

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

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

**MANAGEMENT ECHELON**

**POST 41/122** : **MEDICAL SPECIALIST REF NO: HRM 69/2017**  
Directorate: Orthopaedics

**SALARY** : R991 857 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Registration with HPCSA as a specialist. Keen on research. Able to teach undergraduate and postgraduate students.

**DUTIES** : General management of orthopaedic trauma patients. Must have special interest in managing: 1) Trauma arthroplasty. 2) Pelvic & acetabular fracture. 3) Knee sports injuries (knee ligament injuries).

**ENQUIRIES** : Prof. MV Ngcelwane Tel: (012) 354 2851  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 27 October 2017

**POST 41/123** : **MEDICAL SPECIALIST GRADE 1, 2, 3 (01 POST)**  
Directorate: Family Medicine REFS: EHD2017/10/04

**SALARY** : Grade 1 R991 857.00 – 1052 712.00 per annum (all inclusive Package)  
Grade 2 R1134069.00 – 1203366.00 per annum (all inclusive Packages)  
Grade 3 R 1316136.00 – 1645464.00 per annum (all inclusive Package)

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

**DUTIES** : Improve Patient / client care through implementation of appropriate evaluation methods and tools, improve chronic patient care, improve patient records keeping, enhance accessibility of clinical services to poorest wards and disadvantaged communities in the district , maintain and improve 24 hours clinical services community health centres (CHCs) in the sub-district , improve

services for older persons and disadvantaged individuals in the sub-district, improvement in-service training on clinical care services for health care workers, improve antenatal care for pregnant clients attending PHC facilities, improve maternal care services in MOU in the applicable CHC, improve management of paediatric patients in the MOU and clinic, improve emergency medical services, improve performance of minor surgical procedures, provide care for people living with HIV and TB, improve medical student training at the district training complex / campus (DEC), improve supervision and training of clinical associates (BCMP program), contribute to Family medicine registrar training of WITS / UP, undertake research protocol development, presentation & publication, develop proper referrals between clinics and level 2 hospitals, improve DATA collection among doctors and nurses at the clinics, ensure compliance with code of conduct and public service disciplinary procedures, improve on attendance of doctors at work at the clinic and sub-district, ensure compliance with PMAs and PMDS ,and manage internal and external stakeholder complaints & conflicts effectively.

- ENQUIRIES** : Dr J.M.M Musonda Tel: (011) 878 -8548/0764402010
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.
- CLOSING DATE** : 03 November 2017
- NOTE** : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.
- POST 41/124** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NR: SEB-MED-02**  
Directorate: Clinical Services
- SALARY** : Grade 1: R991 857.00 per annum (All-inclusive package)  
Grade 2: 1,134,069.00 per annum (All-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENT** : Grade 1; Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist with HPCSA, PLUS current registration with HPCSA. Grade 2: Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the HPCSA as a Specialist with HPCSA, PLUS current registration with HPCSA and minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA.
- DUTIES** : Provision of quality, cost effective and efficient 24 hour Obstetrics & Gynaecology service in keeping with Batho Pele Principles. Assist with the training and guidance of Medical Students, Interns, Medical Officers, Registrars, and other staff categories including the running of an academic / in-service programme for the Doctors and Nurses in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff is complying. Assist the Senior Manager: Medical Services at Sebokeng Hospital in ensuring that the Operational Plan of the hospital is implemented. Co-ordinate and attend to Medico-legal issues pertaining Obstetrics & Gynaecology Department. Manage performance of Doctors and Interns in the Department of Obstetrics & Gynaecology Department. Participate in processes of recruitment of Doctors in the Department of Obstetrics & Gynaecology. Oversee clinical audits. Oversee in Obstetrics & Gynaecology outreach programme for the Clinics and District Hospitals referring to Sebokeng Hospital.
- ENQUIRIES** : Dr. ZIM Lenake (016) 930 3000 / Dr. Msibi (016) 930 3303/4
- 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. successful candidates will be subjected to medical assessment
- APPLICATIONS** : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

**CLOSING DATE** : 27.October .2017

#### **OTHER POSTS**

**POST 41/125** : **PHARMACIST GRADE 1-3 REF NO: 001786**  
Directorate: Pharmacy Unit

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

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

**DUTIES** : Dispensing of medicines according to GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit, as needed. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles. Be a team player.

