

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 15 December 2017
- NOTE** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. Salary will be determined in line with OSD Resolution. NB: The incumbent will be subject to a pre-screening process

**MANAGEMENT ECHELON**

- POST 49/142** : **MEDICAL SPECIALIST GRADE 1- OBSTRETIC AND GYNAE REF NO: 002034**  
Directorate: Medical

- SALARY** : R991 857 per annum (All inclusive package)
- CENTRE** : West Rand District Health Council
- REQUIREMENTS** : Appropriate qualification that allow registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Proof of current registration. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty.

- DUTIES** : Strengthen obstetric and gynaecological health services in the District. Promote clinical effectiveness in all facilities. Primarily support district hospitals with all aspects of service delivery related to obstetrics and gynaecology. Secondly support clinics, community health centres and primary health care outreach teams, including engaging private sector obstetricians and gynaecologists with service delivery related matters. Facilitate and participate in the training, development and mentorship of under-and post graduate medical. Work with the district management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecological assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and regular reports on activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of obstetrics and gynaecological services with the district and management of relevant human resources. Assist with recruitment.

- ENQUIRIES** : Ms Puleng Muso Tel No: (011) 953- 4515

- POST 49/143** : **MEDICAL SPECIALIST GRADE 1- PAEDIATRICIAN REF NO: 002035**  
Directorate: Medical

- SALARY** : R991 857 per annum (All inclusive package)
- CENTRE** : West Rand District Health Council
- REQUIREMENTS** : Appropriate qualification that allow registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Proof of current registration. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty.

- DUTIES** : To strengthen paediatric and health services at district and community levels through supportive supervision and clinical governance. Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Primarily support district hospitals with all aspects of service delivery related to Paediatrics and child health secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector paediatricians with service delivery related to paediatrics and child health. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health. Initiate, support and participate in risk management activities of patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on paediatric and child health assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant, non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional hospital. Assist with coordination and supervision of paediatric and child health services within the district. Assist with recruitment and management of relevant human resources.
- ENQUIRIES** : Ms Puleng Muso Tel No: (011) 953- 4515

#### **OTHER POSTS**

- POST 49/144** : **PSYCHOLOGIST (CLINICAL) REF NO: PSYC1 01/2017**  
Directorate: Clinical Services

- SALARY** : Grade 3: R 866 310 (all inclusive package)  
Grade 2: R746 466 (all inclusive package)  
Grade 1: R 633 702.00(all inclusive package)

- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital  
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. Knowledge of various languages, Conduct psycho diagnostic and neuropsychological assessment for children and adolescents, initiation of community outreach programs, experience in supervision and training for clinical developments of Interns will be an added advantage (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: one (1) Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).

- DUTIES** : Under direction, incumbent provides all aspects of psychological services including diagnostic evaluations, assessments, treatment planning and individual therapy for adults in community services. Provides couples, family and group psychotherapy as needed. Provides services for patients with more complex interacting disorders. Provides clinical supervision and training of interns, initiate and participate in community outreach programs, coordinates

all services and assures quality of care. Participate on multi-disciplinary treatment team, interviews patients and facilitates discussion around diagnosis and treatment planning. The licensed clinician is responsible for the soundness and validity of recommendations and services, but is expected to seek advice from supervisor or senior specialist on unusual or complex cases. Incumbent keeps supervisor informed of the status and progress of individual cases.

- ENQUIRIES** : Dr. Baloyi LJ, Tel (012) 521 4632/4072
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 15 December 2017
- POST 49/145** : **REGISTRAR**  
Directorate: Maxillo-Facial and Oral Surgery
- SALARY** : R736 425 – 770 061 per annum (All inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Registration with the HPCSA in the category of independent practice as a Dentist, or as a Dentist and Medical Doctor. ATLS certified and primary subjects passed. PGDipdent (Oral Surgery) (requirements as per yearbook of UP, see UP website) or equivalent (in Oral Surgery). A Master Degree, treatment experience, treatment skills, and research in maxillo-facial and oral surgery is highly recommended. The candidate has to comply with the admission requirements for registrarship and the University's Postgraduate Diploma in Dentistry (Oral surgery) and Master's degree for Maxillo-Facial and Oral Surgery. At least two years' experience after obtaining the tertiary qualification.
- DUTIES** : Training in maxillo-facial and oral surgery. Service delivery and patient care partial under and post graduate clinical training. Research
- ENQUIRIES** : Dr. S Naidoo
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria. Or mail to PO Box 1266, Pretoria, 0001. Tel: 012 301 5705. or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 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** : 15 December 2017
- POST 49/146** : **PNB4 ASSISTANT MANAGER NURSING SPECIALTY AREA (OPERATING THEATRE) REF NO: 002126**  
Directorate: Nursing Unit
- SALARY** : R546 315 – R614 874 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community Nursing and psychiatry. Diploma in Nursing education and Nursing Administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate / recognizable experience after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2017/2018 SANC receipt. Proof of service records. Knowledge of Nursing care

processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy: MS Excel, E-mail, PowerPoint, driver's licence will be an added advantage.

**DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.

**ENQUIRIES** : Ms. M.V. Mathabatha, Tel No (012) 318-6622

**APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za)

**NOTE** : Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) 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. 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** : 22 December 2017

**POST 49/147** : **CHIEF SPEECH THERAPIST/ AUDIOLOGIST: REF NO: CAUD1/ 01/2017**  
Directorate: Allied

**SALARY** : Grade 1: R414 169. Per annum  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : A Degree in Speech Therapy or Speech Therapy and Audiology from a recognized tertiary Institution. Registration with HPCSA Speech Therapist or Speech and Audiologist. Current proof of registration. A minimum of 3 years clinical experience after community service.

**DUTIES** : Managerial tasks inclusive of coordinating speech therapy services, development and implementation of clinical plans, implement quality assurance measures in the department and ensure that non-compliance is addressed, supervision of staff, monitoring the performance of staff. Assisting speech therapist in the management of difficult to manage cases. Experience with Pediatric Dysphasia and video swallows is highly recommended. Liaising with Universities regarding student training, supervision and coordinating speech therapy student training. Being involved in provincial speech therapy activities as well as contributing to various meeting within the hospital.

**ENQUIRIES** : Ms. Safia Saleh, Tel (012) 521 3615/3371  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

**CLOSING DATE** : 15 December 2017

**POST 49/148** : **MEDICAL PHYSICIST REFS: 002111**  
Directorate: Medical Physicist Intern

**SALARY** : R310 113. Per annum (All Inclusive).  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Honours degree in Physics or Medical Physics. Must be South African citizen. Good communication skills. Willingness and able to work flexible hours. Registration with HPCSA as a Medical Physicist Intern will be required upon resuming employment. Ability to engage in self-study and self-motivated. Professional and mature attitude towards the clinical environment.

**DUTIES** : The incumbent will be required to undergo the HPCSA-accredited medical physics intern training programme of the Charlotte Maxeke Johannesburg Academic Hospital and Wits. Undergo supervised clinical training in the radiation oncology, nuclear medicine and radiology medical physics, as well as the radiation protection aspects of the disciplines. The incumbent will be required to dedicate themselves fulltime in this capacity and to complete the internship programme after 2 years to maximum 4 years). A portfolio of competencies must be developed during the internship according to the requirements of the HPCSA to serve as evidence of training and a Board assessment will be in a temporary capacity through CMJAH.

**ENQUIRIES** : Mr. S. Mhlanga Tel: 011 481 2157  
**APPLICATIONS** : 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](http://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. 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 also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 29 December 2017

**POST 49/149** : **PHYSIOTHERAPIST REF NO: TRH 12/2017**  
Directorate: Allied

**SALARY** : Grade 1: R 281 148. Per annum (plus benefits)  
Grade 2: R 331 179. Per annum (plus benefits)  
Grade 3: R 390 123. Per annum (plus benefits)

**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : BSC in Physiotherapy. Registration with HPCSA as Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: Grade 1: Have completed community service. Grade 2: A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA. Grade 3: A minimum of 20 years appropriate experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

**DUTIES** : Render patient centred Physiotherapy service that complies with standards and norms as indicated by health policies and protocols. Have interest in rehabilitation generally. Render individual and group therapy. Participate in re-integrations program and campaigns. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g Community service therapist and or Physiotherapy Assistants/Technicians). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Assist in development of clinical Standard Operation Plans. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development

of self, colleagues and interdisciplinary team members. Participate in mini research projects for the institution.

**ENQUIRIES** : Ms M Tsiane, Tel. No: (012) 354 – 6050

**APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse

**CLOSING DATE** : 22 December 2017

**POST 49/150** : **PNA2 PROFESSIONAL NURSE (IPC) REF NO: 002128**  
Directorate: Quality Assurance Unit

**SALARY** : R226 083 – R262 092 per annum (including benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate Degree / Diploma in Nursing. Current registration with South African Nursing Council as a Professional Nurse. A valid EB or code 8 driver's license. Competencies: minimum 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC. Knowledge of IPC prescripts, practices, standards. Qualifications in IPC will be an added advantage. Certificate in basic computer skills (MS Word, Excel and PowerPoint). Interpersonal communication and leadership skills. Ability to engage with appropriate stakeholders on IPC matters. Good writing and verbal skills. Knowledge of IPC standard according to National Core Standards document. Ability to do IPC Quality Improvement Plan and implement identified challenges.

