

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

ERRATUM: Department Of Health: Chris Hani Baragwanath Academic Hospital (CHBAH): Kindly note that the post of Deputy Director: Medical Biological Scientist Grade 1, REF: CHBAH55 that was published in the Public Service Vacancy Circular No 44 dated 03 November 2017; it was advertised with the incorrect directorate. The correct directorate is Nuclear Medicine and this is not the re-advertisement.

MANAGEMENT ECHELON

POST 45/69 : **MEDICAL SPECIALIST (2 POST) REF NO: HRM 74/2017**
Directorate: Public Health Medicine

SALARY : Grade 1 R991 857 per annum plus benefits
Grade 2 R1 134 069 per annum plus benefits
Grade 3 R1 316 136 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
MBBCh or equivalent; MMed (Public Health Medicine) or FCPHM (SA) or equivalent. A valid registration with HPCSA as an independent medical practitioner and Public Health Medicine Specialist experience (at least one year) in an Academic institution; A PhD will be a definite advantage.

DUTIES : Working within Steve Biko Academic Hospital and its cluster health facilities as a Public Health Medicine Specialist; Support public health medicine programmes in the areas Maternal & Child Health; Non-Communicable Diseases; Communicable diseases; Support clinical activities within the Cluster; Supervise Specialists, Registrars and Medical Officer; This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees. Furthermore all academic appointees are expected to engage in active research.

ENQUIRIES APPLICATIONS : Prof. Basu D Tel: (012) 354 2235
Applications must be submitted 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.

CLOSING DATE : 24 November 2017

OTHER POSTS

POST 45/70 : **DEPUTY DIRECTOR: RADIOGRAPHY - GRADE 1, REF NO: REFS/001921**
Directorate: Specialised Programmes

SALARY : R769 026 per annum (all-inclusive remuneration package)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Degree/ National Diploma in Diagnostic Radiography. Registration with the HPCSA. Three (3) years' experience as an Assistant Director: Radiographer. Leadership qualities. Ability to work independently or with minimal supervision. Prepared to work irregular hours and after hours. The ability to maintain being a service professional and strive to exceed customer. Be Proactive in dealing with demands. Computer literacy (MS Word, Excel and PowerPoint). A driver's licence.

DUTIES : Develop Radiography Services in accordance with relevant acts, policies and procedures. Monitor and implement quality assurance measures for radiography. Maintain a comprehensive database of all radiographic equipment in the province. Manage tenders and contracts as required. Plan, implement and monitor all aspects of procurement as appropriate. Support professional development for

		radiography on undergraduate and postgraduate levels. Develop, implement and monitor HIS related to radiography. Liaise with and provide support and guidance to all relevant stakeholders. Support Radiography Managers at all levels of care. Provide advisory support when radiation protection/safety risks are identified.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Elma Burger, Tel: 082 494 1138
	:	The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	24 November 2017
<u>POST 45/71</u>	:	<u>REGISTRAR ORTHODONTICS (X1), MAXILLO FACIAL SURGERY (X2) REF NO: WOHC/09/2017</u>
		Directorate: Department of Orthodontics and Maxillo Facial Surgery
<u>SALARY CENTRE REQUIREMENTS</u>	:	736 425. Per annum (all inclusive)
	:	Wits Oral Health Centre
	:	Registration with HPCSA as dentist in category independent practice. Four year's experience as a Dentist post Community Service and two or more years in the Public Service. Preferences will be on previously disadvantaged groups, disabled people, and women. Postgraduate qualification, primary exams are an added advantage.
<u>DUTIES</u>	:	Registrars will be responsible for rendering of clinical services, research and teaching and training. Follow the stipulated registrar programme as per the academic schedule which will be provided to the student upon acceptance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. JM Tema (011) 488 3705/4850
	:	Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za . No faxed /E-mailed applications will be accepted.
<u>NOTE</u>	:	Applications must be submitted on form Z83. Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates. Current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	24 November 2017
<u>POST 45/72</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: TDH0012/2017</u>
		Directorate: Health Department
<u>SALARY</u>	:	R736 625-R793 341-(Grade1) R842.028-R920.703 (-Grade2) R977.703-R1221, 723(Grade3)
	:	All-inclusive package
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Hospital
	:	An MBCHB degree. Up to date registration with HPCSA as a Medical Practitioner. At least 5years experience working as a medical practitioner With an experience of 5 years working in casualty, labour ward,ect. Doing Caesarean section, having surgical and anaesthetic skills will be an added advantage
<u>DUTIES</u>	:	Render medical services within the institution. Share findings and advise the hospital management team with the aim of decreasing patient safety incidents and litigation cases. To co-ordinate the quality assurance team in the hospital by ensuring effective management of Patient safety incidents according to national core standards compile medico legal reports. Timeous acknowledgement of complaints. Supervision of junior doctors. Assisting the Clinical Manager with clinical duties. Commuted overtime is compulsory
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Nkusi, Tel no: 012 354 7361
	:	Applications can be submitted at Tshwane District Hospital: Cnr Dr Savage Road & Stive Biko or posted to the HR Manager Tshwane District Hospital, Private Bag

X 179, Pretoria, 0001 or people should apply directly to the Hospital HR Department. Failure to do so will lead to disqualification.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID and Qualification to be attached.

