

**GAUTENG PROVINCIAL ADMINISTRATION  
ECONOMIC DEVELOPMENT**

<b><u>APPLICATIONS</u></b>	:	Apply online to the <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> website only.
<b><u>CLOSING DATE</u></b>	:	29 October 2017
<b><u>NOTE</u></b>	:	Application form should be accompanied by a recently updated CV as well as originally 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. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department.

**OTHER POSTS**

<b><u>POST 41/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: SMME, CO-OPERATIVE SUPPORT AND DEVELOPMENT</u></b> Directorate: SMME, Co-operative Support and Development
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<b><u>SALARY</u></b>	:	R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Level: 09
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<b><u>CENTRE REQUIREMENTS</u></b>	:	Umnotho House Johannesburg National Diploma/ Degree in Development Economics / Business Economics or co-operatives development and management or relevant qualification. Post graduate qualification will be an added advantage. 3-5 years' experience in Co-operatives Support and Development environment. A valid driver's license. Skills and Attributes: Basic knowledge of Co-operatives (financial co-operatives) sector policy and legislation. Time Management. Good communication skills. Written and verbal communication, interpersonal skills. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation. Report writing. Presentation. Research.
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<b><u>DUTIES</u></b>	:	Assist in the design, development and implementation of co-operative financial institutions, support strategies and programs to the provincial departments and municipalities. Implement Gauteng Co-operative Financial Institutions growth and modernisation programme. Collate co-operatives monthly data. Assist in the development and review of the compliance report. Assist internal communication and research units to ensure the developed co-operatives strategy is communicated. Liaise with internal and external stakeholders in organising co-operatives forums. Provide information that lead to monthly, quarterly and annual reports. Assists with other administrative tasks. Assist with monitoring the implementation of the Gauteng co-operatives strategy and policy. Liaise with relevant stakeholders to create a platform for co-operatives sustainability. Mentor and coach graduate and interns.
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<b><u>ENQUIRIES</u></b>	:	Siphiwe Nhlapho (011) 355 8540
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<b><u>POST 42/25</u></b>	:	<b><u>OFFICE MANAGER: BUSINESS REGULATION AND GOVERNANCE</u></b> Directorate: Office of the DDG: Business Regulation and Governance
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<b><u>SALARY</u></b>	:	R 334 545.00 per annum (inclusive of benefits) to R 404 121.00 per annum (inclusive of benefits) Level: 09
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<b><u>CENTRE REQUIREMENTS</u></b>	:	Umnotho House Johannesburg Grade 12 with National Diploma (NQF L6). Degree in Public Administration or equivalent Able to work with MS Office, (Excel, Access, Word, Power Point and E-mail). Knowledge of Project Management will be advantageous. Good written and verbal communication skills. Preference will be given to an experienced professional who has previously supported this SMS role. Must have 3 – 5 years' secretarial and extensive administrative experience. 3-5 years' experience in an
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office of a Director or higher. Skills and Attributes: Able to Develop, maintain and administered a document management system. Organizing and planning. Customer relationship management. Written and verbal communication, interpersonal skills. Able to outside the box and be able to anticipate the DDG's needs. Must be well groomed, conservative and able to manage confidential information. Results oriented, innovative, persuasive, customer focused, assertive, professional, self- starter / self-confident. Must have impeccable attention to detail abilities, organisational and time management skills. Must be able to shift priorities effortlessly, demonstrate a sense of urgency and initiative. Consistent. Co-operative. Focused. Logical. Organised. Professional. Client orientation.

**DUTIES** : Be the professional face and image of the Branch. Provide administrative management functions to the DDG. Develop, manage and maintain a document management system (for the office) aligned to the main filing system. Liaise on behalf of the DDG with other departmental officials, stakeholders of other governments (also international) and the public. Co-ordinate and administer projects initiated from the office of the DDG. Prepare presentations and documents on behalf of the DDG. Conduct research and gather information to support the smooth running of the office of the DDG. Diary management (manual and electronic), coordinate meetings, workshops and conferences. Take minutes, make official travel arrangements, reconcile and process subsistence and travel claims. Manage procurement in the office of the DDG.