**DUTIES** : To assist in implementation and management of the IPC Programmes. Responsible for the monitoring and assistance with the implementation of Institutional Infection Prevention and Control plan. To prevent, control and monitor infections in the health care setting. Develop and monitor the implantation of continuous infection prevention and control education and training. Implement and maintain an effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedures. Strengthen and maintain internal and external collaboration with relevant stakeholders. Implement and evaluate infection prevention and control situation analysis. Consolidate statistics and outcomes of analysis and compile reports. Monitor compliance with infection control practices to reduce infection rates. Investigate and control outbreaks of infections. Review and monitor the implementation and effectiveness of clinical standard operating procedures. Monitor the implementation of relevant National and Provincial acts, policies and guidelines.

**ENQUIRIES** : Ms. M.J. Mbiza, Tel No (012) 318-6910 / (012) 380-7059

**APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za).

**NOTE** : Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) 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. 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** : 22 December 2017
- POST 49/151** : **HOUSE WORKER REF NO: 13/2017**  
Directorate: Admin & Support
- SALARY** : R90 234. Per annum (plus benefits) Level: 3
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : ABET or Grade 12 certificate with experience as Household Worker. Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.
- DUTIES** : Serve patients meals/tea according to diet list. Serve clean drinking water for patients. Oversee general cleanliness of the ward. Defrost and cleaning of fridges. Order Linen from linen department. Order cleaning chemicals. Cleaning of patient's bed lockers and cardiac tables. Controlling and securing of cutlery and crockery and all assets. Waste segregation. Overseeing of cleanliness in wards.
- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- ENQUIRIES** : Ms E Maritz, Tel. No: (012) 354 – 6816
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.
- CLOSING DATE** : 22 December 2017

**PROVINCIAL TREASURY**

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 22 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 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**

- POST 49/152** : **DEPUTY DIRECTOR: GENERAL ACCOUNTING**  
Chief Directorate: Provincial Accounting Services
- SALARY** : R657 558. Per annum (All inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6 as recognised by SAQA) in Accounting. 3 – 5 years’ relevant financial/general accounting experience at a junior management or Assistant Director level .Proven knowledge of Public Finance Management Act and Treasury Regulations. Practical knowledge and understanding of the relevant requirements such as Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and SAP. Advanced computer skills including MS Office (Excel and Word).
- DUTIES** : The incumbent will be responsible for the review of the general ledger accounts of GPG Departments. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly account variance analysis on behalf of the GPG Departments on actual expenses versus approved budget allocations. Implement changes within the general accounting processes of GPG departments as instructed by National Treasury. Visit and support GPG departments on a regular basis and maintain an effective Customer Relationship. Implement changes within the General Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that financial years are successfully closed in compliance with prescripts. Resolve queries and issues. Manage and develop the team and utilisation of resources.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: (011) 227 9000
- POST 49/153** : **SENIOR PROCUREMENT OFFICER**  
Directorate: Office of the Chief Financial Officer
- SALARY** : R281 418. Per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three year tertiary qualification in Logistics / Supply Chain Management /Commerce. At least 1 - 2 years’ experience in Procurement / Supply Chain Management. Working on SAP R3 and SAP SRM will be an added advantage. Membership with CIPS will also be added as an advantage. Candidates will be required to undergo a stimulation test.
- DUTIES** : To co-ordinate and assist users in drafting specifications. Ensure RLS01`s are authorised timeously on SAP. Tracking of RLS01`s with buyers to ensure that PO`s are created on time and within the agreed SLA`s. To liaise with GPT staff, addressing queries and providing advice and guidance as and when required. To process procurement requests in accordance with and in adherence to procurement policies and procedures. Management of current GPT contracts (long-term and short-term agreements). Monitoring of all Office Automation throughout the GPT. Monitor Progress of the unit and report to management on a weekly basis. Serve in different committees including specification evaluation etc. To compile all supply chain management reports and to perform any adhoc duties. Ensure continuous improvement of the unit performance by revising working procedures, and keep up to date with the latest best practices.
- ENQUIRIES** : Sihle Hlomuka, Tel, No: 011 227-9000