CLOSING DATE : 17 November 2017

POST 45/73 : **OPERATION MANAGER NURSING SPECIALTY STREAM REFS: 001886**
Directorate: Nursing Division: Trauma And Emergency Area 163

SALARY : R499 953 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic qualifications in Trauma Nursing or Critical Care Nursing of the duration of 1 year, accredited with SANC. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualifications in Trauma Nursing/ Critical Care Nursing. Computer literacy will be added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR practice. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANCA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 24 November 2017

POST 45/74 : **PROFESSIONAL NURSE (INFECTION AND CONTROL) X 1 REF NO: REFS/001895**
Directorate: Nursing Services

SALARY : R394 665. Per. annum. (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Basic R425 qualification (ie. Diploma / degree in nursing). Registration with SANC as Professional Nurse. 10 years or more appropriate recognizable experience after

		<p>registration with SANC as Professional Nurse. Certificate in Infection Prevention and Control. Be able to work as part of multidisciplinary team. Demonstrate effective communication with patients, supervisors and other clinicians. Promote quality of care as directed by professional scope of practice and standards as determined by the health facility. Demonstrate an understanding of National Core Standards and respond to it. Maintain customer care principles at all times. Must be computer literate.</p>
<u>DUTIES</u>	:	<p>Monitor the implementation of relevant National and Provincial acts, policies and guidelines. Implement and maintain an effective hospital infection surveillance system in alignment with the infection control policies. Develop and monitor the implementation of continuous infection control education and training programmes. Strengthen and maintain internal and external collaboration with relevant stakeholders eg. Notifying of notifiable conditions to the relevant authorities. Consolidate and report on data captured and trends identified. Maintain infection prevention and control equipment inventory. Provide expert consultative advice regarding the health of staff and other appropriate hospital programmes in matter relating to transmission of infection.</p>
<u>ENQUIRIES</u>	:	Ms. A. E. Nel, Tel no (011) 898 8000
<u>APPLICATIONS</u>	:	<p>Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za</p>
<u>CLOSING DATE</u>	:	17 November 2017
<u>POST 45/75</u>	:	<p><u>PROFESSIONAL NURSE (SPECIALITY): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE (1) REF NO: TDH0011/2017</u> Directorate: Nursing</p>
<u>SALARY</u>	:	R394 665-R444 195 Per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	<p>Grade 12 or equivalent /NQF level/ Basic. R425 qualification (i.e.) Diploma/Degree in Nursing that allows registration with the South African Nursing Council as a Professional Nurse. A basic qualification Diploma in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with SANC, certificates of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration (2017). A minimum of 5 years as a Professional Nurse after registration with SANC in general nursing and 3 years' experience working in Labour Ward as a Midwife with duration of at least 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Good communication skills/verbal and written, understanding of National Core Standards, able to work under pressure. Knowledge of the guidance that governs Maternal and Master and Child health e.g. PPIP, Material guidelines, HIV and EMTCT as well as EPI.</p>
<u>DUTIES</u>	:	<p>Key performance areas: provision of optimal, holistic specialised Nursing Care with set standards and within a professional legal frame work. Effective utilization of resources, participation in Training and Research. Provision of support to Nursing Service. Maintain professional growth/ethical standards and self-development. Display a professional image at all times. Promoting Mother and Child Care programmes e.g. MBFHI etc. Work as part of multi-disciplinary team to ensure good Nursing Care that is cost effective, equitable and efficient.</p>
<u>ENQUIRIES</u>	:	Mrs Motlhaga DS, Tel no: 012 354 7600
<u>APPLICATIONS</u>	:	<p>Applications to be submitted at Tshwane District Hospital, Private Bag X be attached. Application to be submitted at Tshwane District Hospital, Private Bag X 179, Pretoria, 0001</p>
<u>NOTE</u>	:	Applications must be submitted on a z83 form, certified copies of ID and qualifications to be attached.
<u>CLOSING DATE</u>	:	17 November 2017

POST 45/76 : **DENTAL ASSISTANT (CONTROLLER) REF NO: WOHC/10/2017**
Directorate: Central Sterilization Supply Unit (CSSU)

SALARY : R148 221 – R174 591 per annum
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration. Minimum of 10 years working experience in the public service. Ability to work independently. Knowledge of infection control and sterilization equipment will be of great value.

DUTIES : Manage the Central Sterilization Supply Unit. Control and manage ordering of stock and responsible for stock taking. Supervise staff in the performance of daily responsibilities and manage human Resource matters in the Central Sterilization Supply Unit. Perform all administrative duties in Central Sterilization Supply Unit. Responsible for work schedules in the Central Sterilization Supply Unit.