**ENQUIRIES** : Siphwe Nhlapho (011) 355 8540

#### **DEPARTMENT OF EDUCATION**

**APPLICATIONS** : Applications must be delivered or posted to: Physical address: 111 Commissioner Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**CLOSING DATE** : 03 November 2017

**NOTE** : All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 42/26** : **DISTRICT DIRECTOR (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: EN2017/10/01**  
Chief Directorate: District Operation Management (Ekurhuleni Region)

**SALARY** : R 948 174.00 per annum (an all-inclusive package)

**CENTRE** : Ekurhuleni North District

**REQUIREMENTS** : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. education support and learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for

efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

**ENQUIRIES** : Mr. Hector Tsosane Tel no: (011) 355 0200

**POST 42/27** : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT REF NO: HO2017/10/02**  
Chief Directorate: Physical Resource Planning and Property Management

**SALARY** : R 948 174.00 per annum (an all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate NQF level 7 (Degree in the Built Environment) qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analysis. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquiring of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage staff and finances.

**ENQUIRIES** : Mr. Hector Tsosane Tel No. (011) 355 0200

**POST 42/28** : **DIRECTOR: MAINTENANCE (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: HO2017/10/03**  
Chief Directorate: Physical Resource Planning and Property Management

**SALARY** : R 948 174.00 per annum (an all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate NQF level 7 (Degree in the Built Environment) qualifications, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in infrastructure management environment especially in terms of maintenance. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.

**DUTIES** : Monitoring Manage the design of technical condition assessments for all education infrastructure. Manage the collection of condition information and submission for updating on systems. Manage the development and updating of the departmental policy for maintenance of schools & offices and norms/standards aligned to national norms/standards. Plan and manage job creation on maintenance projects. Manage the development and updating of standard operating procedures for maintenance. Manage implementation of planned maintenance projects, emergency maintenance and repairs. Manage inspections to validate that all

maintenance work has been completed timeously within budget and meeting quality assurance standards. Manage inspections to validate compliance with OHS requirements. Provide technical advice with prioritisation of maintenance projects. Undertake site visits and prepare progress reports for infrastructure projects.  
Mr. Hector Tsosane Tel No. (011) 355 0200

**ENQUIRIES**

:

**OTHER POST**

**POST 42/29**

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**CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: HO2017/10/04**

Directorate: Office of the HOD

**SALARY**

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Compensation will be in accordance with the rates as determined by the National Treasury

**CENTRE**

:

Head Office, Johannesburg

**REQUIREMENTS**

:

An Chartered Accountant (CASA)/ Masters in Business Administration(MBA)/Masters of Business Leadership(MBL)/Certified Internal Auditor(CIA) and any relevant degree (Risk Management, Accounting, Auditing, Financial Management and Legal) 10 Years exposure to the Risk Management Environment in the Public Sector and serving on an oversight committee/s will be an added advantage \*Integrity, Independence, Objectivity, Dedication, understanding of the Department's Mandate and operations \*Good understanding of Risk Management and Governance, Public Finance Management Act(PFMA), Treasury Regulations, Public Sector Risk Management Framework and Committee of the Sponsoring Organisation of the Treadway Commission(COSO) Framework, King IV report on Corporate Governance\*

**DUTIES**

:

Chairing the Risk Management Committee meeting of the Department; monitoring of risk management (i.e. to assist in designing, implementing and coordinating the department's risk management initiatives); formulate, promote and review the organisation's Risk Management Strategy and Policy to monitor progress at strategic and operational levels and advising the Accounting Officer on gaps and improvements required to enhance Departmental Risk Management

**ENQUIRES**

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Mr Puledi Selepe, Tel No: (011) 355 1154.

**NOTES**

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The term of office will be three (3) years subject to renewal at the discretion of the Department. Candidates currently employed within public service will not receive remuneration, except for Subsistence and Travelling allowance.

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 42/30**

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**PHARMACY MANAGER REF NO: TDHS/2017A/17**

Directorate: Pharmacy

**SALARY**

:

R805 236 per annum (plus benefits)

**CENTRE**

:

Bronkhorstspuit Hospital

**REQUIREMENTS**

:

Bpharm degree: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Appropriate management experience in Hospital Pharmacy. Competencies (knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act, Act 101 of 1965 as amended, GPP, Public Finance Management Act and supply chain processes. Proof of Continuous Professional Development especially in the area of evidence-based medicine and Pharmacovigilance. Knowledge of dispensing management, clinical pharmacy management and Pharmacy and Therapeutic Committee (PTC) Management. Good interpersonal, organisational and communication skills. Advanced Computer literacy (Word, Excel, and PowerPoint).

