

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

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

- APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 01 September 2017
- NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

- POST 33/38** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) – REF NO: 001388**
Directorate: Corporate Management
- SALARY** : R684 423 per annum (all-inclusive salary package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An LLB Degree coupled with at least 8 years post qualification experience in the legal environment. A Masters's Degree and Admission as an Attorney or Advocate will serve as an advantage. Experience in a managerial position in legal environment will serve as an advantage. Knowledge and extensive experience in litigation, drafting of contracts and contract management. Experience in the management of litigation. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review vet policies, contracts, SLA's and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Promotion of Administrative Justice Act (3 of 2000), PAJA, Promotion of Access to Information Act (2 of 2002) (PAIA) and Labour Relations Act (66 of 1995). Good communication (verbal and written) skills. Good office administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc). A valid driver's licence.
- DUTIES** : To provide litigation management services and support in Labour relations matters. To conduct vetting of policies, contracts and related legal documents. To draft contracts, MOUs and SLAs, memorandum and letters on behalf of the Department. Render legal opinions and advice on complex issues relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. To have sound knowledge of the various business units' operations and contractual requirements specific to the need of the business unit. Provide support in contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes and provide support to the Gauteng Department of e-Government (GDe) at arbitrations, mediations and in a court of law in addition to liaising with outside appointed legal professions. Provision of the key enabling support to business units within the GDe. Ensure that all administration processes adhere to legislative and policy compliance including PAJA and PAIA compliance. Compile instructions to external consultants, State

- Attorneys and manage the progress of matters and inputs received. Responsible for setting performance targets.
- ENQUIRIES** : Mr. Themba Psungo Tel no: (011) 689 6980
- POST 33/39** : **PRACTITIONER-EMPLOYEE HEALTH AND WELLNESS REF NO: 001391**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (plus benefits)
: Johannesburg
: Matric Certificate plus Degree in Psychology/ Social Work/. Proof of Current Registration with HPCSA/ SACSSP. 1- 2 years' experience in the Employee Health and Wellness field, Counselling and Case Management. Knowledge of DPSA EHW Framework, PILIR, IOD policies, Safety Health &Quality Standards (SHEQ) and Human Resource Policies.
- DUTIES** : Ensure continued promotion and awareness of the Employee Health and Wellness Programme within the department and all its directorates. Organise and oversee EHWP events and programs as indicated in the health calendar. Track attendance, participation or performance data related to EHWP events. Respond to queries on EHWP, programs or services. Build solid partnership with external stakeholders. Contain trauma incidences or situations and refer affected employees for further assistance to an appointed external service provider. Participate and coordinate Peer education programme. Coordinate and maintain a strong working alliance between supervisors, staff representatives, employees and the EHWP. Conduct intake and referral. Assist managers and supervisors to deal appropriately with difficulties that confront employees in the workplace. Submit written reports on the progress and activities of the EHWP and Assist the department with stress debriefing/team building sessions. Comply with MPAT standards on EHWP and relevant prescripts.
- ENQUIRIES** : Mr. Themba Psungo Tel no: (011) 689 6980

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 33/40** : **OPERATIONAL MANAGER SPECIALTY: MATERNITY (PN-B3)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R499 953 –R562 698 per annum (plus benefits)
: Carletonville Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing, plus a Diploma in Post Basic Midwifery and Neonatal Nursing Science with duration of at least 1 year. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advance Midwifery and Neonatal Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate.