ENQUIRIES : Ms L.M. Mazibuko (011) 488 4898
APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

NOTE : Applications must be submitted on form Z83. Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates. Current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 24 November 2017

POST 45/77 : **DRIVER REF NO: WOHC/11/2017**
Directorate: Community Dentistry Department

SALARY : R127 851 per annum (with benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Grade 12. A valid driver's license code 10 and minimum of 3 years with Professional Driving Permit (PDP). The incumbent must have 5 years' experience as a driver. Additionally, we seek a person with excellent listening skills and communication skills. The ability to read, and compile reports is also a requirement. The incumbent must not have criminal record.

DUTIES : Driving of mobile dental unit to outreach sites with students and Gauteng vehicle to collect / deliver mail and other documents. Maintaining and servicing of the mobile dental unit and all vehicles according to recommended intervals. Update the log book of vehicle used on daily basis.

ENQUIRIES : Ms. A Tonisi (011) 488 4898/4850
APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

NOTE : Applications must be submitted on form Z83. Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates. Current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 24 November 2017

POST 45/78 : **CLINICAL TECHNOLOGIST**
Directorate: Clinical Technologist
Grade 1: REFS: CM/CT/G1
Grade 2: REFS: CM/CT/G2
Grade 3: REFS: CM/CT/G3

SALARY : **Clinical Technologist Grade 1.** Salary: R289 653 per annum (ALL –inclusive package).

		<p>Clinical Technologist Grade 2. Salary: R341 196 per annum (ALL –inclusive package).</p> <p>Clinical Technologist Grade 3. Salary: R401 922 per annum (ALL –inclusive package).</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Charlotte Maxeke Johannesburg Academic Hospital</p> <p>Clinical Technologist Grade 1. Salary: R289 653 per annum (ALL –inclusive package). An appropriate recognized Diploma or degree as a Clinical Technologist Registered as Pulmonology Clinical Technologist with the Health Professions Council of South Africa. Grade I none experience after registration with HPCSA as a Clinical Technologist. Clinical Technologist Grade 2. An appropriate recognized Diploma or degree as a Clinical Technologist registered as a Clinical Technologist with the Health Professions Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Clinical Technologist. Clinical Technologist Grade 3. An appropriate recognized Diploma or degree as a Clinical Technologist registered as a Clinical Technologist with the Health Professions Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Clinical Technologist.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Dr. O.I. Ubogu Tel: 011 488 3710</p> <p>Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za</p>
<u>NOTE</u>	:	<p>The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will undergo a medical screening test</p>
<u>CLOSING DATE</u>	:	<p>30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists.</p>
<u>POST 45/79</u>	:	<p><u>PRINCIPAL PERSONNEL OFFICER</u> Directorate: Human Resource Administration</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R226 611 per annum (Level 7)</p> <p>Bertha Gxowa Hospital</p> <p>An appropriate Three (3) Year National Tertiary Qualification and a minimum of Three (3) years relevant experience within Human Resource or Grade 12 with a minimum of Five (5) years in Human Resource experience. Working on the PERSAL system. Computer skills (evidence based). Vast knowledge of Public Service related prescripts- Public Service Act; Public Finance Management Act; labour relations Act; Basic Conditions of Employment Act; Skills Development Act; Occupational Health and Safety Act and other HR legislations. A sound human resource budget management skill is recommended.</p>
<u>DUTIES</u>	:	<p>Implementation of departmental policies, regulations and legislations as well as Resolutions. Manage performance of staff under span of control. Implement service benefits, appointments; leave administration, terminations and all matters relating to overtime. Ensure compliance with AG compliance with prescripts. Manage payrolls and physical verification of staff. Assist with recruitment of staff. Provide expert advice to management and the entire staff. Provide support function in labour matters especially grievance and misconduct issues. Ensure compliance with PMDS compliance. Assist with effective management of training. Assist in coordination of Work Place Skills Plan. Execute any other relevant tasks upon instruction by the supervisor and when necessary.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms. C.C.Molele 011 085 8588</p> <p>Applications can be delivered to: Applications can be delivered to: Ms. Molele, Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.</p>
<u>FOR ATTENTION CLOSING DATE</u>	:	<p>Ms.C.C. Molele</p> <p>24 November 2017</p>

POST 45/80 : **ADMIN CLERK (COMMUNICATIONS) (1) POST REF NO: J/ 092017**
 Directorate: Information Communication and Technology

SALARY : R152 862. Per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Diploma or NQF Level 5 in Communications. 1 Year Experience in Health Environment (Communication). Computer Literacy.

DUTIES : Administration related work in communications i.e. corporate identity, media queries, placement of political photos, placement of Batho -Pele Principles and Patients' Rights Charter posters. Assist in organising hospital events and campaigns, design invitations, programmes, posters and flyers for events. Assist in doing social mobilization for events. Covering of hospital events by means of taking pictures and videos coverage. Writing of articles during events and campaigns. Ability to work under pressure and stressful situations. Doing stakeholder relations with external clients such as hospital board. Printing and laminating posters that are placed in our facility as per requirements. Liaise with supply chain in procuring communication related material and equipment. Perform any other duties within communication as requested by Supervisor.