**ENQUIRIES** : Ms. M.G. Mayayise, Tel No: (012) 318-6839  
**APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za)

**NOTE** : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 27 October 2017

**POST 41/126** : **ASSISTANT MANAGER: AREA PNA7 (GENERAL) REF NO: 001787**  
Directorate: Nursing Unit

**SALARY** : R499 953 – R579 579 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community Nursing and psychiatry, Diploma in Nursing Administration and Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level for inpatients in hospital situation. Proof of paid up SANC 2017 receipt,

proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), drivers license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

**DUTIES** : Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.

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

**NOTE** : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 27 October 2017

**POST 41/127** : **ASSISTANT MANAGER (GENERAL NURSING) GRADE 1 REF NR: SEB-NURSING-01**  
 Directorate: Nursing

**SALARY** : R 499 953.00  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENT** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above at management level. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of

		under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties as scheduled. Prepared to do shifts
<b><u>ENQUIRIES</u></b>	:	Mr. SJK Sejeng Tel: 016 930 3302
<b><u>APPLICATIONS</u></b>	:	Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 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 please accept that your application was unsuccessful. Selection Criteria questions: Have you registered with SANC as Professional Nurse and Midwife? Do you have 8 years appropriate experience nursing after registration as Professional Nurse with the SANC in General Nursing? Do you have 3 years' experience at management level? On line applications cannot be accommodated due to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
<b><u>POST 41/128</u></b>	:	<b><u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY REF NO: HRM 70/2017</u></b> Directorate: Reproductive Biology
<b><u>SALARY</u></b>	:	R459 558 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A 4 year degree in a relevant field (Assisted reproduction/Physiology/Cell Biology) with a minimum of 3 years appropriate experience in Assisted Reproduction Technology (ART) after registration at the HPCSA (independent practice in ART), together with 5 years appropriate experience in a supervising capacity. Expertly skilled in ART procedures and equipment. Experience in the training of theoretical and practical ART laboratory procedures. Excellent interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	The candidate must be able to demonstrate a thorough practical background (in depth specialist skills at both technical and theoretical levels) in the field of human assisted reproduction technology (ART); (i) Management of the ART program including embryo culture (conventional culture and time-lapse culture), micromanipulation techniques, maintenance of equipment, database use and upkeep (including SARA/ANARA) and semen decontamination procedure is required; (ii) Practical and theoretical training of interns (technologists) according to HPCSA regulations (iii) The candidate must be able to train interns and entry level co-workers, in ART, with minimal support and supervision; (iv) The candidate must be able to meet milestone targets, with detailed attention to time management and multi-tasking.
<b><u>ENQUIRIES</u></b>	:	Prof. C Huyser Tel: (012) 354 2067/ 2208/ 2061
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	27 October 2017
<b><u>POST 41/129</u></b>	:	<b><u>THERAPEUTIC &amp; MEDICAL SUPPORT SERVICES PROGRAMME</u></b> <b><u>COORDINATOR GRADE 1 REFS: EHD2017/10/05</u></b> Directorate: Rehabilitation
<b><u>SALARY</u></b>	:	R 414 069.00 459 558.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District – SDDR
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols

and guidelines. Report writing skills and problem solving skills. Valid driver's license Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES** : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the District e.g. Mental Health, NGO's, Organisation for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES** : Ms K.R Maluleke Tel No: (011) 876 1776  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and their means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

**CLOSING DATE** : 27 October 2017  
**NOTE** : Preferences will be given to Whites, Indians and Coloureds. Please note that applicants will be subject to medical surveillance screening and driving skills will be evaluated. No S&T and resettlement allowance will be paid.

