

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

**APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 08 December 2017  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

**MANAGEMENT ECHELON**

**POST 47/45** : **DIRECTOR CORRIDOR COORDINATION: ROAD TRAFFIC MANAGEMENT**  
**CORRIDORS REF NO: REFS/002026**  
 Directorate: Traffic Management

**SALARY** : R948 174. Per annum All-inclusive Package  
**CENTRE** : Eastern Corridor  
**REQUIREMENTS** : A three-year Bachelor Degree/National Diploma in the relevant field. 3-5 years' middle management experience. Experience in traffic and transport law enforcement and administration environment. Proven track record of project management. A valid Driver's license. Knowledge and Skills: Strong leadership and conceptual orientation skills. Excellent Networking skills. Good written and verbal communication skills. Good understanding and knowledge of PFMA and understanding of relevant legislation.

**DUTIES** : Render general office services. Render support services regarding the corridor's budget and expenditure control. Render Support services regarding personnel and assets matters. Render provisioning administrative services. Provide traffic survey services on provincial roads. Capture road traffic ticket fines, responsible for the strategic planning, implementation and direction of the unit. Develop and manage traffic and transport law enforcement programmes and campaigns inclusive of joint operations with relevant agencies. Manage information systems, the monitoring of offences and vehicle and driver fitness inspections. Overall management of the Directorate inclusive of manual and project management requirements within the legal, policy and rural framework of the Department.

**ENQUIRIES** : Ms Vumile Zwane Tel 011 689 3644

**OTHER POSTS**

**POST 47/46** : **DEPUTY DIRECTOR: POLICY AND INFORMATION MANAGEMENT: REF NO: REFS/002025**  
 Directorate: Policy and Information Management

**SALARY** : R657 558 per annum all-inclusive remuneration package  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An Honours Degree in Social Sciences/ A Master's Degree would be an added advantage, plus 4 or more years' experience in both primary and secondary research. A valid Driver's license. Knowledge and skills: Knowledge of the functioning of the Criminal Justice System; Knowledge of different types of Evaluation. Project Management, Research skills, conflict resolution, Exceptional oral and written presentation skills, Strong analytical skills. Good writing skills (candidates will be expected to undertake a written simulation). Computer literacy.

**DUTIES** : Develop concept documents on crucial research, evaluation and policing issues, conduct research on key policy and pertinent policing issues, crime prevention and road safety to inform the development of departmental programmes. Manage projects that are undertaken by service providers, which would entail management of service providers, identify best practices on matters of policing, crime prevention and road safety.

**ENQUIRIES** : Mr. Steven Moteme Tel 011 689 3722

**POST 47/47** : **DEPUTY DIRECTOR: POLICY AND INFORMATION MANAGEMENT REF NO: REFS/002027**  
 Directorate: Policy and Information Management  
 06 Months Fixed Term Contract

**SALARY** : R657 558 per annum all-inclusive remuneration package  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An Honours Degree in Social Sciences/ A Master's Degree would be an added advantage, plus 4 or more years' experience in both primary and secondary research. A valid Driver's license. Knowledge and skills: Knowledge of the functioning of the Criminal Justice System; Knowledge of different types of Evaluation. Project Management, Research skills, conflict resolution, Exceptional oral and written presentation skills, Strong analytical skills. Good writing skills (candidates will be expected to undertake a written simulation). Computer literacy.

**DUTIES** : Develop concept documents on crucial research, evaluation and policing issues, conduct research on key policy and pertinent policing issues, crime prevention and road safety to inform the development of departmental programmes. Manage projects that are undertaken by service providers, which would entail management of service providers, identify best practices on matters of policing, crime prevention and road safety.