ENQUIRIES : Mr. S.J Peu-(012) 717-9380
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital, Human Resources Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No 92, Jubilee Road, Hammanskraal 0400

NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents be attached. No copy of a copy.

CLOSING DATE : 24 November 2017

POST 45/81 : **NETWORK CONTROLLER (1) POST REF NO: J/ 102017**
 Directorate: Information Communication and Technology

SALARY : R152 862. Per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Diploma in IT. Any related experience in Health Environment (IT). Knowledge of IT Solutions in health, health information systems.

DUTIES : The successful candidate will be responsible for managing and constantly monitoring continuous functions of LAN, WAN, connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Installing computer hardware, software and configure network devices, internet and e-mail accounts for all users in the department and support facilities. Provide support to END-USER devices and transversal system i.e. BAS, SAP, PERSAL, SRM, &DHIS

ENQUIRIES : Mr. S.J Peu-(012)717-9380
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital, Human Resources Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No 92, Jubilee Road, Hammanskraal 0400

NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents be attached. No copy of a copy.

CLOSING DATE : 24 November 2017

POST 45/82 : **DENTAL ASSISTANTS 2 POSTS: GRADE 1 – 2**

SALARY : R148, 221. – R202, 614 per annum (Plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Grade 12 Certificate. Valid registration with the HPCSA as a Dental Assistant (1 April 2017 – March 2018) Appropriate language and communication skills. Ability to work as a team member. Problem solving skills. Organizing and planning skills. Ability to work under stress. Computer skills will be an added advantage.

DUTIES : Dental assistance to dentists and students. Maintenance of infection control standards. Co-ordinate and organize students and general ward activities. Perform administrative duties to patients. Assist in waste management.

ENQUIRIES : Ms. GE Khumalo (012 319 2644)
APPLICATIONS : Quoting the relevant reference number, direct applications to Ms. Lerato Debeila Human Resource Management at Louis Botha A Building, Room 2-1, Dr. Savage

Road, Riviera, Pretoria OR mail to PO Box 1266, PRETORIA, 0001. Tel: 012 301 5713. NBI Attach certified copies of your qualifications, identity book, curriculum vitae and z83 of apply online at www.gautengonline.gov.za

- 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 closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 24 November 2017
- POST 45/83** : **LAUNDRY AID (1) POST REF NO: J/112017**
Directorate: Admin and Logistics
- SALARY** : R90.234. Per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 9 or Abet level 4 with one (1) year hospital laundry experience, sewing experience, good communication skills. Be able to count and read, have physical strength demands. Understand government policies. A driver's license will be an added advantage. Willing to work on weekends and holidays. Be able to rotate within laundry department.
- DUTIES** : Assist in the daily functions of laundry including collection and delivery of linen .Sort, count, and record soiled and clean linen. Dispatch clean linen to the wards and other departments .Mend linen .Loading and offloading of linen from delivery truck, informing supervisor of any problems that are encountered .clean working area on daily basis. Lifting of heavy linen bags and pushing of linen trolleys. Willing to undergo continuous training and development program .Execute all legal instructions by the supervisors or management. Comply with the performance management and development system (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Mr. Tshelane M.G (012)717 9351
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital, Human Resources Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No 92, Jubilee Road, Hammanskraal 0400
- NOTE** : Applications must be completed fully on a Z83 form. Certified copies of all required documents be attached. No copy of a copy.
- CLOSING DATE** : 24 November 2017

GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 01 December 2017, 12H00 No late applications will be considered.
- NOTE** : 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). Applications should be submitted strictly online at www.gautengonline.gov.za and it 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).

OTHER POST

- POST 45/84** : **CHIEF CONSTRUCTION PROJECT MANAGER (REF NO: REFS/001936)**
- SALARY** : R935 172. – R1 069 272. Per annum -all-inclusive package (Salary will depend on the experience of the successful candidate.

- CENTRE REQUIREMENTS** : Johannesburg Region
 : Matric plus NQF Level7/BTech in Built Environment discipline coupled with a minimum of 4 years certified managerial; experience. Competencies- programme and project management, project principles and methodologies, research and development, computer –aided engineering applications, technical report writing, technical consulting, and professional judgment. Decision making, team leadership, analytical skills, problem solving and analysis are additional requirement. Knowledge of the PFMA; construction building management; implementation of housing project technical procedures/methods ;building legislation and policies; project implementation processes and computer literacy, planning and organizing skills, training skills and communication skills. A valid driver's license. Compulsory registration with SACPCMP as a professional construction project manager.
- DUTIES** : Facilitate coordinate and monitor the implementation of Human Settlements programmes in the JHB Region; Project Management processes applied by management; PRT's and Municipalities to ensure the delivery of quality housing products and services within the approved budget; project management and implementations; staff management; budget control and monitoring- compile detailed housing delivery project budge and cash flow projections for each project, monitor and expedite effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial and Departmental policies and other relevant legislations.
- ENQUIRIES APPLICATIONS** : Ms. Linda Ngcobo - (011) 630 - 5089.
 : Please apply online at www.gautengonline.gov.za