**DUTIES**

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Facilitate a comprehensive dispensing process, including the approval of items that are not on the Provincial Code List. Monitor and facilitate the drug supply

management. Assist with the development and implementation of standard operating procedures (SOPs). Monitor and facilitate the training and development of pharmacy staff. Assist with the management functions of supervision and control of resources and equipment as well as human resource management of pharmacy staff. Facilitate and monitor research.

**APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.  
**ENQUIRIES** : Ms MAG Makobela Tel No: (079) 528 9840  
**CLOSING DATE** : 03 November 2017

**POST 42/31** : **MEDICAL OFFICER: 3 POSTS REFS NO: TDHS/2017A/18**  
Directorate: Medicine

**SALARY** : Grade 1 R736 425 – R793 341 per annum (all-inclusive package)  
Grade 2 R842 028 – R920 703 per annum (all-inclusive package)  
Grade 3 R977 199 – R1 221 723 per annum (all-inclusive package)

**CENTRE** : Bronkhorstspuit Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of (2) years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner, a valid Driver's licence and knowledge of all Computers system.

**DUTIES** : Perform all clinical services in all required units within the Hospital. Provide support where the clinical service required. Perform overtime when require or/and requested.

**APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.

**ENQUIRIES** : Mrs. Ms MAG Makobela and Dr S Phoshoko Tel No: (012) 451 9035  
**CLOSING DATE** : 03 November 2017

**POST 42/32** : **REGISTRAR FAMILY MEDICINE SEFAKO MAKGATHO OF HEALTH SCIENCES UNIVERSITY AND UNIVERSITY PRETORIA (12 POSTS) REF NO: TDHS/2017A/20**  
Directorate: Health Family Medicine

**SALARY** : R 736 425.00 per annum

**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : MBChB or equivalent. Registrar must be registered with the Health Professions council of South Africa (HPCSA).A minimum of 1 year experience as a Medical Officer (excluding community Service) is required. Applicants must be permanent /naturalized South African residents. OTHER SKILLS: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication. problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.

**DUTIES** : Registrar will inter alia be responsible for rendering clinical services, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of family medicine which relate to teaching and research. He/she will participate in departmental audit activities, preparing and writing of reports. Registrars will be rotated through related departments at various hospitals complexes in their specific outreach programmes including Community Health Centers and Clinics

**APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.

**ENQUIRIES** : Ms. L Mametse or Prof. J V Ndimande Tel No: (012) 451 9169  
**CLOSING DATE** : 03 November 2017

<b><u>POST 42/33</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY (THEATER) REF NO: TDHS/2017A/16</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R499 953.00 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Bronkhorstspuit Hospital
<b><u>REQUIREMENTS</u></b>	:	A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic Nursing qualification with duration of at least one year accredited with the SANC in one of the specialties referred to in the glossary of terms. Diploma or Degree in Nursing Administration / Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven (7) Years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Driver's license
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<b><u>ENQUIRIES</u></b>	:	Mrs MAG Makobela/Manthosi Tel: (012) 451 9035
<b><u>APPLICATIONS</u></b>	:	Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	03 November 2017
<b><u>POST 42/34</u></b>	:	<b><u>AREA MANAGER NURSING (GENERAL) GRADE 1 (REFS/001820)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R 499 953 per annum
<b><u>CENTRE</u></b>	:	Odi District Hospital
<b><u>REQUIREMENTS</u></b>	:	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. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Experiences as a night supervisor will be an advantage.
<b><u>DUTIES</u></b>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. To work mostly on night as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management. To act on behalf of Nursing Service Manager (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical

		standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.
<b><u>ENQUIRIES</u></b>	:	Ms S.J Boshoman Tel No: (012) 725 2312.
<b><u>APPLICATIONS</u></b>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<b><u>CLOSING DATE</u></b>	:	03 November 2017
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old.
<b><u>POST 42/35</u></b>	:	<b><u>LECTURER PNDI / PNDII: GENERAL NURSING SERVICE (7 POSTS) REFS/001816</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	R340 431 – 394 665 per annum (plus benefits) R418 701 – 546 315 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	SG Lourens Nursing College
<b><u>REQUIREMENTS</u></b>	:	<b>PNDI:</b> A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report- writing and presentation skills. The ability to work in a team and under pressure. <b>PNDII:</b> A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
<b><u>DUTIES</u></b>	:	Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
<b><u>ENQUIRIES</u></b>	:	Ms J .E Malobola, Tel No (012) 319 5601
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodrehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>NOTE</u></b>	:	Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	03 November 2017

