

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 08 September 2017

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and 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 assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

**MANAGEMENT ECHELON**

**POST 34/81** : **CHIEF FINANCIAL OFFICER REF NO: 001408**  
Directorate: Chief Financial Officer's Office

**SALARY** : R1 068 564 per annum all-inclusive remuneration package

**CENTRE** : Johannesburg

**REQUIREMENTS** : A post graduate degree in Financial or Business Management/Administration plus 5 years Senior Management experience. Extensive knowledge and experience in Financial Management, Procurement Management and Risk Management. In-depth knowledge and understanding of the Public finance Management Act (PFMA). Procurement legislations and other related regulatory framework. Proven leadership and management skills. Track record in the preparation and management of strategic plans, business plans and annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. A valid Driver's license. Attributes: Self driven and independent. Good strategic management and leadership skills. Good interpersonal skills. Excellent people management and leadership skills. Results orientated and able to work under pressure. Registration as a Chartered Accountant will be an added advantage.

**DUTIES** : Establish and maintain appropriate system (analytical tools, information system and models or projections of cost behavior) and policies to ensure effective and efficient management of resources. Support the Accounting Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining to matters that have strategic and financial implications. Liaise with relevant role-players in the financial environment regarding transverse financial matters. Treasury Regulations and Financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early warning system and timely corrective action. Manage the financial, risk and provisioning administration functions of the Department i.e. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Oversee the implementation of the Risk Management Framework and Strategies.

**ENQUIRIES** : Ms Vumile Zwane Tel no: (011) 689 3644/3722

**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](http://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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 08 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 POST**

**POST 34/82** : **DEPUTY DIRECTOR: IDENTITY ACCESS MANAGEMENT) REF NO: 001437**  
Directorate: ICT

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric certificate plus 3 years relevant diploma/degree. At least three years' participation experience in other directory administration in an Enterprise environment. Microsoft certification (MCSE) and experience in a volume driven processing centre environment will be an added advantage.

**DUTIES** : The incumbent will be responsible for designing, engineering, testing and documenting multiple technologies in the Identity Access Management area. The solutions will be highly reliant on FIM, AD, SQL and .NET. Proactively implement, update, maintain, and monitor digital IDs across multiple business units and domains. Participate in development of roadmaps and participate in the standards process in security solutions. Maintain deep technical and business knowledge of industry trends in system engineering. Provide last tier support and troubleshooting of access related issues for operations and support teams, including root cause analysis and preventative analysis. Exercise discretion and independent judgment whether system or access level changes meet regulatory and statutory compliance requirements. Perform reviews and reauthorization of access. Design, develop, document, analyse, test, and/or modify new software systems part of the Identity Management Toolset. Maintain exceptional level of detail and provide accurate record keeping. Ensure department SLA's are met and reporting KPI to Management is performed on a regular basis. Work with users and developers to analyse requirements of software applications. Immediately notify management and designated business contacts of any suspected breach or contravention of Access security policies and practices. Contributes to Enterprise Information Security team effectiveness by accomplishing additional security related tasks as needed. Assist auditors as needed to ensure compliance. Perform regular maintenance of application data, documentation, and record keeping data. The Identity Access Management Engineer will independently review access requests and determine the need for additional authorization, and will recommend the refusal of access to their management based on Access Control policy and practices. Provide technical support and customer service. Problem Resolution. Technical Advice and Planning. In addition, the Identity Management Engineer will be responsible for testing and modification of the Identity Management toolset; including computer systems, programs, workflows, scripts, and process documentation. This would be primarily related, but not limited, to Manual Identity management and involvement in the access initiatives where needed. Provide technology inputs in projects. Perform periodic performance reporting to support capacity planning.