DEPARTMENT OF OFFICE OF THE PREMIER

- APPLICATIONS** : Qualifying applicants should submit their applications online on www.gautengonline.gov.za
- CLOSING DATE** : 24 November 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

- POST 45/85** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING- REFS/001880**
 Directorate: Financial Accounting
- SALARY CENTRE** : R334 545 - R 394 065 per annum (plus benefits)
 : Johannesburg

- REQUIREMENTS** : Grade 12 and a 3 years Bachelor's Degree/National Diploma in Accounting. Completed SAICA articles will be an added advantage. 3- 4 years experience in the financial management environment as a Senior Accountant. Working experience on financial systems, Excel and E-Mail will be an added advantage. Knowledge of Financial reports, PFMA/Treasury Regulations, Delegations, Financial Manuals, Debt system of Government, Petty Cash procedures and Departmental grievance procedure. The incumbent must be computer literate. A valid code 08 Drivers licence is an added advantage.
- DUTIES** : To ensure that payments to service providers are made within 14 days after receipt of an Invoice. Ensure that Web Cycles are verified and cleared daily. Daily distribution of the Web Cycle Report to Directors Financial Management and Supply Chain Management. Submission of monthly / quarterly reports needed for reporting Revenue Management. Ensure that proper control measures exist for the safekeeping of State money and Payment documents/batches. Check, control and maintain Petty Cash for Head Office. Manage and control all Ledger Accounts pertaining to Accounts Payable section. Attend meetings and conferences. Monitor performance of Sub-Ordinates. Report timeously on monthly submission required for Section 40. Provide Administrative support to all branches within OoP and Line Managers. Writing of correspondence within and outside the Department. Daily Reconciliations of Revenue collected / receipts and money deposited. Daily management of bank reconciliation items and preparation of Bank Statement Reconciliations. Manage and control all T&S Claims / Advances. Monitoring and authorising Daily capturing of receipts and deposits and day-ending processes. Ensure EBT rejections and exceptions on BAS are cleared on time.
- ENQUIRIES** : Mr Banele Magubane - Tel No: (011) 298 5661

PROVINCIAL TREASURY



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

- APPLICATIONS** : Applications should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 24 November 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

<u>POST 45/86</u>	:	<u>DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT (X2)</u> Directorate: Municipal Financial Governance
<u>SALARY</u>	:	R657 558. Per annum, (All- inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification, Degree or National Diploma in Accounting or Finance or Local Government Finance or Auditing. 3 – 5 years' experience in Finance/Local Government and Management field and proven experience relating to the duties and valid driver's license.
<u>DUTIES</u>	:	To manage and monitor the municipality's monthly outcomes of municipal budgets in terms of the MFMA and other legislation within the Local Government sphere in Gauteng. Ensure implementation and compliance with MFMA requirements. Ensure timeous submission of monthly budget statements as per the MFMA. Assess and monitor the monthly budget statement submissions and report on the state of expenditure of municipalities. Review and comment on the municipality's findings. Assist in publishing quarterly the consolidates monthly budget statement for all the municipalities. Ensure that municipal borrowings comply with the Legislative requirements. Provide technical assistance and training to the municipalities. Engage in the municipal support plan and other municipal projects. Engage municipalities on monthly budget statement findings and recommendations. Participate in Municipal Forums and CFOF's.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha. Tel, No 011 227- 9000
<u>POST 45/87</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS AND HEALTH</u> Directorate: Corporate Services
<u>SALARY</u>	:	R334 545 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Social Work and or/ Clinical Psychology. 2 - 3 years' experience in the Employee Health & Wellness Programme (EHWP) field.
<u>DUTIES</u>	:	To develop and implement and monitor four EHWP pillars in the department. To co-ordinate events related to EHWP and HIV/AIDS in line with the departmental strategic objectives. To co-ordinate EHWP committee meetings as well as events within the department. To implement the EHWP and HIV/AIDS Departmental program/Business plan and monitor and report on the progress thereof. To facilitate and co-ordinate individual and group counselling session for employees of the department. To increase participation in VCT and encourage voluntary disclosure. To manage the relationship between the department and stakeholders. Source external service providers to facilitate education and training in relation to Employee wellness, including HIV/AIDS.
<u>ENQUIRIES</u>	:	Ms Phindlie Ngwenya . Tel, No 011) 227- 9000
<u>POST 45/88</u>	:	<u>AUDITOR: COMPUTER AUDIT</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R281 418. Per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant degree or diploma with 1-2 years' experience in Computer Auditing
<u>DUTIES</u>	:	The incumbent will be responsible for: planning and execution of computer audits; perform CAAT's using the ACL software; document fieldwork; raise exceptions that will constitute the draft audit report; attend to administrative functions as required
<u>ENQUIRIES</u>	:	Ms Phindile Ngwenya. Tel, No: 011 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents 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 45/89 : **DIRECTOR: SUPPORT ORGANISATION REF NO: SD/2017/11/01**

