

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

<u>APPLICATIONS</u>	:	Applicants must apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	03 January 2018
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at 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).

OTHER POSTS

<u>POST 50/253</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/002101</u> Directorate: Supply Chain and Asset Management
<u>SALARY</u>	:	R657 558 per annum all-inclusive remuneration package
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric and National Diploma/ B Degree in Logistics/ Purchasing Management or equivalent qualification, 3 - 5 appropriate/Management/relevant years of experience in government financial administration and auditing environment, Code 08/10 license with no criminal record. Competencies: Planning and organizing, Initiative, Project management, Service delivery innovation, Management skills, Report writing, Facilitation skills, Crises intervention, Financial management, Strategic management, Knowledge and Skills: GPG and Departmental policies and procedures, In-depth knowledge of Public Service Regulatory Framework, Reporting procedures, In-depth Knowledge of Division of Revenue Act, PFMA, Treasury Regulations and Supply Chain Management Framework, Public service anti-corruption strategy, and fraud prevention measures, Public service budget process, In-depth knowledge of Public Service budget procedures, In-depth knowledge of Code of Conduct for Supply Chain Management Practitioners, Knowledge of Safety and Security Framework, Knowledge of BAS and LOGIS and other information management system. Interpreting and evaluating information, Customer relationship management, Sound conflict management, Verbal and written Communication, Organizing and maintain information, listening and negotiation, Facilitation and Presentation skills, Accounting/ mathematical acumen, Report writing, Computer literacy.
<u>DUTIES</u>	:	Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the Department, Monitor and review the capturing of all physical(movable and immovable) assets in the physical asset management registers, Monitor and review the allocation of assets in accordance with the relevant policy and procedures, Manage the determination of the asset allocation according to furniture and equipment policy and procedures of the Department, Manage capturing of asset information on the inventory list (room list) of the asset holder, Manage

quantity and quality control, Manage and ensure proper allocation of inventory and bar code to assets, Develop and manage asset register, Ensure proper receipt of all moveable assets, Manage assets for compliance with asset control prescript, Manage assets for physical condition ,utilization functionality and financial performance, Manage the performance of asset verification according to prescribed time frames, Compile reports on the state of assets, Manage the provision of coaching, disciplining and mentoring of staff to improve performance, Monitor the performance of staff and ensure assessment of their performance, Provide input in drafting of budget in the section, Control and monitor the subsection budget and expenditure, Coordinate the compilation of various reports and statistics for the section, Manage leave of sub-ordinates.

ENQUIRIES : Mr. Steven Moteme Tel 011 689 3722

POST 50/254 : **DEPUTY DIRECTOR: TRAFFIC ADMINISTRATION SUPPORT SERVICES**
REF NO: REFS/002152

Directorate: Traffic Service and Administration Support

SALARY : R657 558 per annum all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS :

Matric and the 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 : 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. Administer and ensure safeguarding of pounded vehicles.

ENQUIRIES : Mr. Steven Moteme Tel 011 689 3722

DEPARTMENT OF E-GOVERNMENT

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 on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE : 29 December 2017

NOTE : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

POST 50/255 : **SENIOR DEVELOPER BUSINESS WAREHOUSE - REF NO: 002164**
Directorate: Business Intelligence

