthodontic appliances. Assisting dental students with their laboratory work. Working with post graduates and teaching Dental students. NB: The candidate should be prepared to perform under pressure and work after hours to support academic activities to improve service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms L.M. Mazibuko Tel no: (011) 488 4898
<b><u>APPLICATIONS</u></b>	:	Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	11 August 2017
<b><u>POST 30/89</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 2 POSTS REF NO: 001264</u></b> Directorate: Radiography Department
<b><u>SALARY</u></b>	:	Grade 1: R281 148 - R321 462 per annum (plus benefits) Grade 2: R331 179 – R378 687 per annum (plus benefits) Grade 3: R390 123 – R473 445 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of annual registration; Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement.
<b><u>ENQUIRIES</u></b>	:	Ms. R.N. Mashubuku, Tel no: (012) 318 6658
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	11 August 2017
<b><u>NOTE</u></b>	:	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.
<b><u>POST 30/90</u></b>	:	<b><u>RADIOGRAPHER (RADIATION ONCOLOGY) PRODUCTION REF NO: HRM 57/2017</u></b> Directorate: Radiation Oncology
<b><u>SALARY</u></b>	:	GRADE 1 R281 148 per annum plus benefits GRADE 2 R331 179 per annum plus benefits GRADE 3 R390 123 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	B Tech Radiotherapy/Diploma in Radiotherapy. Registration with HPCSA. Grade 1: less than 10 years, Grade 2: 10-20 years and Grade 3 more than 20 years' experience in radiation oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to profession and patients. Excellent communication skills. Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. Grade 2 - 3 Prepared to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative are very important.

**DUTIES** : Responsible for accurate delivery of radiation treatment to patients with neoplasms, including brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. organization of appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program.  
Grade 2 – 3: PMDS of sub-ordinates. Discipline and conflict management. Assist in the overall management of the department.

**ENQUIRIES** : Mrs. P Pillay Tel no: (012) 354 2309

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, 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** : 11 August 2017

**POST 30/91** : **OCCUPATIONAL THERAPIST (REF NO.TRH 10/2017)**  
Directorate: Allied

**SALARY** : Grade 1: R 281 148 – R 321 642 per annum (plus benefits)  
Grade 2: R 331 179 – R 378 687 per annum (plus benefits)  
Grade 3: R 390 123 – R 473 445 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** : 11 August 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 30/92** : **PRINCIPAL PERSONNEL OFFICER**  
Directorate: Human Resources Management

**SALARY** : R226 611 –R266 943 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District (Northern Sub District)

**REQUIREMENTS** : Grade 12 with 5 years' experience in HR as generalist or national Diploma/degree with 3 years' experience as a generalist. Extensive knowledge of PERSAL and HR

prescripts. Computer literacy is essential. Drivers licence is essential. Good understanding of PSCB, resolutions especially the implementation of OSD, leadership skill, planning and organising skills, problem solving, communication skill, and financial management. Ability to work under pressure. Good interpersonal skills.

**DUTIES** : Manage and render effective the human resource unit at sub district level. Supervise clerks and registry clerk. Provide guidance and support to staff. Approve and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer and housing allowance. Management of PILIR for the sub district. Ensure there is a good filling system at sub district. Management of the PMDS, RWOPS, and payroll. Attend to all auditor general queries. Manage and coordinate the implementation of grade progression for OSD staff categories. Advice staff on HR related issues. Assist with the recruitment and selection for the sub district. Form part of the sub-district management team

**ENQUIRIES** : Ms B.M Zwane Tel no: (011) 876 1766  
**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** : 11 August 2017

**NOTE** : The candidate will be indirectly report to the Deputy Manager Nursing of the Sub District. Applicant will be subject to medical surveillance screening. No S&T and resettlement will be paid.

**POST 30/93** : **FINANCE CLERK CREDITOR'S CONTROLLER REF NO: WOHC/02/2017**  
 Directorate: Finance

**SALARY** : R226 611 per annum (plus benefits)

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : An appropriate Diploma / Bachelor's degree in Financial Management with 3 years experience in finance environment, or Grade 12 with 5 years' experience in finance environment. Must have working knowledge of BAS, SAP R/3 and SRM. Knowledge of the PAAB / Medicom would be an added advantage. Knowledge of government prescripts such as PFMA, Treasury Regulations and SCM. Competencies required: Analytical and Communication (Verbal and written) skills and computer literate.

**DUTIES** : Render financial accounting transactions: Receive and process requisitions, invoices and payments. Clear suspense account, compile and process journals. Handling of Petty cash requisitions and replenishments Supervise the collection of cash and the receipt and capturing of cash payments. The incumbent would be responsible for the Risk Management services of the Institution. Identify, investigate and report any losses. Render a Budget support service: Compare expenditure against budget, and revenue against target. Capture and update expenditure and revenue information. Compilation of reports and reconciliations. Perform any other additional duties as required by manager.