<u>DUTIES</u>	:	South African Nursing Council annual practicing certificate. Knowledge of the Sustainable Development Goals. Understanding of obstetric guidelines.
	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Co-ordination of optimal, holistic specialized nursing care provided within set standards. Maintain Professional growth/ethical standards and development of self and subordinates. Compile and analyze reports to improve quality of patient care. Implementation of National Core Standards. Responsible for the implementation of disciplinary measures, management of serious adverse events and complaints. Manage effectively and monitor utilization of Financial and Human resources. Conduct periodic clinical record audits and develop quality improvement plans. Maintain professional/ethical standards and self-development. Provision of effective support to nursing service: do relief duties (calls) as required by the service. Ensure implementation of Continuing Professional Development. Participate in multi-disciplinary activities.
<u>ENQUIRIES</u>	:	Mrs M.Matandela Tel no: (018) 788 1704
<u>APPLICATIONS</u>	:	People with disabilities are encouraged to apply. Applications must be submitted on a z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	21 August 2017
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post
<u>POST 33/41</u>	:	<u>OPERATIONAL MANAGER GENERAL: TRAINING (PN-A5)</u> Directorate: Nursing
<u>SALARY</u>	:	R394 665 – 444 195 per annum (plus benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post basic qualification in Nursing Education registered with the SANC. Skills Development and Facilitation Course/ Certificate will be an added advantage. Knowledge and understanding of the continuing professional development framework and clinical teaching department. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer literacy (Excel, Word and PowerPoint) and proficiency in report writing. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Appropriate training/facilitation experience.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of the training programme. Analyze, plan and coordinate training needs of clinical personnel at facility. Present, facilitate and coordinate service related training programs. Facilitate in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation and induction programme. Monitor and evaluate of all training activities offered to nursing personnel. Monitor, evaluate and report clinical training and skills development activities. Coordinate and monitor the implementation of Continuing Professional Development. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectored and multi-disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage clinical learning

exposure and accompaniment of student nurses. Participate in committees that seek to improve the quality of nursing care and image of nursing as a profession. Monitor utilization of Financial and Human resources. Conduct periodic audits (e.g. adherence to clinical teaching principles) and develop quality improvement plans. Maintain professional/ethical standards and self-development. Provision of effective support to nursing service: do relief duties (calls) as required by the service. Develop institution's skills development plan. Compile monthly, quarterly and annual training reports.

- ENQUIRIES APPLICATIONS** : Mrs M.Matandela Tel no: (018) 788 1704
 : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za
- CLOSING DATE** : 31 August 2017
NOTE : The employer reserves the right to fill or not fill the post
- POST 33/42** : **RADIATION ONCOLOGY RADIOGRAPHER REF NO: 001366**
 Directorate: Department of Radiation Therapy
- SALARY** : Grade 1: R351 516 per annum
 Grade 2: R 414 069 per annum
 Grade 3: 487 752 per annum
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
 : Appropriate qualifications that allows registration with the HPCSA as Radiographer: Independent Practise: Therapy. Registration with the Health Professional Council of South African Radiation Oncology Radiographer. Four (4) appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Treat all patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g. patient's appointments and statistics. Assist students during clinical work to develop radiography skills.
- ENQUIRIES APPLICATIONS** : Ms. E. Kani Tel no: (011) 481 2215
 : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 25 August 2017
- POST 33/43** : **RADIOGRAPHER: THERAPY REF NO: 001367**
 Directorate: Department of Radiation Therapy
- SALARY** : Grade 1: R281 148 per annum
 Grade 2: R331 179 per annum
 Grade 3: R390 123 per annum
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
 : Appropriate qualifications that allows registration with the HPCSA as Radiographer: Independent Practise (Therapy) Registration with the Health Professional Council of South Africa in the relevant profession. Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Treat all patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g. patient's

appointments and statistics. Assist students during clinical work to develop radiography skills.

ENQUIRIES : Ms. E. Kani Tel no: (011) 481 2215

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 25 August 2017

POST 33/44 : **ADMINISTRATION OFFICER L7: LEAN MANAGEMENT**
Directorate: ADMINISTRATION

SALARY : R226 611 per annum (plus benefits)