**ENQUIRIES** : Ms. Dell Modingoane Tel no: (011) 689 6902

## 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.

**Erratum:** Kindly note that the post of Administration: Facility Management Unit (Post 33/53), Centre: Cullinan Care and Rehabilitation Centre (CCRC), advertised in PSVC 33, was mistakenly advertised under Gauteng Provincial Treasury, it should be for Gauteng Department of Health, we apologise for the inconvenience and confusion caused by this.

## MANAGEMENT ECHELON

**POST 34/83** : **MANAGER: NURSING-TERTIARY LEVEL 3 HOSPITALS CLINICAL TEACHING AND SPECIAL NURSING PROJECT MANAGEMENT (PN-A9) REF NO: CHBAH40**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R851 463 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. Computer literacy (Ms Word, Ms Excel). A valid driver's license is essential. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. Minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC and at least five (5) years of the period referred to above must be appropriate/recognizable experience in Nursing Education or Clinical Teaching/Facilitation in a health institution, preferably as Head of Department /Assistant Manager Area at a Nursing College/Health Institution. Knowledge of the application of Health and Public Service related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial and supply chain management policies, guidelines and practices. Sound knowledge of government regulations, policies and acts. Project management skills. Team building skills, people management skills and interpersonal relations skills. Communication skills (verbal & written), organization skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure. A post basic nursing qualification with duration of at least one (1) year accredited by the SANC will be an added advantage.

**DUTIES** : Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery.

**ENQUIRIES APPLICATIONS** : Ms D Ngidi Tel no: (011) 933 9779/0134  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human

Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**FOR ATTENTION** : Chris Hani Baragwanath Academic Hospital  
**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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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 34/84** : **REGISTRAR DENTAL 2 POSTS**  
Directorate Orthodontics

**SALARY** : R736 425 per annum (all inclusive remuneration)  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : BDS/BChD degree or equivalent. Registration with the HPCSA as a dentist with a minimum of two years' experience and having completed community service A minimum undergraduate final mark in orthodontics of not less than 65% in the final year of study. A relevant post-graduate diploma or degree, and primary courses (no CPD course) will be to the incumbent's advantage.

**DUTIES** : The successful incumbents will register for a four year M Dent degree in Orthodontics with the Sefako Makgatho Health Sciences University and shall upon successful completion of the course be awarded the degree and be eligible to register as a specialist with the HPCSA. The successful incumbents will be employed as registrars with the Gauteng Department of Health and be expected to perform clinical training at the Medunsa Oral Health Centre and any other satellite hospital/clinic accredited by the department of Orthodontics. They will also take part in overtime including Saturday duties, and partake in undergraduate teaching and training.

**ENQUIRIES** : Dr MPS Sethusa Tel no: (012) 521 4854  
**APPLICATIONS** : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria,0001

**FOR ATTENTION** : Ms EM Shibambo  
**CLOSING DATE** : 29 September 2017  
**NOTE** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and proof of registration with the HPCSA.

**POST 34/85** : **PHARMACIST**  
 Directorate: Clinical Services

**SALARY** : Grade 1: R615 945 per annum (all inclusive package)  
**CENTRE** : Bertha Gxowa Hospital  
**REQUIREMENTS** : Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).

**DUTIES** : Provide in and out patient dispensing services. Verify prescriptions to ensure there are no medication errors, Interpreting, evaluating and preparing prescriptions, selecting and labeling medicines on prescriptions, issuing of medication, comply with standard operating procedures and statutory regulations, provide comprehensive patient counseling, Liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic medication, comply with good manufacturing practices (GMP), checking, replenishing and supplying medication in emergency boxes and trays, controlling and monitoring storage ensuring the maintenance of quality medication, ensure thermo-labile (fridge) products are stored and handled according to manufacturer's recommendations, consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae and improve SOP. Supervising pharmacist assistants on dispensing activities, placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Serving as resource Centre. Promote Public health, compliance with good pharmacy practice (GPP) and PFMA including cost containment measures. Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock, deputizing for the supervising pharmacist. Be available after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Any other activities as delegated by the Pharmacy Manager.