**ENQUIRIES** : Ms A Tonisi Tel no: (011) 488 4898

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 11 August 2017

**POST 30/94** : **ADMINISTRATION CLERK REF NO: WOHC/04/2017**  
 Directorate: Patient Administration

**SALARY** : R152 862.00 (Plus benefits)

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Grade 12 with a minimum of 1 year experience in Patient Administration. Knowledge of Acts that govern Patient Administration: PFMA, Patient's rights charter, Batho-Pele Principles, Procedure manuals and UPFS. Knowledge of



PAAB system will be an added advantage. Must be able to communicate (verbal and written) and be computer literate.

**DUTIES** : Patient registration and billing on PAAB. Patient classification according to classification policy manual. Filing and Record keeping. Adhere strictly to procedures pertaining to downtime and online procedures. Update of patient's information. Booking patients for appointments. Assist with patients queries.

**ENQUIRIES** : Ms A Tonisi Tel no: (011) 488 4898

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 11 August 2017

**POST 30/95** : **NURSING ASSISTANT REF NO: WOHC/05/2017**  
Directorate: Nursing Department

**SALARY** : R116 625 – R 202 674 per annum

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council.

**DUTIES** : Assist patient with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipments. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Communicate skills (verbal and written). Knowledge of relevant nursing legislation. Compulsory shift work and flexibility. Give health education to patient and families.

**ENQUIRIES** : Ms L.M. Mazibuko Tel no: (011) 488 4898

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 11 August 2017

**POST 30/96** : **CLEANER REF NO: WOHC/06//2017**  
Directorate: Support Service Department

**SALARY** : R 90 234 per annum (with benefits)

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Abet or grade 10. Cleaning experience of 3 months to 2 years. Good verbal and written communication skills, good interpersonal skills and productiveness. Knowledge of OHS. Ability to read and write. Ability to work under pressure. Be able to work as a team.

**DUTIES** : Clean all designated areas such as, clean all items such as windows, walls basins, sinks, lockers, sweep, mop and polish all floors designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically asses and update toilets cleaning check list in line with set hygienic standards, request and replace toilet paper/ towels and hand wash soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the cleaning environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning material and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.

**ENQUIRIES** : Ms. A Tonisi Tel no: (011) 488 4898/4850

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown, No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 11 August 2017

## 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** : 11 August 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.

## OTHER POSTS

- POST 30/97** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT**  
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R334 545 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification e.g., Degree or National Diploma in Economics or Accounting or Public Management and Governance. 1 - 2 years' experience in budget environment. Knowledge of Legislations, PFMA, Division of Revenue Act, Treasury Regulations and other related regulations. Knowledge and understanding of the public sector, budget and project cycles. Knowledge of Ms Word, Excel and PowerPoint.
- DUTIES** : The incumbent will be responsible for; Support with the management of the provincial strategic budget planning process by providing advice, guidance and training on the budget process, budget reforms and budget formats; Provide initial input into the development of a credible adjustment budget for the province by compiling and maintaining the legislative framework; Provide initial input into the development of a credible medium term expenditure framework for the province; Assist and provide initial input into the provincial analysis in terms of expenditure, revenue and conditional grants; Assist the Deputy Director with initial inputs for the development of long term expenditure and budgetary modelling and any other projects.
- ENQUIRIES** : Ms Bulelwa Mtshizana, Tel no: (011) 227 9000

<b><u>POST 30/98</u></b>	:	<b><u>BUSINESS ANALYST</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R334 545 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A relevant 3 year Diploma / Degree in Business Analysis or Financial Information Systems. Project management experience (PMBOK, PRINCE and Agile methodology). Minimum of 1- 2 years' experience in ERP implementation and Business Analysis experience. Knowledge and understanding of the public sector financial systems (BAS, PERSAL SAP FI/CO, SAP MM). SAP Certification will be added advantage. Advanced PC skills including MS Office: (Excel, Word, Outlook, Visio)
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to: lead requirements analysis, validation and verification, ensuring that requirement statements are complete, consistent and concise. The successful candidate will need to assist other Business Analysts, and Developers to come up with Designs for new projects in this financial systems environment. Understanding business process management and business requirements and translating them to specific software requirements, manage traceable requirements and track requirements status throughout the project. Manage changes to requirement through effective use of change control processes and tools. Ability to communicate (verbal and written) with business requirements and transfer the same knowledge to the development team. Develop future business processes that are cost effective and will result in overall improvement of productivity within the departments. Proven problem solving and diagnostic work. Schedule project meetings to assess the deliverables against the business needs. Lead and conduct interviewing tasks. Compilation of the requirements documentation. Manage multiple initiatives simultaneously. Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis. Collect multiple streams of data and decompose them into concise specifications. Competencies: Foster 40 interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management skills.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227 9000
<b><u>POST 30/99</u></b>	:	<b><u>INTERNAL AUDITOR QUALITY ASSURANCE AND IMPROVED PROGRAMME</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R281 418 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Relevant diploma or degree in Internal Auditing with 2 years' experience in auditing environment. Attributes: The role require an innovative thinker with good analytical, interpersonal, communication skills. The candidate should possess good management skills, have sound business.
<b><u>DUTIES</u></b>	:	To perform quality assurance reviews of audit files according to the International Professional Practices Framework (IPPF) and Research for Gauteng Audit Services and related services. Document system descriptions and prepare flowcharts. Prepare audit programmes. Execute audit programmes. Compile and reference audit working papers. Liaise with team leaders at the planning, execution and reporting phases of each internal review. Review working papers and referencing prepared by trainees and assistant auditors. Compile the audit findings and prepare draft audit report. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and Gauteng Audit Services. Liaise and inform the supervisor regularly on the progress of the audit. Comply with Gauteng Audit Services admin requirements. Maintain accurate time records. Maintain acumen and decision making skills.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