**ENQUIRIES** : Mr. Steven Moteme Tel 011 689 3722

**POST 47/48** : **DEPUTY DIRECTOR: PUBLIC TRANSPORT PASSENGER RELATION REF NO: REFS/002031 (02 POSTS)**  
 Directorate: Traffic Management

**SALARY** : R657 558. per annum. An all-inclusive remuneration package  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant Tertiary qualification (3-year Diploma/ Degree or equivalent). 3-5 years' experience working in the field of Traffic Law Enforcement and seven (07) years in management. Performance records will be a strong consideration. Valid Driving License at least code B. No criminal record. Must be registered as an authorized Traffic Officer. Good records and resource management and interpersonal relations are essential. Excellent project and time management abilities; good networking and communication skills. Knowledge and Skills: Manage the implementation of Public Transport and Traffic Law Enforcement Policies and Regulations: Driver, operator and vehicle fitness inspections; investigations; working knowledge of applicable legislations- Public Transport and traffic environment.

**DUTIES** : Manage and control law enforcement agencies (LEAs) in the region. Liaise with other LEAs in the region. Manage and coordinate public transport related projects in the region. Oversee the work of the other departments i.e. SAPS, SANDF, Registrar, Permit Board etc. during various public transport related projects. Give inputs to policy formulation and strategic planning initiatives.

**ENQUIRIES** : Mr Steven Moteme Tel: 011 689 3722

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za)..
- CLOSING DATE** : 08 December 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know

## MANAGEMENT ECHELON

- POST 47/49** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 002039**  
Directorate: Otorhinolaryngology (ENT) Unit
- SALARY** : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package)  
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package)  
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Matric Certificate. MBChB qualification. MMed (Otorhinolaryngology) or FC ORL(SA). A valid registration with HPCSA as an independent Medical Practitioner and ENT Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.
- DUTIES** : Successful candidates will be responsible for the provision of ENT quality, cost effective clinical services at Kalafong Provincial Tertiary Hospital. Responsibilities will include: Full time clinical service provision including after hours (weekdays and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the ENT academic program in the Steve Biko Academic Hospital Cluster. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

**ENQUIRIES** : Dr. L. Mokwene, Tel No: (012) 318-7040

**POST 47/50** : **CLINICAL MANAGER (MEDICAL ADVISOR) GRADE 1 REF NO: EHD2017/11/09**  
Directorate: Hast

**SALARY CENTRE REQUIREMENTS** : R1 052 712. – 1 168 350. per annum (all inclusive remuneration package)  
: Ekurhuleni Health District  
: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A minimum of 04 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A valid driver's license is essential.

**DUTIES** : Work with DOH , City of Ekurhuleni and HIV partners at Sub district and District Management teams to improve health systems in support of good clinical practice in District Hospitals, CHC's and PHC Clinics. Provide guidance for implementation of DOH HAST treatment protocols. Keep abreast of the development in the TB/HIV programme areas. Perform clinical audits to ensure adherence to guidelines and best practice. Facilitate TB/HIV training for internal and external stakeholders as may be required. Contribute to the District operational planning activities. Liaising and negotiating with private sector to improve the health status of communities. Perform all other duties delegated by Supervisor/Manager

**ENQUIRIES APPLICATIONS** : Ms S. Motloug Tel No: (011) 876 1820  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

**CLOSING DATE NOTE** : 08 December 2017  
: Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

#### **OTHER POSTS**

**POST 47/51** : **DEPUTY DIRECTOR – FINANCIAL MANAGER REF NO: 002062**  
Directorate: Financial Management

**SALARY CENTRE REQUIREMENTS** : R657 558 – R774 576 per annum (all inclusive remuneration package)  
: Kalafong Provincial Tertiary Hospital  
: Minimum National Diploma in Public Finance Management and Administration, or an equivalent tertiary qualification of NQF level 5 in Financial Accounting or Commerce. 8 years and more experience in the financial and accounting environment, 5 of which should have been spent in the public sector at a supervisory or managerial level. Experience in the health sector will be an added advantage. Experience in Financial and Supply Chain Management, with strong technical accounting and excellent management skills. Computer literacy (MS Word, Advanced Excel, PowerPoint and Outlook). A valid driver's licence. The successful candidate will be subjected to security clearance. **COMPETENCIES:** Knowledge, understanding and implementation of methods, practices, policies, regulations and Acts that govern financial management in the Public Sector. Good written and verbal communication skills. Leadership, planning, organizing and problem solving skills. Ability to manage and lead a team. Ability to work in a high-pressure environment, knowledge of transversal systems – BAS and SAP and applicable legislation and regulations – PFMA, Treasury Regulations and PPPFA.