**POST 41/130** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REFS:**  
**EHD2017/10/07 (NON COMMUNICABLE DISEASE, GERIATRIC, LONG TERM DOMICILIARY OXYGEN AND EYE CARE)**  
 Directorate: Primary Health Care

**SALARY** : R 394 665.00 – 444 195.00 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (SSDR)  
**REQUIREMENTS** : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 or more years appropriate experience in Nursing after registration as a Professional Nurse and Midwife. Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently. In a team and under pressure. Good organizational and analytical skills. A valid driver's license is essential. Good interpersonal relationship and communication skills with colleagues. Evidence of registration with SANC. Supervisory experience will be an added advantage.

**DUTIES** : Apply strategies plan for prevention, control and management of non-communicable diseases. Monitor the implementation of National chronic disease guidelines and policies in facilities. Provide direction and support with implementation of National Guidelines and policies. Ensure that patients adhere to chronic medication through chronic clubs/ support groups. Coordinate and support awareness campaigns. Provide direction and support on chronic disease data collection. Coordinate and attend training. Attend meetings and update related to the program. Support any activities related to the program. Coordinate Long Term Domiciliary Oxygen by Implementing National guidelines and protocols. Coordinate Geriatric Care in old age homes and in the community so as to improve quality of life for older persons. Monitor implementation of older persons Act in old age homes. Support Elderly abuse strategy. Coordinate Eye care services by ensuring Compliance with Vision 2020 Principles. Write and submit monthly reports. Perform any function related to the job description of the coordinator as delegated by the supervisor.

**ENQUIRIES** : Ms E.Nkomo Tel No: (011) 878 - 8540  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 400. Attention: Human Resource Manager

**CLOSING DATE** : 27 October 2017

**NOTE** : Preferences will be given to Males, Whites. Indians and coloureds. Applicants will be subject to medical surveillance screening. Driver's skills will be evaluated. No S&T and resettlement allowance will be paid.

**POST 41/131** : **MEDICAL BIOLOGICAL SICENTIST REF NO: HRM 71/2017**  
Directorate: Reproductive Biology

**SALARY** : R281 148per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. BSc honours in a relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

**DUTIES** : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

**ENQUIRIES** : Prof. C Huyser Tel: (012) 354 2067/ 2208/ 2061  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 27 October 2017

**POST 41/132** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: HRM 64/2017**  
Directorate: Nuclear Medicine

**SALARY** : R281 148- R487 752 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate. B-tech/B.Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.

**DUTIES** : Clinical service rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including "hot laboratory" and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

**ENQUIRIES** : Ms. NG Mahlangu Tel: (012) 354 1684  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 27 October 2017

**POST 41/133** : **LABOUR RELATIONS OFFICER REF NO: HRM 72/2017**  
Directorate: Human Resource Management

**SALARY** : R226 611 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : A relevant NQF level 6 in Labour Relations Management /Human Resources Management. Appropriate experience in human resources management/labour relations management. Excellent communication skills and analytical skills. A good team player. A firm commitment to the hospital's success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills.

**DUTIES** : Coordinates all external referred disputes i.e labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive relationships with unions and management. Ensure compliance with collective

		agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.
<b><u>ENQUIRIES</u></b>	:	Mr. PM Motsweni Tel: (012) 354 2235
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	27 October 2017
<b><u>POST 41/134</u></b>	:	<b><u>HUMAN RESOURCES SUPERVISOR LEVEL 7 REF NO: 001788</u></b> Directorate: Conditions of Service (Leave Administration)
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum National Diploma in Human Resource Management with 5 years experience or Matric/Grade 12 with 10 years experience in Human Resource Administration with extensive exposure in leave administration. Persal Leave Administration Certificate. Computer Literacy (intermediate). Knowledge of legislative frameworks i.e. Basic Conditions of Service Act; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.
<b><u>DUTIES</u></b>	:	Adhere to implementation and monitoring of leave policies and procedures. Calculate leave gratuities using excel spreadsheet; Implement and monitoring of unpaid leave. Management of PILIR (temporary and permanent incapacity leave) and all types of leave (study leave; sabbatical leave; vacation; sick; family responsibility and maternity). Adhere to deliverology, leave audit and record keeping including filing. Submit and prescribe weekly, monthly, quarterly and annual Reports. Supervise HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Handle all leave enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms. Z.A. Mdluli, Tel No: (012) 318-6686
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a> .
<b><u>NOTE</u></b>	:	In terms of the equity of the hospital preference will be given to female applicants. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	27 October 2017
<b><u>POST 41/135</u></b>	:	<b><u>HUMAN RESOURCES SUPERVISOR LEVEL 7 (RE-ADVERTISEMENT)</u></b> <b><u>REF NO: 001789</u></b> Directorate: Human Resource Administration (Personnel Administration and Salaries)
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum National Diploma in Human Resource Management with 5 years experience or Matric/Grade 12 with 10 years experience in Human Resource



		Administration with extensive exposure in Personnel Administration and Salary administration. Personal Personnel Administration and Personal Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.
<b><u>DUTIES</u></b>	:	Adhere; implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation. Adherence to deliverology; audit files and record keeping including filing. Submission of weekly; monthly; quarterly and annual Reports; attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms. Z.A. Mdluli, Tel No: (012) 318-6686
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants who previously applied may reapply. In terms of the equity of the hospital preference will be given to female applicants. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	27 October 2017
<b><u>POST 41/136</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REFS: EHD2017/10/06</u></b> Directorate: Primary Health Care
<b><u>SALARY</u></b>	:	R 226 611.00 – 266 943.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (Kwa-Thema CHC)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years' experience in patient administration. Must have knowledge in record keeping and filing. Good communication skills. Computer literacy. Driver's license is essential.
<b><u>DUTIES</u></b>	:	Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	:	Ms M.L Nhleko Tel No: (011) 737 - 9246
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.
<b><u>NOTE</u></b>	:	Preferences will be given to Males. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 27 October 2017

**POST 41/137** : **ADMINISTRATIVE OFFICER REFS: EHD2017/10/06**  
Directorate: Primary Health Care

**SALARY** : R 226 611.00 – 266 943.00 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (Ethafeni)  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years' experience in patient administration. Must have knowledge in record keeping and filing. Good communication skills. Computer literacy. Driver's license is essential.

**DUTIES** : Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES** : Ms M.L Nhleko Tel No: (011) 565-5160  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

**CLOSING DATE** : 27 October 2017  
**NOTE** : Preferences will be given to Males. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

**POST 41/138** : **PROFESSIONAL NURSE (SPECIALITY NURSING) ADVANCED MIDWIFERY REF NR: SEB-NURSING-02**  
Directorate: Nursing

**SALARY** : R 226 083.00 – 431 262.00  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENT** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife A post-basic nursing qualification with duration of at least one year, accredited with SANC in Advanced Midwifery and Neonatology. A minimum of four years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)

**DUTIES** : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

**ENQUIRIES** : Mr. SJK Sejeng Tel: 016 930 3302  
**APPLICATIONS** : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