<b><u>POST 41/36</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1- PAEDIATRIC UNIT (REFS/001819)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R 340 431 per annum
<b><u>CENTRE</u></b>	:	Odi District Hospital
<b><u>REQUIREMENTS</u></b>	:	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. Diploma in Midwifery as a qualification needed. One year post basic qualification in Child Nursing Science. A minimum of four years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least one year of the period referred to above must be appropriate experience in the specified speciality after obtaining the one year post basic qualification in the relevant speciality.
<b><u>DUTIES</u></b>	:	Knowledge of Nursing care procedures, and nursing statutes and other relevant legal framework such as: Nursing Act, OHS, Patients' rights charter and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Participation in training and research. Provision of support in nursing services. Maintain professional growth/ ethical/ standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary team work. Labour relations principle
<b><u>ENQUIRIES</u></b>	:	Ms S.J Boshoman (012 725 2312).
<b><u>APPLICATIONS</u></b>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<b><u>CLOSING DATE</u></b>	:	03 November 2017
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.
<b><u>POST 42/37</u></b>	:	<b><u>MEDICAL TECHNOLOGIST GRADE I; II; III</u></b> Directorate: Oral Pathology and Oral Biology
<b><u>SALARY</u></b>	:	R 312, 039.00 – R 432,987.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	The candidate must possess a National Diploma in Medical Technology/Biomedical Technology (Histopathology) and be registered with HPCSA as a medical technologist (histopathology). The candidate must demonstrate post-registration experience in specimen receiving and grossing, microtome sectioning, theatre frozen- sectioning, routine and special staining techniques. The candidate must be computer literate and demonstrate good communication skills.
<b><u>DUTIES</u></b>	:	The incumbent will be required to work under supervision and independently perform laboratory procedures (specimen receiving and grossing, microtome sectioning, theatre frozen- sectioning, routine and special staining techniques Review and verify results and interact with pathologists on technical matters to provide all relevant data that may pertain to diagnosis of disease_Operate, maintain and calibrate laboratory equipment to ensure efficient operation and the provision of accurate results Implement sound housekeeping procedures and work effectively with other members of a team to ensure a safe working environment in accordance with safety protocols Implement established document, slide and tissue-block archiving systems.
<b><u>ENQUIRIES</u></b>	:	Mrs. M van Heerden Tel: (012) 319 2519
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resource Management at Louis Botha Building A, Room 1.10, 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	27 October 2017



- NOTE** : 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.
- POST 42/38** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/2017A/19**  
Directorate: Radiography
- SALARY** : R 227 582 - R260 214 (Grade1) per annum (Plus Benefits)  
R 268 083 - R306 537 (Grade2) per annum (Plus Benefits)  
R 315 795 - R383 244 (Grade3) per annum (Plus Benefits)
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Degree/ National Diploma in Diagnostic Radiography. Registered with Health Professional Council of South Africa. 3 years' experience as Diagnostic Radiographer (Independent practice). Experience as supervisor (provide proof) and in digital Radiography will be an advantage. Knowledge of relevant public service regulations, policies, acts and procedures. Ability to work under pressure. Supervisory, Organizing, Communication, Budgeting, Radiographic Quality Assurance, National Core Standards, Health information management, Performance Management and Development, Health & Safety and Infection Control.
- DUTIES** : To co-ordinate, manage and supervise Radiological service delivery efficiently to the vision and mission statements of Department of Health. Adhere and ensure compliances with Radiation Control Board and Health Profession Council of South Africa legislation. Provide professional advice in issues pertaining to policies and legislation related to health. Responsible for safe keeping of institutional assets. Attend and participate in institutional and provincial forum meetings. Compilation of reports, record-keeping and statistics.
- APPLICATIONS** : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001.
- ENQUIRIES** : Ms T Leshilo and Ms T Manthosi, Tel No: (012) 451 9035
- CLOSING DATE** : 03 November 2017