CENTRE : Bertha Gxowa Hospital

REQUIREMENTS : An appropriate three year Diploma or Degree in Project Management/Public Administration and Management or relevant field with more than 3 years' experience in Support and Administration, at least one year experience in Lean Management or other business process reengineering Or Grade 12 with 5-10 years' experience in Administration and Support, at least 2-3 years' experience in Lean Management or other business process reengineering. Portfolio of evidence on Service Delivery projects undertaken and completed. Lean or other business process management training/courses will be an added advantage. Computer Literacy (Ms Word, Ms Excel and PowerPoint). Must have knowledge and understanding of Department of Health policies, guidelines, strategic goals and national priorities .e.g. ministerial priorities. Good communication skills, report writing and interpersonal skills. Must be highly motivated and result orientated. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Must be able to plan, organize, lead and coordinate the activities of the unit, including management and development of staff within the unit in pursuance of the strategic objectives. Ability to work under pressure and to handle conflict. Must be willing to assist in other continuous improvement projects as required.

DUTIES : The successful candidate will be expected to develop, implement and monitor the continuous improvement through applying Lean management principles. Lead and coordinate Lean and other continuous improvement initiatives a cross the hospital. Champion and assist the team by communicating the vision and ensure that the staff within the unit are trained. Drive measurable improvements in patient administration and the entire hospital in line with the departmental strategic goals of the hospital. Monitor implemented projects and provide regular reports for effective management

ENQUIRIES : Mr .N.M. Gumbi Tel no: (011) 089 8585.

APPLICATIONS : Applications can be delivered to: Applications can be delivered to: Ms. Molele, Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Mr .N.M. Gumbi (011) 089 8585.

FOR ATTENTION : Ms.C.C. Molele

CLOSING DATE : 15 September 2017

POST 33/45 : **CSSD OPERATOR (AUXILIARY WORKER) LEVEL 2 2 POSTS REF NO: 001399**
Directorate: Nursing Unit

SALARY : R90 234 – R106 290 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 8 and above. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Experience in cleaning / loading / loading off, CSSD operation, and packing will be an added advantage. Other certificates, e.g. mechanical, electrical will be an added advantage. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and nights.

DUTIES : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving sterilization of instruments and non instrument packs. Packing and sterilization of various towelling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to basic safety regulations. Maintain

growth / ethical standards and self development. Perform duties as required per job description, and working schedule. Maintenance of general hygiene, i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatre as delegated by the supervisor / Operating Theatre Nursing Manager and tidiness of the CSSD unit and Operating Theatre. Deliver and fetch theatre trolleys, collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash used trolleys from theatre. Wash and sterilize instruments and instruments machines and trays. Stripping and cleaning of respirators after teaching. Wash anaesthetic masks and dry. Ensure that the machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of a Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anaesthetic suction. Wrap instrument sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves: load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning.

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.
CLOSING DATE : 01 September 2017

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Simmonds Street, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or Email Recruitment.Premier@gauteng.gov.za or online on www.gautengonline.gov.za

CLOSING DATE : 01 September 2017

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference , Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 33/46 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION:**
REF NO: 001369

Directorate: Organisational Design and Job Evaluation

SALARY : R 657 558 – R774 576 per annum (All-inclusive remuneration package per annum)
CENTRE : Johannesburg

REQUIREMENTS : A 3-4 year Bachelor's Degree in Human Resources Management or relevant field. Must have 4-5 years' experience in a junior management position. Good knowledge and experience of Organisational Design and Job Evaluation policies and relevant directives. Understanding of how government works and relevant policy and legislative frameworks. Competencies Needed: Good planning, organizing and coordination skills. Excellent report writing as well as presentation skills. Programme and project management. Leadership, people management, conflict resolution and interpersonal skills. Stakeholder management, communication and a Drivers Licence. work long hours. Competence in one or more of the official South African languages will be an added advantage.