SALARY : R948 174 per annum (all-inclusive remuneration packages)
CENTRE : Head Office (Supatsela Information System)
REQUIREMENTS : Degree or equivalent qualification and minimum of 5 years' experience in overall Management of Business Analysis / Change Management/Training. Enterprise Resource Planning (ERP) knowledge and experience. Sound Technical skills. Proven strategic leadership and business partnering; generate management; problems solving and decision –making; communication and conflict management/ resolution; analytical and advanced program/project/ resource management skill. Knowledge of the Department's constitutional mandate; and its relationship with National and other stakeholders. Proven track record of leading change management initiative and applying innovative thinking. Sound interpersonal relations. Valid driver's license. Strong Computer literacy skills especially in the areas of MSExccl and MSAccess.

DUTIES : Over management and coordination of the support organization for Supatsela, as well as the management of performance and performance agreement of managers in the Sub-directorate: Business Alignment and Information Systems. Provide expert project planning and management. Perform project budgeting and costing. Oversee implementation, tracking and monitoring. Manage the project on functional and stakeholder level. Overall system management and maintenance. Resource identification, utilization and contract management. Management of error resolution and escalation processes. Ensure effective integration between Gauteng Shared Service Centre and Gauteng Department of Social Development. This post calls for an individual that is self-motivated, hardworking, who is able to work under pressure and should be prepared to work outside normal working hours. This post will provide the overall coordination of project management activities for the Social Care Solution, which is a SAP based system that allows all Social Work and Community Development business to be managed electronically on line

ENQUIRIES : Mr. H Pillay Tel: (011) 227-0067
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr H Pillay, Tel- (011) 227 0067 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 24 November 2017

OTHER POSTS

- POST 45/90** : **SOCIAL WORK MANAGER (INTAKE AND FIELD) REF NO: SD/2017/11/03**
- SALARY** : R712 827-R 986 730 per annum (within the OSD Framework)
CENTRE : Johannesburg Metro Region
REQUIREMENT : Bachelor Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Work with the SACSSP. Submission of valid proof of registration with the council. Knowledge and understanding of Social dynamics, human behaviour, social system, legislation, policies, ethical practices governing field and intake programmes and social empowerment interventions. Skills and Competencies: Have the ability to intervene and resolve conflict of complex nature, problem solving, project management, research, interpersonal, reporting, planning and organizing skills. A valid drivers' License.
- DUTIES** : Interpreting, applying and implanting Social Work legislation, policies and guidelines relating to field and intake. Managing the monitoring and evaluation of partial care facilities. Developing and Implementing operational plan of social work intervention for field and take. Developing problem solving interventions and preventative measures for alleviating distress to individual, groups, families and communities. Conducting social work research programmes. Developing and creating stakeholders support mechanisms and networks. Managing the preparation of quarterly performance information and consolidation of performance date in the field and take programmes. Management of staff training, development, performance, leave plans and projects allocated to sub-directorate. in stakeholder's structure on local, regional and provincial levels. Implement prevention programmes liked to celebration of national days.
- ENQUIRIES** : P Sambo (011) 355-7701
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 9 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr P Sambo, Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 24 November 2017
- POST 45/91** : **SOCIAL WORK MANAGER REF NO: SD/2017/11/04**
- SALARY** : R712 827-R 986 730 per annum (within the OSD Framework)
CENTRE : Walter Sisulu Secure Care Centre
REQUIREMENTS : Degree in Social Work. A minimum of 10 years' working experience. Submission of valid proof of registration with the council. Computer literacy. Knowledge and understanding of social dynamics, human behaviour and social systems, social legislation, policies, ethical practices governing field and intake programmes and social work empowerment interventions. Must be non – judgemental, understanding, assertive, caring, creative, ability to generate practical ideas and solutions and critical thinking. Skills and Competencies: Communication, ability to intervene and resolve conflict of a complex nature, planning and organizing work for junior staff, project management, research and report writing. A valid driver's licence
- DUTIES** : Provide guidance on social work legislation for implementation in areas of Place of Safety. Manage social work interventions. Develop operational plan for social work intervention for place of safety. Develop problem solving intervention for individuals, groups, families and communities. Monitor and evaluate social empowerment programmes to individuals, groups, families and communities. Conduct social work research programmes. Design social work research methodology for intake and field programmes. Develop stakeholder support programmes.
- ENQUIRIES** : Ms T Mokgokolushi Tel: (011) 983 0004
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Walter Sisulu CYCC, 03 Modder Street, Noordgesig, 1804 for Attention Ms T Mokgokolushi Tel: (011) 983 0004
- CLOSING DATE** : 24 November 2017

POST 45/92 : **HEAD OF INSTITUTION REF NO: SD/2017/11/02**

SALARY : R657 558 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum.