**DUTIES** : The Financial Manager acts as the Chief Financial Officer of the hospital and reports directly to the Chief Executive Officer in terms of overall financial management governance of the hospital. Oversees the entire day to day Supply Chain Management value chain, among others, ensuring prompt ordering of goods and services and maintenance of optimal stock levels. Management of Finance, Revenue, Budget, Expenditure, Assets and Liabilities. Coordinates the budget process and produces timeous management reports. Manages monthly cash flow and payments, debt accounts, improves revenue collection and manages contracts. Ensures implementation of Cost Centres and Functional Business Units. Manages Hospital Board account. Manages and reviews staff performance. Manages audit process and ensures improvement of audit outcomes.

- ENQUIRIES** : Dr. K.E. Letebele-Hartell, Tel No: (012) 318-6503
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za).
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know
- CLOSING DATE** : 08 December 2017
- POST 47/52** : **HEAD OF STUDENT COUNSELLOR-PND3 (1 POST) REFS/002044**  
Directorate: Nursing Education and Training
- SALARY** : R514 962. Per annum (plus benefits) PND3
- CENTRE** : Chris Hani Baragwanath Nursing College
- REQUIREMENTS** : Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. diploma\degree in Nursing. Qualifications in General Nursing Science and Midwifery\ Community\ Psychiatric Nursing Science registered with SANC. Bachelor's Degree/Diploma in Nursing Education. Minimum of 9 years' appropriate/recognizable nursing experience 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 in Nursing Education. Minimum of 4 years appropriate recognizable experience in student counselling environment. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes and student counselling. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills. Experience in planning, organizing, evaluation, leading and controlling. A valid Driver's licence. Computer literacy.
- DUTIES** : The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage learner counselling and support program. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance of Student Representative Council and class representative. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Provide counselling and support to academic and administrative

		staff in emergencies. Assist with the provision of employee wellness service. Plan, implement and manage the provision of the English program. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College.
<b><u>ENQUIRIES</u></b>	:	Ms. N.E. Ntsele, Tel No: (011) 983 3009
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	08 December 2017
<b><u>POST 47/53</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2017/11/08</u></b> Directorate: Primary Health Care
<b><u>SALARY</u></b>	:	R499 953. – 562 698. per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ethafeni Clinic (NSDR)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Clinical Health Assessment, Diagnosis, Treatment and Care)., with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.
<b><u>DUTIES</u></b>	:	Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	:	Ms M.L Nhleko, Tel No: (011) 565 5160
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
<b><u>NOTE</u></b>	:	Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<b><u>CLOSING DATE</u></b>	:	08 December 2017

<b><u>POST 47/54</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2017/11/06</u></b> Directorate: PHC
<b><u>SALARY</u></b>	:	R499 953. – 562 698. per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kwa Thema CHC (ESDR)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice 425 ( i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality.A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's licence. Knowledge of all Legislation relevant to Health Care Services.
<b><u>DUTIES</u></b>	:	Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	:	Ms T.O.A. Moeketsi , Tel No: (011) 737 9243
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
<b><u>NOTE</u></b>	:	Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<b><u>CLOSING DATE</u></b>	:	08 December 2017
<b><u>POST 47/55</u></b>	:	<b><u>LECTURE PND 1 OR PND 2 (5 POSTS)</u></b> Directorate Department of Health
<b><u>SALARY</u></b>	:	R340 3431 – R394 665 PND 1 R418 701 – R546 315 PND 2 Per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ann Latsky Nursing College (Psychiatric Nursing, General Nursing Science, Midwifery, Community Nursing Science)
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse (R425) and Registration with SANC in Nursing Education. Proof of current registration with the SANC is required. A minimum of four years (4) recognizable/appropriate experience after registration as a professional nurse with SANC in General Nursing. (Less one year for candidates appointed from outside the public service after complying with the registration requirements). Valid code 8 driver's license. Ability to apply computer technology and programme. Good Communication, Supervisory, Report writing and presentation skills. Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Provide education and training to students nurses, co-ordinate clinical learning exposures to students between college and clinical facilities. Support vision and the mission and promote the image of the college. Implement assessment strategies to determine student's competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Accompaniment of students in the clinical areas where appropriate. Management of a student database. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.