DUTIES : Give advice to Gauteng Provincial Government (GPG) Departments on the development of organisational design frameworks and instruments within the norms and standards determined by the MPSA in line with the regulations, directives and determinations. Co-ordinate Provincial approval processes of organisational structures between the EA, Premier and Minister of DPSA and ensure that submissions comply with organisational structuring and job evaluation norms and standards. Co-ordinate DPSA Organisational Design and Job Evaluation, HR Delegations Business Process mapping, Programmes, projects in the GPG. Promote compliance with organisational structure design and job evaluation, BPM, HR Delegations frameworks and MPAT. Coordinate training of Job Evaluation panel members' capacity development initiatives in GPG. (PERSAL training, BPM, Assessor training, OD training. Assist with Skills audit on the JE & OD. Promote uniform Organisational Design principles and ensure compliance to legislation frameworks. Effective implementation of OD & JE, HR Delegations, Business Process mapping Programmes in GPG Departments. Organise and coordinate provincial and national forums and play secretariat role to the GPG Forum and other meetings. Manage reporting and information on OD.

ENQUIRIES : Ms Zandile Ntshalintshali - Tel no: (011) 298 5659

NOTE : All shortlisted candidate will be subjected to a written exercise.

POST 33/47 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY**
ADMINISTRATION: REF NO: 000468

Directorate: Security Management Services

SALARY : R334 545-R404 121 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : 3-4 year Degree/Diploma in Occupational Health and Safety 3-4 years' experience in a Senior Practitioner post in the Security field. Managerial skill, conceptual skills, analytical skills, decision making skills, inter personal skills, technical skills, writing and administrative skills.

DUTIES : Ensure the day to day security administration within Office of the Premier, Food Security function which will look at the Premier and the EXCO Members food security Safety for GPG Events, prescripts of MISS are adhered to. Monitor compliance with security advice given and report noncompliance. Facilitate the process of drafting and reviewing Office of the Premier OHS Policy, SOPs and strategy. Facilitate the drafting and implementation of the SHERQ operational plan of the Office of the Premier. Facilitated and implement input from all stakeholders such as organized labour, EHWP and benchmark with National Departments and other Provinces regarding SHERQ. Generate report and manage appropriate intervention strategies. Facilitate and assist with Departmental Legal Compliance on SHERQ management. Ensure OHS research and related matters are conducted and reported on. Oversee environmental management and food security. Identify and address appropriate training needs. Oversee environmental management.

ENQUIRIES : Ms Georgina More, Tel no: (011) 298 5698

POST 33/48 : **OFFICE MANAGER TO THE DDG: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT: REF NO: 001336**
Branch: Executive Support and Stakeholder Management

SALARY : R281 418- R331 497 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3 – 4 years Diploma in Office Management or Secretarial Diploma. Minimum of 2-3 years experience in rendering support to a senior manager within the public service. Knowledge and experience in public service procedures in performance reporting, human resource management, procurement and financial management. Good administrative, report writing, records management, conflict management, project management, communication, organisational and computer skills are a prerequisite. Knowledge in public policy, research, strategic planning, monitoring and evaluation will be an advantage.

DUTIES : Provision of secretariat and administrative support services to the Office of the DDG and branch management structures. Development and maintenance of administrative systems to improve branch efficiency. Tracking implementation of branch executive decisions. Management and co-ordination of the DDG's diary. Organisation of and provision of support for meetings. Development and maintenance of document and records management systems. Provision of support for branch financial management including budget coordination, procurement, procurement tracking and expenditure monitoring. Coordination to ensure compliance with management reporting and human resource management requirements. Ensure adherence to internal policies including MISS.

ENQUIRIES : Ms Sylvia Mtshali, Tel no: (011) 298 5698

POST 33/49 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT AND INVENTORY MANAGEMENT: REF NO: 001378**
Branch: Supply Chain Management

SALARY : R281 418- R 331 497 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus 3 year Diploma in Logistics/Purchasing/Accounting. 2- 3 years' experience in the field of Transport and Inventory Management. Good knowledge of Procurement Procedures, Procurement and legislation on Inventory and fleet management. Communication, Registry procedures and archiving.

DUTIES : To monitor and maintain minimum stock order levels and re- order levels. Conduct procurement needs analysis of stock items at the beginning of the financial year with chief users, conduct random spot checks to ensure that stock on floor balances stock on register. Safeguarding controls for OOP stores and enclosed stock items and assist end users on their requests when requesting stock items from OOP stores. Co-ordinate and facilitate the requests for goods and services from various business units within OOP relating to inventory Management. Assist with control of GG vehicle fleet Assist with monitoring of vehicle incidents / accidents and traffic fines. Record Management system. Supervise Staff.