CENTRE REQUIREMENTS : Zanele Mbeki Frail Care Centre
A Bachelor's degree in Nursing or relevant field. Ten (10) years appropriate/recognizable experience in nursing after registration as a Nurse with the south African Nursing council (SANC). Minimum of five (5) years management experience within the Social Welfare environment in the public sector. Submission of valid proof of registration with the council. Good knowledge and understanding of the relevant policies and legislation that governs the area of work. Relevant exposure to management of Social Welfare institutions. A valid driver's licence. Skills and Competencies: Good strategic planning capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communication skills.

DUTIES : Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Health Care Services, Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (Human Resources, Supply Chain Management Finance, Auxiliary Services, etc.). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedure related to all core and support functions. Liaise with relevant stakeholders, including other Departments, NGO's, NPO's, business and civil society to improve service delivery. Manage Quality Assurance and Quality Improvement processes in the institution.

ENQUIRIES APPLICATINS : Ms Thandiwe Mbhense Tel: (011) 355 7703
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Thandiwe Mbhense, or posted to Private Bag X35, Johannesburg, 2000

CLOSING DATE : 24 November 2017

POST 45/93 : **OPERATIONAL MANAGER (NURSING) REF NO: SD/2017/11/05**

SALARY : R394 665 – R 514 962 per annum (Within OSD Framework)

CENTRE REQUIREMENTS : Zanele Mbeki Frail Centre
National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

DUTIES : Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

ENQUIRIES APPLICATIONS : Ms. T Mbhense (011 355 7703)
Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development, No 3 Vlakfontein Road Dunnottar 1590 for

		Attention Ms Zodwa Nhlapo or posted to Tini Vorster Private Bag X 5010, Dunnottar 1590.
<u>CLOSING DATE</u>	:	24 November 2017
<u>POST 45/94</u>	:	<u>SOCIAL WORK SUPERVISOR (26 POSTS) REF NO: SD/2017/11/06</u>
<u>SALARY CENTRE</u>	:	R341 322 – R634 974 per annum (within the OSD framework)
	:	REGIONS: Ekurhuleni, Johannesburg Metro, Tshwane and Westrand (Directorates: Probation and Canalization, Intake Field and Foster Care, NPO Partnership)
	:	INSITUATIONS: Desmond Tutu, Father Smangaliso Mkhathshwa, Itireleng, Mary Moodley and Walter Sisulu Child and Youth Care Centres (Directorates: Social Care and Safety Cases)
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Skills and Competencies: Good conflict resolution and people management skills. Computer literate and excellent verbal and written communication skills.
<u>DUTIES</u>	:	Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms L Harmse Tel- 016 930 2055-Sedibeng: Ms C Dukwana Tel 011 355 9502-Johannesburg Mr S Makgorogo Tel- 011 950 7803 West Rand: Ms T Mokgokolushi 011 983 0004: Walter Sisulu -Ms C Sekgatho Ms C Letoaba 012 797 8304: Father Smangaliso Mkhathshwa: N Pete 011 820 0332 Ekurhuleni Region: F Nomavila 011 9648712 Mary Moodley Place of Safety Mr D Barnard (012) 564 0640: Desmond Tutu CYCC Ms N Machaba (012) 703 9014/15: Itireleng Workshop for the Blind .Atlholang Kotsedi Tel 012 359 3314 Tshwane Region
<u>APPLICATIONS</u>	:	Applications can be delivered to- The Gauteng Department of Social Development: Sedibeng Region, 3 Moshoeshoe Street, Sebokeng . Johannesburg Region: 91 Commissioner Street, Private Bag X1, Johannesburg, 2000 for attention. West Rand Region, 16 Human Street, SA Dutch, Krugersdorp: Father Smangaliso Mkhathshwa, Soutpan Road, Soshanguve, 0164, Walter Sisulu CYCC, 03 Modder Noordgesig 1804, Ekurhuleni Region 40 Catlin Street Germiston Marry Moodley Place of Safety Tsesebe Street, Apex Benoni Itireleng Workshop for the Blind, 3152 Sekwati Street Zone 2 Garankuwa Desmond Tutu CYCC, 162 Tolbos Street Florauna Pretoria North 0182, Tshwane Region 243 Pretorius Street corner Thabo Sehume Street. Delta House
<u>NOTE</u>	:	Applicants to indicate where they are applying at a Region or Institution.
<u>CLOSING DATE</u>	:	24 November 2017
<u>POST 45/95</u>	:	<u>ASSISTANT DIRECTOR- ORGANISATIONAL DEVELOPMENT REF NO: SD/2017/11/07</u>
<u>SALARY CENTRE</u>	:	R334 545 per annum (plus benefits)
	:	Johannesburg Head Office