**ENQUIRIES APPLICATIONS** : Mrs KM Rasepae, Tel No. 011 644 8924 OR Mrs RK Nene, Tel No. 011 644 8956.  
 : Applications must be submitted to: Physical Address – No. 1 Plunkett Avenue, Hurst hill. Johannesburg. Postal Address to P/Bag 40, Auckland Park 2006. OR Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE CLOSING DATE** : The institution reserves the right to check criminal record of a candidate  
 : 01 December 2017

**POST 47/56** : **LECTURER/ OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) (1 POST) REFS/002032**  
 Directorate: Nursing Education and Training

**SALARY** : R340 431 per annum (plus benefits) PN-D1  
 R418 701 per annum (plus benefits) PN-D2

**CENTRE REQUIREMENTS** : Chris Hani Baragwanath Nursing College  
 : PND1 minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. A Bachelor's Degree in Nursing Education. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License. Knowledge of Audiometry and Spirometry. A minimum of 2 years' experience in providing Occupational Health Services and developing programs. Last position held as an OHS officer should not be more than 10 years from the current held position. Good knowledge of an integrated Employee Wellness Program. Code B,C or E valid Drivers' License and able to drive motor vehicle classified under code B .Proof of computer literacy skills (Word, PowerPoint, Excel,).Sound Verbal and written communication skills. Ability to work under pressure within a changing environment and ability to work independently. Sound interpersonal skills.

**DUTIES** : Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. . Manage resources to meet the institution's Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.

**ENQUIRIES APPLICATIONS** : Ms. N.E. Ntsele, Tel No: (011) 983 3009  
 : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority



(SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

- CLOSING DATE** : 08 December 2017
- POST 47/57** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: 002040**  
Directorate: Occupational Therapy Unit
- SALARY** : Grade 1 R185 301 – R211 875 per annum (plus benefits)  
Grade 2 R218 274 – R264 888 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Matric Certificate. Diploma as Occupational Therapy Assistant. Proof of Board exam pass Occupational Therapy Technician. HPCSA Registration certificate. Current HPCSA registration. Grade 1 requires no experience; Grade 2 requires a minimum of 10 years appropriate experience after obtaining an appropriate qualification. Any knowledge and experience in needlework, making pressure garments and woodwork will be considered.
- DUTIES** : Screening of patients for Occupational Therapy. Treatment of clients according to protocol. Assist in preparation of treatment. Assist in treating patients as prescribed by Occupational Therapist. Assist in wound care. Making of pressure garments and other assistive devices. Assist with student training. Assist with translation. Administrative tasks allocated.
- ENQUIRIES** : Ms. R. Louw, Tel No: (012) 318-6702
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za).
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know
- CLOSING DATE** : 08 December 2017
- POST 47/58** : **ADMINISTRATIVE OFFICER REFS: EHD2017/10/06**  
Directorate: Primary Health Care
- SALARY** : R226 611. – 266 943. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Esangweni CHC) MOU
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration data capturing or National diploma/degree in

administration/data capturing with 3 years' experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver's license is essential. Knowledge of PAJA and DHIMS

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

**ENQUIRIES** : Ms M.L Nhleko Tel No: (011) 565-5160

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

**NOTE** : Males are encouraged to apply. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Driving skills will be evaluated.