**ENQUIRIES** : Dr. E.M. Sithebe Tel no: (011) 085 8568/ Mr. Nkosi Tel no: (011) 089 8536  
**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.

**FOR ATTENTION** : Ms.C.C. Molele  
**CLOSING DATE** : 15 September 2017

**POST 34/86** : **ASSISTANT MANAGER AREA (PN-A7) GRADE 1 (MEDICINE) REF NO: CHBAH41**  
 Directorate: Nursing

**SALARY** : R499 953 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. Degree/Diploma in Nursing Administration is strongly recommended. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral

and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES**  
**APPLICATIONS**

: Ms D Ngidi Tel no: (011) 933 9779/0134  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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

: Chris Hani Baragwanath Academic Hospital  
: 01 September 2017  
: 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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 34/87**

: **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: CHBAH42**  
: Directorate: Occupational Therapy

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R414 069 per annum (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: A degree in occupational therapy. Completion of community service in occupational therapy. Registration with the Health Profession's Council of South Africa (HPCSA) as an occupational therapist with independent practitioner status, plus proof of current registration for the period 2017/8. A minimum of 3 years appropriate experience (excluding community service), of which 2 years should be in a supervisory position. Experience in rehabilitation of adults with neurological fallout. Experience in a general public service hospital and post-graduate training in adult neuro-rehabilitation would be an advantage. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act.

**DUTIES**

: Manage (plan, coordinate and implement) the occupational therapy services in the adult neurology sub-section and manage own patient load. Provide leadership in the adult neuro sub-section. Provide expert advice on complicated clinical neurological conditions and assistive devices. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Monitor, motivate for and procure equipment and other resources. Promote and implement ongoing research/projects in the sub-section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Supervise and manage performance of production level therapists, community service therapists, OT Technician and students. Ensure teaching and skills transference. Monitor proper utilization of human and material resources in the sub-section. Work as a member of the multi-disciplinary team. Manage and implement consultation services to cluster facilities. Manage down-referrals of occupational therapy patients. Monitor ORW. Communicate effectively with all colleagues, subordinates and relevant stakeholders. Contribute to departmental planning, budgeting, monitoring and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES**

: Ms L. Soulsby Tel no: (011) 933 8187

**APPLICATIONS**

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**FOR ATTENTION**

: Chris Hani Baragwanath Academic Hospital

**CLOSING DATE**

: 01 September 2017

**NOTE**

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**POST 34/88** : **OPERATIONAL MANAGER NURSING REF NO: HRM 58/2017**  
 Directorate: Nursing

**SALARY** : R394 665 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) 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. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectorial, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates.

**ENQUIRIES** : Mrs. AM Mowayo Tel no: (012) 354 1300  
**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.

**CLOSING DATE** : 08 September 2017  
**NOTE** : 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.

**POST 34/89** : **FINANCIAL CLERK REF NO: HRM 59/2017**  
 Directorate: Finance (Revenue)

**SALARY** : R152 862 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate (National Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAS) MEDICOM and understanding of Public Finance Management Act, Treasury Regulations, Computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

**DUTIES** : The successful candidate will be expected to perform all offices related tasks. This comprises to raise patient's invoices, be familiar with ICD10 Code, making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient's accounts to different stakeholders.

**ENQUIRIES** : Mrs. S Robertson Tel no: (012) 354 1790  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 08 September 2017  
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**POST 34/90** : **SECRETARY REF NO: HRM 60/2017**  
 Directorate: Paediatrics

**SALARY** : R152 862 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : A minimum requirement of Grade 12 and a recognized secretarial Qualification will be an added advantage. 3 years' experience as a Secretary. Good communication (written and verbal). Planning, organizational and coordinating skills. Good telephone etiquette. Computer literate (i.e. Ms Word, Ms PowerPoint and Ms



Excel). Ability to interact well with people of all levels. Ability to pay attention to detail. Academic department experience will serve as advantage.