- REQUIREMENTS** : A three year National Diploma/Degree in Organisational Development with 2-3 years experience in the field of Organisational Development in the Public Service. A valid driver's licence. Knowledge and understanding of work study, change management, job profiling, job evaluation, establishment administration systems, procedures, processes and practices applicable in the public service. Skills and Competencies: Work study investigative, change management and establishment administration skills. Report writing, project management, consultation and people management skills.
- DUTIES** : Profile newly defined posts and provide job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts. Identify, prepare and submit motivation for evaluation of identified posts. Prepare and facilitate a Job Evaluation panel on evaluated posts. Monitor and communicate the implementation of the Job evaluation mandates. Identify, prepare and submit motivation for implementation of proposed amendments to establishment. Monitor and communicate the establishment changes to programme managers. Identify, prepare and submit motivation for implementation of work study interventions. Submit and monitor the implementation of work study mandates and communicate to programme managers. Design and implement Change Management Strategies and Plans. Institutionalise change and prepare a close-out report on change management.
- ENQUIRIES** : Ms I Mantome Tel: (011) 227 0105
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms I Mantome, Tel- (011) 227 0105 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 24 November 2017
- POST 45/96** : **SENIOR ADMIN OFFICER: RISK MANAGEMENT X2 REF NO: SD/2017/11/08**
- SALARY** : R281 418 per annum (plus benefits)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A three year National Diploma in Accounting/Risk Management/ Internal Audit. Experience in risk management environment will be an added advantage. A valid code B driver's license. Basic knowledge and understanding of PFMA and Treasury regulations. Skills and Competencies: Analytical, communication, interpersonal, planning and organising and coordination skills. Honesty and integrity.
- DUTIES** : Test and monitor of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated Departmental sites. Identify early warning mechanism possible risks imposed by the control deficiencies and link to the work of the risk management. Communicate all deficiencies identified with relevant management during the quarterly assessment. Consolidate the assessment report for translation into dashboard report to the audit committee, HOD and Treasury. Supervise auditors on all site visits and verifications to manage the relations and expectations of managers and supervisors.
- ENQUIRIES** : Ms S Moloi Tel :(011) 227 0062
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms S Moloi, Tel- (011) 227 00062 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 24 November 2017
- POST 45/97** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE ADMINISTRATION REF NO: SD/2017/11/09**
- SALARY** : R281 418 per annum plus benefits
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A three year National Diploma/Bachelor's Degree in Office Administration with a minimum of 2-3 years' experience or Grade 12 plus 10 years and more experience in this post's key performance areas and in high level office. Professional high level minute taking and recording procedures. Good knowledge and understanding of

- legislation, policies, processes and procedure governing Public Service administration. Skills and Competencies: Effective and excellent people skills, communication, project management, planning and organizing, excellent business and report writing skills. Knowledge of Supply Chain Management.
- DUTIES** : Manage the overall Reception Duty in the Office of the HOD. Coordinate the management of all incoming and outgoing documents within the Office of the HOD. Establish and maintain effective document and file management systems (including file plans. Manage the Supply Chain Management process in the Office of the HOD. Supervise the duties and responsibilities of the driver and messenger. Manage and coordinate all meetings within the Office of the HOD.
- ENQUIRIES** : Ms B Khutsoane Tel no: (011) 355 7805
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Boitshoko Khutsoane, Tel- (011) 355 7805 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 24 November 2017
- POST 45/98** : **SENIOR ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2017/11/10**
- SALARY** : R281 418 per annum
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A three year National Diploma/Degree qualification in Human Resource Management/HRD with 2-3 years' experience in Human Resource Development environment or Grade 12 with more than 10 years' experience. Knowledge and understanding of legislative framework governing the training and Development practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Learnership, Internship, Bursary Scheme and Induction systems, procedures and procedures applicable in the Department. Skills and Competencies: Facilitation, consultation, leadership and communication skills. A valid driver's licence
- DUTIES** : Implement Bursaries, Induction and AET. Implement Training Coordination in line with Departmental TQMS and Skills Planning. Secretarial functions of the Skills Development committee. Coordinate budget reconciliation to maintain sound financial administration. Implement Social Work Scholarships, GPG bursaries in line with the policy, Learnerships, Internships and PMDS. Compile HR Management information reports. Implement the CIP and Career Expo's. Facilitate road shows / awareness. Implement recognition of improved qualification.
- ENQUIRIES** : Ms M Skosana Tel: (011) 227 0069
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms M Skosana, Tel- (011) 227 0069 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 24 November 2017
- POST 45/99** : **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SD/2017/11/11**
- SALARY** : R281 418 per annum plus benefits
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation with 2-3 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of

performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.

ENQUIRIES

: Ms B Khutsoane Tel no: (011) 355 7805

APPLICATIONS

: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Boitshoko Khutsoane, Tel- (011) 355 7805 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE

: 24 November 2017