**CLOSING DATE** : 08 December 2017

**POST 47/59** : **HOUSEHOLD WORKER (LEVEL 2)**  
Directorate: Department of Health

**SALARY** : R90 234 – 106 290 per annum plus benefits (1 Post)

**CENTRE** : Ann Latsky Nursing College

**REQUIREMENTS** : The successful applicant must be in possession of an appropriate recognised Grade 10 -12 or ABET qualification, minimum 2 years relevant experience with hygiene in the kitchen environment. Good communication skills and willing to work in a team will be added as an advantage, knowledge of cleaning materials and catering arrangements, knowledge of procurement and maintenance.

**DUTIES** : Opening and preparing the kitchen area before and after official hours, perform routine tasks in the kitchen/food service unit, maintain hygiene and safety measure in the kitchen by washing the dishes, crockery and cutlery, responsible for catering preparations, cleans up the entire kitchen area, responsible for Kitchen inventory, assist the cleaning staff when needed, ordering of groceries.

**ENQUIRIES** : For further information regarding the post, please contact: Ms ME Moerane, Tel No. 011 644 8900/8917/Ms A Van As, 011 644 9006. OR Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : Applications must be submitted to: Human Resource Department, Ann Latsky Nursing College, No 1 Piunkett Avenue Hurst Hill, Johannesburg. OR P/Bag 40, Auckland Park 2006.

**CLOSING DATE** : 01 December 2017

#### **DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : Applications can be delivered: 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to Private Bag x83, Marshalltown, 2107. Applications can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107.

**CLOSING DATE** : 18 December 2017

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

## OTHER POSTS

- POST 47/60** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: GEOMETRIC DESIGN & TECHNICAL SUPPORT SERVICES (1 POST) REF NO: REFS/002006**  
Chief Directorate: Design and Engineering Services  
Directorate: Design Services
- SALARY** : R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant
- CENTRE REQUIREMENTS** : Johannesburg Head Office
- DUTIES** : Degree in Engineering - Civil or Structural. Registration with ECSA as a Professional Engineer. A minimum Six (6) years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in civil/transportation engineering. Experience in geometric design of roads and preparation of tender documentation.  
Plan for and undertake geometric designs for roads infrastructure. Prepare tender documentation and manage consulting engineering contracts. Validate compliance of designs submitted by consultants with departmental design policies, standards and procedures. Manage enquiries from developers and affected parties in terms of the design for existing and future roads in the Province. Prepare performance reports and manage risks for road design. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on national and provincial level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).
- ENQUIRIES** : [Marietjie.Badenhorst@gauteng.gov.za](mailto:Marietjie.Badenhorst@gauteng.gov.za)
- POST 47/61** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: STRUCTURES AND TECHNICAL SUPPORT SERVICES (1 POST) REF- NO: REFS/002007**  
Chief Directorate: Design and Engineering Services  
Directorate: Design Services
- SALARY** : R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant
- CENTRE REQUIREMENTS** : Johannesburg Head Office
- DUTIES** : Degree in Engineering Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in structural engineering. Experience in hydraulic and structural design for roads and bridges, and the preparation of tender documentation.  
Plan for and undertake structural designs for roads, bridges and transport infrastructure. Hydraulic design of for bridges and culverts. Prepare tender documentation and manage consulting engineering contracts. Validate compliance with departmental design policies, standards and procedures. Contribute to the condition assessments for roads and bridges and make recommendations for bridge maintenance and repairs. Lead panel inspections for roads structures (culverts, bridges etc.) and management of these assets. Validate drainage designs by consultants for road construction and road rehabilitation projects. Prepare performance reports and manage risks for structures in road reserves. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the provincial and national infrastructure forums. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).
- ENQUIRIES** : [Marietjie.Badenhorst@gauteng.gov.za](mailto:Marietjie.Badenhorst@gauteng.gov.za)
- POST 47/62** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: CAPITAL PROJECTS – (3 POSTS) REF NO: REFS/002008**  
Chief Directorate: Roads Construction  
Directorate: Construction Capital Projects, Programming and Budgeting