ENQUIRIES : Ms Sylvia Mtshali, Tel no: (011) 298 5698

POST 33/50 : **ADMINISTRATIVE CLERK: TRANSPORT AND INVENTORY MANAGEMENT: REF NO: 001379**
Branch: Supply Chain Management

SALARY : R 152 862 – R 180 063 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. Computer Literate. Minimum of 0 - 2 years' experience in the field of Transport and Inventory Management, Good knowledge of Procurement Policies and Procedures, PFMA & PPPFR, on Procurement issues. Valid Drivers' Licence.

DUTIES : Issuing of trip authorities. Carry out vehicle inspections. Capturing of Log returns. Arrange for repairs and vehicle servicing. Provide drivers services when required. Receive and control incident/ accident reports and traffic fines. Capture and maintain records in required internal registers such as vehicle lease register,

vehicle management register, travel claims registers, etc. Process reports and fines in line with prescribed procedures. Receive and verify accuracy of log sheets. Coordinate with suppliers, receive new vehicles and issue to applicants. To assist end users on their requests when requesting stock items from OOP stores. End – user able to clearly specify their needs so that inventory management can provide services- product exactly according to the specifications. All requests are checked thoroughly / meticulously and processed in accordance with procurement regulations. Incoming stock delivered by service providers verified to ensure correct goods are received. Ensure stock register is up to date.

ENQUIRIES : Ms Sylvia Mtshali, Tel no: (011) 298 5698

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 : 01 September 2017

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 33/51 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE AUDIT**
Directorate: Gauteng Audit Services

SALARY : R779 295 per annum (All-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary qualification e.g. National Diploma or Degree in Accounting or Auditing, 6 years' experience in Accounting or Auditing environment, 2 years junior management experience, CIA/CA would be advantageous

DUTIES : Planning of the projects in the cluster; Preparation of budgets and resource plans to meet the requirements of the approved audit plan; Supervision of a pool of multi-skilled auditors; On the job supervision, mentoring, coaching, motivating and training of team members; Implementation of the Risk Assessment process in the cluster; Implementation of the audit plan for the cluster; Liaison with team members at the planning, execution and reporting phases of each internal audit project;

Appraisal and evaluation of the performance of team members and drawing up a development plan; Review and sign off audit working papers and files to ensure compliance to methodology and standards; Review of the audit findings and the draft report; Interviews/meetings with the clients as and when is required; Compliance with GAS administrative requirements; Review of time records to monitor time spent against work done; Control of the day to day running of the project; Provision of input to the client manager for the overall management of the cluster; Implementation and management of a risk based audit approach; Identification of specialist skills required for audit projects and communication of these to the client manager/specialist functions; Preparation of weekly progress reports for submission to senior management; Interview for recruitment of staff for the cluster.

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

POST 33/52 : **SENIOR BUYER: TRANSVERSAL SOURCIN**
Directorate: Provincial Supply Chain Management

SALARY : R281 418 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification e.g National Diploma or Degree in Supply Chain Management or Purchasing. At least three years' experience in procurement and/ or supply chain management. Advanced certificate in Supply Chain Management will be an added advantage. Knowledge of procurement best practices including sourcing strategies. Experience in vendor management and BBBEE/SMME development and understanding of the South African Market.

DUTIES : Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices; Responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies; Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels Responsible for ensuring compliance to Public Sector Supply Chain Management policies and procedures; Analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies; Provision of technical assistance for complex departmental purchases and service requirements; Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices; Responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies; Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels; Responsible for ensuring compliance to Public Sector Supply Chain Management policies and procedures; Analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies; Provision of technical assistance for complex departmental purchases and service requirements.