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- CLOSING DATE** : 03 November 2017, 12H00 No late applications will be considered.
- NOTE** : Applications should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s) Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

#### **OTHER POSTS**

- POST 42/39** : **CHIEF WORKS INSPECTOR: ELECTRICAL SERVICES (Ref no: REFS/001822)**
- SALARY** : R281 418.00 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Applicants must be in possession of a 3 year National Diploma/Degree in Electrical Engineering or N3 Certificate with passed Trade Test. 3 – 5 years post qualification

experience in the electrical and building environment. Valid Drivers' License. Technical experience of electrical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations. Knowledge of the latest SANS 10142 [Electrical wiring code] compilation of specifications and tender regulations. Computer literacy (MS Office – Excel and Word) and excellent technical report writing skills. Good verbal and written communication skills. Good interpersonal relations. Customer focus and responsiveness; Quality Management; Scope Change Management; Problem solving and analysis; Planning and organizing; Contract Management; Ability to work well within a team.

**DUTIES**

: The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Facilitate and resolve technical problems. Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; manage the activities of contractors on sites, and exercise quality control on project. Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration. Implement condition assessment. Manage people and finances.

**ENQUIRIES  
APPLICATIONS**

: Ms M Mamashela Tel No- (011) 355 - 4585.  
: Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**POST 42/40**

: **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION (REF NO: REFS/001823)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R281 418.00 per annum  
: Johannesburg  
: Matric plus NQF Level 6/ National Diploma in Human Resource Management, NQF level 7/ Degree in Human Resource Management will be an added advantage. 2-3 years working experience in Recruitment & Selection environment. Skills: Report writing skills, Analytical skills, Good written, verbal communication skills, Planning and organizing skills, presentation skills and problem solving skills. The incumbent must be Computer literate, must have good Interpretation of HR Policies and relevant legislations and prescripts. Must have the ability to multitask and work under pressure, ability to deal with confidential information and the ability to work independently and as part of a team.

**DUTIES**

: Advertise critical and vacant posts as soon as they become vacant. Attend to shortlisting and interview processes and assist with secretariat functions. Give HR advise to the shortlisting and interviewing panel. Arrange all logistics pertaining to the shortlisting and interviews i.e. travel and accommodation arrangements, venue (boardroom), parking. Compilation of shortlisting and interview reports. Adhere and comply with the EE plan to achieve equity targets. Arrange competency assessments for SMS positions with the service providers. Prepare contracts of employment. Ensure comprehensive verification, validation and reference after the interviews. Ensure that managers are informed immediately on acceptance/ decline of offer by candidates. Ensure that all mandatory posts are evaluated once they become vacant. Give support to management and staff. Compilation of reports, i.e. creation and abolishment of posts. Compilation of monthly and annual reports. Provide line managers with reports on status of vacancies. File correspondence pertaining to Recruitment and Selection. Assist with providing inputs regarding to the Audit Findings. Assist with giving inputs pertaining to legislature questions. Adhere to set deadlines, policies and procedures. Provide good customer service.

**ENQUIRIES  
APPLICATIONS**

: Ms Khosi Kunene - (011) 355 - 4285  
: Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**POST 42/41**

: **PRINCIPAL WORK INSPECTORS: PLUMBING SERVICES X2 (REF NO: REFS/001824)**

**SALARY  
CENTRE**

: R226 611.00 per annum  
: Johannesburg

- REQUIREMENTS** : Applicants must be in possession of an N3 Certificate in Plumbing services and a passed Trade Test. 3 years' experience in the building and plumbing environment. A valid drivers' licence. Technical experience of plumbing matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations. Excellent technical report writing skill. Computer literacy (MS Office – Excel and Word). Good verbal and written communication skills .Good interpersonal relations. Customer focus and responsiveness; Quality Management; Scope Change Management; Problem solving and analysis; Planning and organizing; Contract Management; Ability to work well within a team
- DUTIES** : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Prepare specifications for work. Develop proposals on associated costs. Undertake inspections of buildings and compilation of reports. Provide estimates of costs for proposed maintenance and minor work projects. Facilitate and resolve technical problems. Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors. Manage the activities of contractors on sites. Supervise and exercise quality control on projects. Manage contract administration. Implement condition assessment.
- ENQUIRIES** : Ms M Mamashela Tel No- (011) 355 - 4585.
- APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)