- SALARY** : R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant
- CENTRE REQUIREMENTS** : Johannesburg Head Office  
Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in civil engineering or project management. Experience in execution and management of road construction and rehabilitation contracts and the compilation of tender documents.
- DUTIES** : Manage planning and implementation of road construction and rehabilitation projects. Preparation and compilation of tender documentation. Contract management including management of Implementing Agencies. Completion of road infrastructure projects within time, control budgets and timeframes. Manage all scope and/or cost variations. Manage approvals of invoices and payments, prepare project and programme performance reports. Manage project and contractual risks. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people and small contractors (consultants, contractors and staff).
- ENQUIRIES** : Marietjie.Badenhorst@gauteng.gov.za
- POST 47/63** : **CHIEF CIVIL /STRUCTURAL ENGINEER GRADE A: ROADS MAINTENANCE AND FLEET SERVICES (1 POST) REF NO: REFS/002009**  
Chief Directorate: Roads Maintenance  
Directorate: Roads Maintenance and Fleet Services
- SALARY** : R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant
- CENTRE REQUIREMENTS** : Johannesburg Head Office  
Degree in Civil Engineering. Registered with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in civil engineering or project management. Experience in roads maintenance (in house and/or outsourced).
- DUTIES** : Manage the design and implementation of roads maintenance strategies, plans, budgets and projects (in-house and outsourced road maintenance). Preparation of tender documentation and contract management. Completion of road maintenance contracts and projects within time, control budgets and timeframes. Manage all scope and/or cost variations. Manage approvals of invoices and payments; prepare project and programme performance reports. Manage project, contractual and road safety risks. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, provincial and national level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people and small contractors (consultants, contractors and staff).
- ENQUIRIES** : Marietjie.Badenhorst@gauteng.gov.za
- POST 47/64** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: CONSTRUCTION STANDARDS AND QUALITY ASSURANCE (1 POST) REF NO: REFS/002010**  
Chief Directorate: Roads Construction  
Directorate: Construction, Capital Projects, Programming and Budgeting
- SALARY** : R935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant
- CENTRE REQUIREMENTS** : Koedoespoort  
Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of Six (6) years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in civil

engineering. Experience in the development and implementation of roads materials standards and quality control.

**DUTIES** : Manage the development and application of uniform construction standards and specifications for roads infrastructure projects. Oversee the implementation and recording of materials testing. Implement quality assessments of materials and quality assessments for departmental infrastructure projects. Liaise with all role players (industry, educational, institutional and governmental) regarding the development, implementation and monitoring of construction standards. Implement technical measurements for infrastructure projects (commercial and departmental laboratories). Manage and develop people. Mentor Candidate Engineers and Technicians employed by the Department.

**ENQUIRIES** : Marietjie.Badenhorst@gauteng.gov.za

**POST 47/65** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A: ROADS NETWORK MANAGEMENT SYSTEMS AND GEOGRAPHIC INFORMATION SYSTEMS (1 POST) REF NO: REFS/002020**  
 Chief Directorate: Roads Maintenance  
 Directorate: Roads Information Management

**SALARY** : R 935 172 (all inclusive) – The Department will consider to award a higher salary based on the experience and expertise of the applicant

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : Degree in Civil Engineering. Registration with ECSA as a Professional Engineer. A minimum of 6 years relevant engineering experience post qualification. A valid driver's license. Added Recommendations: Post graduate qualification in civil engineering. Experience in road construction, rehabilitation and maintenance. Experience in road network management systems and optimization software.

**DUTIES** : Management of road network condition assessments (visual and instrumental data) and optimization of fund allocations for road construction, rehabilitation and maintenance. Implement road asset management systems and procedures. Prepare Infrastructure Asset Management Plan for Roads. Prepare Project Initiation Reports for roads projects (high level business cases). Prepare the strategic resourcing strategy and implementation programme for roads projects. Conduct End of Year Infrastructure Evaluations. Prepare deliverables and reports associated with the relevant stages of the Standard for Infrastructure Procurement and Delivery Management. Participate in and report at the infrastructure forums on Departmental, Provincial and National level. Mentor Candidate Engineers and Technicians employed by the Department. Manage and develop people (consultants and staff).

**ENQUIRIES** : Marietjie.Badenhorst@gauteng.gov.za