<b><u>POST 30/100</u></b>	:	<b><u>SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEMS 5 POSTS</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R281 418 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Information Technology or Financial Information Management Systems. 1 – 2 years (SAP, PERSAL, BAS) system support experience. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems. Knowledge of (SAP, PERSAL, BAS) systems. SAP Certification will be an advantage .Applicable legislative and regulatory framework. Ability to analyse problems and provide clear recommendations. Driver's license, must be prepared to travel. Strong organizational skills. Able to collaborate with clients, and have a strong desire to excel. Excellent communication skills, written and verbal. Must be able to work independently as well as a team player and can manage own workload. Able to Multi-task and work under tight deadlines. Must be an effective problem solver.
<b><u>DUTIES</u></b>	:	The successful candidate will assist in improving the level of skills in system end-user in (SAP, PERSAL, BAS) applications within the GPG. Provide system support on (SAP, PERSAL, BAS) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide appropriate support and inputs to comply with system processes and procedures. Responsible for ensuring issues are handled professionally and promptly, issues are tracked, reported on /or escalated accurately as required. Prepare and maintain transversal and other systems for utilization. Identify and conduct both informal and formal (SAP, PERSAL, BAS) systems training to users. Prioritizes the training needs in collaboration with managers for their team ensuring that the areas that lead to the highest impact and value add are selected. Monitor the effectiveness of the training received, by receiving feedback reports from officials as well as continuous feedback from departmental managers. Assist and train departments on how to draw and analyse.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227 9000
<b><u>POST 30/101</u></b>	:	<b><u>PERSONAL ASSISTANT TO 2 DIRECTORS: STRATEGY MANAGEMENT</u></b> Chief Directorate: Strategy management
<b><u>SALARY</u></b>	:	R226 611 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus Secretarial Diploma or equivalent qualification. 3 -5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability.
<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the Director(s): Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions

and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to managers regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Support the manager with the administration of the Managers budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public, Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

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

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents***

**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.

#### **OTHER POSTS**

**POST 30/102** : **PERSONAL ASSISTANT (LEGAL SERVICES) REF NO: SD/2017/07/01**

**SALARY** : R226 611 per annum plus benefits

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

**DUTIES** : Register all incoming and outgoing mail and documents. Qualities assure the standard required on incoming and outgoing documents. Route incoming mail and

documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.

**ENQUIRIES** : Ms B Khutsoane Tel no: (011) 355 7805  
**APPLICATIONS** : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

**CLOSING DATE** : 11 August 2017  
**NOTE** : Kindly note the post was advertised on Circular 29 of 2017. It was withdrawn due to incorrect duties. The Department of Social Development is guided by the principles of Employment Equity; therefore all the appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

**POST 30/103** : **LEGAL ADMINISTRATION OFFICER: MR1 REF NO: SD/2017/07/02**

**SALARY** : R174 606 per annum  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Degree in LLB. Knowledge and understanding of legislative and policy framework governing Legal Services processes, systems and procedures in the Public Service. Knowledge and understanding of the Department's legal requirements, obligations and commitments. Report writing, probing, analytical, interpersonal, client orientation and customer focused skills. Valid driver's Licence

**DUTIES** : Arrange legal consultation sessions with affected staff. Compile necessary documents and other evidence for legal action. Interrogate staff on the circumstances and content of the case. Analyse and interpret legal documents concerning the Department. Recommend legal resources in favour of the Department and present recommendations for consideration and approval. Consult with the office of the State Attorney for legal advice and follow up on cases referred to them. Liaise with the Department of Justice for legal enquiries and advice. Analyse and interpret legally binding documents on behalf of the Department. Identify the legal basis, resources, rights and obligations of the Department in all contracts and prepare documentation for consideration, approval and implementation.

**ENQUIRIES** : Ms B Khutsoane Tel no: (011) 355 7805  
**APPLICATIONS** : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

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