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

POST 33/53 : **ADMINISTRATION (FACILITY MANAGEMENT UNIT)**
Directorate: Administration

SALARY : R226 611 per annum, Plus Benefits)
CENTRE : Cullinan Care and Rehabilitation Centre (CCRC)
REQUIREMENTS : Grade 12 certificate with 7-10 years' experience in facility management, project management or a recognized degree or National Diploma in Project Management, Facility/Building Management, Quantity Survey or equivalent with five years of experience in the Public or private working environment. Trade Test certificate will be an added advantage. Knowledge of building maintenance and project inspections management. Knowledge of PFMA, OHS Act and other related legislations. Valid driver's license, Computer literacy, Presentation Skills, Stock

<u>DUTIES</u>	:	management and Conflict Management. Knowledge of hospital environment and ability to work independently and under pressure.
	:	Manage the maintenance of hospital buildings, machineries (boilers, generator, laundry washing machines and other). Manage state accommodation; Conduct building audits, office accommodation, and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaison with all stake holders, draft specification and/or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log call for all the defects using E-maintenance system. Record management (develop and manage all relevant registers), Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, infection control and quality assurance committees. Take water and electricity meter reading on monthly basis and submit to finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectional budget. Develop and management of maintenance plan. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinates. Perform all delegated responsibilities.
<u>ENQUIRIES</u>	:	Mr. NA Rasidzoge Tel no: (012) 734 7000 x 247
<u>APPLICATIONS</u>	:	The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>CLOSING DATE</u>	:	01 September 2017
<u>NOTE</u>	:	NB: People with disability are encouraged to apply
<u>POST 33/54</u>	:	<u>HUMAN RESOURCE DEVELOPMENT OFFICER 2 POSTS</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R226 611 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification e.g National Diploma or Degree in Human Resource Management or Management Training or Public Administration. A minimum of 1 – 2 years working experience in the field of Human Resource Development.
<u>DUTIES</u>	:	Co-ordinate and schedule training courses and employee workshops, internships, learnerships and other training programme: Plans, organize and monitors course conducted for staff in Gauteng Treasury; Assist with conduction or arranging pre, post and impact assessments; Advises directorate managers regarding training opportunities including AET Programme; Evaluates and co-ordinate the purchase and delivery of training programmes; Oversee training records and draw up training reports; Co-ordinate training facilities, communicates training to all relevant parties using different mediums; Act as a liaison person between the business units and other stakeholders.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel no: (011) 227 9000
<u>POST 33/55</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE ADMINISTRATION 2 POSTS</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R226 611 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification e.g National Diploma or Degree in Human Resource Management or Public Administration. A minimum of 1 – 2 years working experience in the field of Human Resource Administration.
<u>DUTIES</u>	:	Implement and administer practices concerning conditions of service and service benefits, and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional human resource management service, inter lia; Conditions of service and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension allowance, etc). HR Provisions (recruitment and selection,

appointment, transfer, verification of qualification, secretariat functions at interviews, absorptions, probationary periods etc). Performance management, pay progression and bonuses; Inform, guide and advise department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies; Prepare reports on personnel administration issues and statistics.

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

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Evelyn Choshi, Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION : Ms B. Khutsoane.

CLOSING DATE : 01 September 2017

NOTE : 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 All applicants is also encouraged to number the pages of their CV and the attached certified documents Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POST

POST 33/56 : **ASSISTANT DIRECTOR: NPO FUNDING (2 YEARS CONTRACT) REF NO: SD/2017/08/02**

SALARY : R334 545 (plus 37% in Lieu of Benefits per annum)

CENTRE : Johannesburg Head Office

REQUIREMENTS : A three year National Diploma/Bachelor's Degree in Financial Management or Cost and Management Accounting with 3-4 years' experience in the field of Finance and with supervisory experience. A valid driver's license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework SKILLS: Good Financial Management, Report writing, Planning and Organizing skills.

DUTIES : Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.

ENQUIRIES : Ms E Choshi Tel no: (011) 355 7700

NOTE : NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)