**DUTIES** : General secretarial, administrative and support service to the H.O.D, Handle telephone calls, type/draft correspondence, reports and memorandums. Manage correspondence flow and maintain a good filing system. Take and distribute minutes to the relevant stakeholders. Submission of HR documents, ordering stock. As well as other tasks assigned.

**ENQUIRIES** : Prof. RJ Green Tel no: (012) 354 5276

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 08 September 2017

**NOTE** : 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.

**POST 34/91** : **SECRETARY REF NO: HRM 61/2017**  
Directorate: General Surgery

**SALARY** : R152 862 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : The incumbent must have grade 12 and completed a diploma or degree courses relevant to secretarial work. A diploma or a degree in secretarial /or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in clinical academic environment with joint Provincial and University responsibilities. Computer literacy in Ms. Word, Excel, PowerPoint, Ms. Outlook. Must be fully bilingual. Must have secretarial experience, working more than five years, be able to prioritize duties, work independently and willing to work after hours when required.

**DUTIES** : Manage and organize the functions of the division. This include telephone calls, patient enquiries, filing and record keeping, visitors, correspondence, patient reports, duty rosters, statistics. Educational duties are liaison with departments in the Faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of Division's educational tasks at interuniversity and College of Medicine level.

**ENQUIRIES** : Prof. T Mokoena Tel no: (012) 354 2099

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 08 September 2017

**NOTE** : 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.

#### **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** : 08 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](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 POST

- POST 34/92** : **ASSISTANT DIRECTOR: AUDIT COMMITTEE SECRETARIAT**  
 Directorate: Risk Management  
 Re-advertisement - Candidates who previously applied for this post (post - 26/100) need not re-apply, as their applications will be considered.
- SALARY** : R334 545 per annum (Plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma or Equivalent Tertiary Qualification in office administration/secretarial. 2-3 years' experience in the public sector in the areas of finance/auditing/administration. Minute taking and report writing skills. Computer Literacy (Word, Excel, MS Outlook etc) .Good communication skills (written and verbal). Must be able to work under pressure.
- DUTIES** : Assist to develop and manage the operational plan for the sub-directorate and report on progress as required. Ensure that GPG Audit Committees (AC) is operational, efficient and effective as Governance Structures. Assist in developing, reviewing, implementing and monitoring the GPG Audit Committee Charter and the GPG Audit Committee Policy. Develop and implement the GPG Audit Committee Annual Schedule of Meetings and Workplan. Assist to conduct research, align and implement best practice methods to improve the effectiveness and operation of the GPG Audit Committees. Ensure effective coordination of GPG Audit Committee meetings and meeting packs. Assist in ensuring that GPG Audit Committee Clusters are fully capacitated in terms of members and their skills. Draft reports, memos, letters and any other correspondence relating to GPG Audit Committees in facilitating effective communication with relevant stakeholders. Ensure effective recording of all minutes of meetings within stipulated timeframes as well as effective tracking and monitoring of resolution lists. Efficient Administration, logistical arrangements and provide adequate support to Audit Committee Members. Assist to develop, review and implement tool for Annual Evaluation of GPG Audit Committees and Performance of Members. Assist to compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of AC Members within the stipulated timeframes. Assist to adequately respond to Internal and External Audit queries with respect to GPG Audit Committees. Compile, implement and monitor performance agreements of staff members and quality control of work delivered by employees. Manage risks pertaining to the operations of the GPG Audit Committee Secretariat.
- ENQUIRIES** : Ms. Linda Ninzi Tel no: (011) 227 9000  
**NOTE** : All Shortlisted candidates will be required to write a simulation test.

#### 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***

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

- POST 34/93** : **ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2017/08/02**  
(2 Years Contract)  
Please take note that this is a re-advertisement it was previously advertised on Vacancy Circular 33. Previous applicants are encouraged to apply
- SALARY** : R334 545 per annum (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