**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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 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 please accept that your application was unsuccessful. Selection Criteria questions: Do you have a minimum of four years' experience in nursing after registration as a Professional Nurse and Midwife? Do you have a post basic qualification in Advanced Midwifery with duration of one year? Are you registered with the SANC? On line applications cannot be accommodated due

		to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 41/139</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALITY NURSING) TRAUMA AND EMERGENCY REF NR: SEB-NURSING-03</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R 226 083.00 – 431 262.00 Sebokeng Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife A post-basic nursing qualification with duration of at least one year, accredited with SANC in Emergency and Trauma. A minimum of four years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)
<b><u>DUTIES</u></b>	:	Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. SJK Sejeng Tel: 016 930 3302 Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<b><u>CLOSING DATE NOTE</u></b>	:	20 October 2017 Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 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 please accept that your application was unsuccessful. Selection Criteria questions: Do you have a minimum of four years' experience in nursing after registration as a Professional Nurse and Midwife? Do you have a post basic qualification in Emergency and Trauma with duration of one year? Are you registered with the SANC? On line applications cannot be accommodated due to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
<b><u>POST 41/140</u></b>	:	<b><u>REGISTRY CLERK- PATIENT ADMINISTRATION REF NO: HRM 73/2017</u></b> Directorate: Admin & Logistic
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum plus benefits Steve Biko Academic Hospital Grade 12. Must be computer literate and well number orientated. Be prepared to rotate and act as reliever. A registry background will be an added advantage. Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and able to do physical hard work. Must be able to function well in a team.
<b><u>DUTIES</u></b>	:	Accurate numerical sorting and filing of patient files and documentation. Drawing of files for Wards, Clinics, Billing section, Patient Report Office, Auditors etc. File tracking and checking movement history of patients on the Medicom system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive patient files according to prescribed policies and moving of files around. Performing other tasks as allocated by the Supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. MF Monama Tel: (012) 354 1421 Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	27 October 2017

<b><u>POST 41/141</u></b>	:	<b><u>HUMAN RESOURCES CLERK LEVEL 5 REF NO: 001790</u></b> Directorate: Recruit and Select Unit
<b><u>SALARY</u></b>	:	R152 862 – R180 063 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Matric with 2 or more years experience in recruitment processes. National Diploma in Human Resource Management with extension exposure in recruitment process will be an added advantage. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills; ability to work under pressure.
<b><u>DUTIES</u></b>	:	Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlistings and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.
<b><u>ENQUIRIES</u></b>	:	Ms. Z.A. Mdluli, Tel No: (012) 318-6686
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	In terms of the equity of hospital preference will be given to males. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	27 October 2017
<b><u>POST 41/142</u></b>	:	<b><u>SECURITY OFFICER REF NO: 11/2017</u></b> Directorate: FMU
<b><u>SALARY</u></b>	:	R 127 851 per annum (plus benefits) Level: 4
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate plus 2-3 years experience of security services, Grade 'C'PSIRA qualification, Communication skills and Computer literacy. Understanding of risk management policy. Self discipline and ability to work in a team as well as working under pressure. Experience in a hospital environment, Grade A and B PSIRA qualification and valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Management of access control, staff and disable parking. Monitoring of private security services to make sure that daily searching, patrolling and spot checking is done accordingly. Conducting of monthly internal security audit and submit the report to the hospital management. Ensure that security National Core Standard is adhered and submit audit report to the hospital. Making sure that all security systems are in place and fully functioning e.g. CCTV cameras and etc. Holding of internal security monthly meetings with

service provider and attending risk management security meetings at central office. Ensure that security breaches are all reported, cases are opened within 24hrs with SAPS and follow ups cases are done. Making sure that Security Access control screening is done 24hrs to all staff members, visitors, service providers and any other business entities accessing and exiting the hospital premises.

**ENQUIRIES** : Mr. ML Dladla, Tel. No: (012) 354-6117  
**APPLICATIONS** : Applications must be submitted directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0002.  
**CLOSING DATE** : 27 October 2017

**POST 41/143** : **CLEANERS LEVEL 2 REF NO: 001791**  
Directorate: Cleaning Unit

**SALARY** : R90 234 – R106 290 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 10 and above. Minimum 2-years proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital / clinical experience will be an added advantage.

**DUTIES** : Cleaning service of a routine nature utilizing a variety of heavy duty cleaning equipments. Cleaning of clinical and non-clinical areas in the hospital. Terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, doorframes and handles. Cleaning bathrooms and toilets. Removal of general waste in designated areas. Perform any other cleaning activities as directed by team leader / supervisor. Cope with physical demands of the work, individually or in a team. be prepared to be rotated to different areas in the hospital, shift work including public holidays and weekends.

**ENQUIRIES** : Ms. A.T. Mathonsi, Tel No: (012) 318-6634  
**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.gauteng.gov.za](http://www.gauteng.gov.za).

**NOTE** : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 27 October 2017

#### **DEPARTMENT OF OFFICE OF THE PREMIER**

**APPLICATIONS** : Qualifying applicants should submit their applications online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 27 October 2017

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 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 POST

<b><u>POST 41/144</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: REF NO: 001711</u></b> Directorate: Stakeholder Management (IGR & IR)
<b><u>SALARY</u></b>	:	R 281 418- R 331 497 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric and National Diploma in Office Management or equivalent. 2-3 Years work experience in Office administration and in Government. Good planning and organising skills. Knowledge of records and documents management. Good verbal and writing communication skills.
<b><u>DUTIES</u></b>	:	Provide an efficient and effective Administrative Support to the Directorate. Support Planning and budgeting of the Directorate for all projects of International Relations, IGR and Stakeholder Management. Assist with Supply Chain Management processes. Provide logistical support. Track both internally and externally referred documents related to logistics, budgets and plans. Monitor the expenditure and alter budgets with regards to possible over or under expenditure. Manage deviations, cost containment as well as DAC outcomes, for the Directorate. Provide support in the planning of the Directorate meetings with stakeholders. Coordination and administration of designated special projects. Record decisions of the Directorate meetings with Stakeholders. Support the functioning of the Directorate Stakeholders meetings, (Agenda, record decisions and minutes).
<b><u>ENQUIRIES</u></b>	:	Ms Khanyisile Mafiri Tel No: (011) 298 5651

#### DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

##### MANAGEMENT ECHELON

<b><u>POST 41/145</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER (5 YEAR CONTRACT) REF NO: REFS/001766</u></b> Directorate: Office of the Chief Financial Officer (CFO)
<b><u>SALARY</u></b>	:	R1 127 334 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a Matric Certificate, relevant 3 years Tertiary Qualification in Finance and or Accounting (SAQA NQF Level 7). At least 10 years Senior Managerial experience preferably in the Public Service in the field of Finance or Accounting. A relevant post graduate and or Chartered Accountant (CA) qualification will be an added advantage. An excellent knowledge of accounting principles. Must have in depth knowledge and understanding of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 and the Public Sector Financial Frameworks and instruments as defined by National Treasury. A valid driver's licence and willingness to travel is essential. Skills and Competencies: The successful candidate must be a detail orientated, self-driven individual in possession of the following skills and competencies: strategic capability and leadership; financial management (including expert knowledge of GRAP, BAS, and MTEF) partnership skills, auditing practices and business planning, programme and project management, problem solving and analysis; excellent negotiation,

communication, analytical and interpersonal skills, ability to meet strict deadlines, work under pressure and pay attention to detail. Travel and working extra hours is an essential requirement for the position.

**DUTIES**

: Provide strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Establish and maintain effective and transparent systems of financial management, risk management, internal control, expenditure and budget management, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework. Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA and other related legislation. Management of the staff & resources of the unit. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to audits legislative matters and other queries on financial matters. Carry out any other responsibilities and duties as determined by the Accounting Officer.

**ENQUIRIES**

: Ms Patricia Ndawo: Tel: 011 355 2861

**APPLICATIONS**

: All applicants must apply online. [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE**

: Successful candidates will be subjected to security clearance as well as competency assessment. All applicant who experience difficulty in applying online can apply manually using Z83 form and attached certified copies of qualifications, ID and CV and submit to: NO.35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

**CLOSING DATE**

: 20 October 2017