SALARY : R657.558. Per annum (all-inclusive remuneration package) Level 11
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	Matric Certificate plus a National Diploma (NQF 6) in Information Technology, Information Systems, Software Development, Computer Science or Industrial/Computer Engineering with 3- 5 years relevant working experience or Matric plus 8 – 9 years’ relevant working experience. Certified in SAP Business Warehouse, Business Object, understanding of Data Analytics and decision support system will be an added advantage. Knowledge of Unix, Windows NT, MS. SQL and Oracle, PRINCE2/PMBOK is required.
<u>DUTIES</u>	:	Liaise with customer and management to determine their requirements. Liaise and provide input into system development in accordance with the data governance policy and for effective intelligence reporting. Create and document application functions, specifications, designs, and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute applications testing. This includes unit testing, modular testing, peer testing, integrated application and system testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
<u>POST 50/256</u>	:	<u>DEPUTY DIRECTOR: PAYROLL SERVICES (2 POSTS) - REF NO: 002165</u> Directorate: Payroll Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558. Per annum (all-inclusive remuneration package) Level 11 Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in HR/Commerce with 3-5 years ‘experience in Human Resource, or Matric Certificate plus 8 -9 years’ experience in Human Resource. PERSAL experience. Five or more years’ supervisory experience in Human Resource environment (PERSAL). Exposure in managing a service unit, Intermediate BAS and SAP knowledge, as well as experience in Microsoft Excel and Word, will serve as an added advantage.
<u>DUTIES</u>	:	Assist manager in day to day managing of the Service Unit. Assist manager to plan for resources of the sub-unit. Manage overall customer relationships. Handle complex queries from customers. Assist manager in re-engineering the business processes. Implement continuous improvement initiatives and innovations. Deputise manager in his/her absence. Compile management reports. Manage, guide and lead other team leaders. Schedule work and balance workload of the sub-unit. Ensure appropriate processes, procedures and principles are followed. Manage and lead staff. Manage, mentor and develop staff. Conflict resolution within the Service Unit. Resolve queries and issues with customers, beneficiaries and client Departments. Analyse and Provide Daily and Monthly Progress Reports to the Manager.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
<u>POST 50/257</u>	:	<u>DEPUTY DIRECTOR: IDENTITY ACCESS MANAGEMENT - REF NO: 002166</u> Directorate: ICT Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558. Per annum (all-inclusive remuneration package) Level 11 Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate plus National Diploma/Degree in IT with 3-5 years’ experience in an enterprise environment or Matric plus 8-9 years’ experience in an enterprise environment. Microsoft certification (MCSE) and experience in a volume driven processing centre environment will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for designing, engineering, testing and documenting multiple technologies in the Identity Access Management area. The solutions will be highly reliant on FIM, AD, SQL and .NET. Proactively implement, update, maintain, and monitor digital IDs across multiple business units and domains. Participate in development of roadmaps and participate in

the standards process in security solutions. Maintain deep technical and business knowledge of industry trends in system engineering. Provide last tier support and troubleshooting of access related issues for operations and support teams, including root cause analysis and preventative analysis. Exercise discretion and independent judgment whether system or access level changes meet regulatory and statutory compliance requirements. Perform reviews and reauthorization of access. Design, develop, document, analyse, test, and/or modify new software systems part of the Identity Management Toolset. Maintain exceptional level of detail and provide accurate record keeping. Ensure department SLA's are met and reporting KPI to Management is performed on a regular basis. Work with users and developers to analyse requirements of software applications. Immediately notify management and designated business contacts of any suspected breach or contravention of Access security policies and practices. Contributes to Enterprise Information Security team effectiveness by accomplishing additional security related tasks as needed. Assist auditors as needed to ensure compliance. Perform regular maintenance of application data, documentation, and record keeping data. The Identity Access Management Engineer will independently review access requests and determine the need for additional authorization, and will recommend the refusal of access to their management based on Access Control policy and practices. Provide technical support and customer service. Problem Resolution. Technical Advice and Planning. In addition, the Identity Management Engineer will be responsible for testing and modification of the Identity Management toolset; including computer systems, programs, workflows, scripts, and process documentation. This would be primarily related, but not limited, to Manual Identity management and involvement in the access initiatives where needed. Provide technology inputs in projects. Perform periodic performance reporting to support capacity planning.

**ENQUIRIES
NOTE**

: Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
: Persons with disability are encouraged to apply.

POST 50/258

: **DEPUTY DIRECTOR: LEAD ARCHITECT- REFS NO: 002160**
: Directorate: Applications Development

**SALARY
CENTRE
REQUIREMENTS**

: R657 558. Per annum (all-inclusive remuneration package) Level 11
: Johannesburg
: NQF level 6 qualification in Computer Science, Engineering, or equivalent related discipline with 3-5 years in the role related to the post or Matric certificate plus 8-9 years relevant experience. Extensive and related project management experience. Experience in technical leadership and architecture, with demonstrated experience architecting and integrating systems in multi-user, multiplatform, multitasking operating systems environments (e.g. Unix, Windows NT). Four or more years in the software development process in an RDBMS environment, DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, WAN (Cisco), et al. will be an added advantage.

DUTIES

: The Lead Architect is responsible for overall information design, balancing optimisation of data access with resource utilisation factors. The position involves constructing information models to meet business requirements. The incumbent primarily on information requirements, workflow, logical processes, hardware and operating system environment, interfaces between varying systems, internal and external checks and controls, and outputs. The position involves overseeing the integration of solutions, developing new business opportunities and building relationships with clients. Develop information architecture including setting of information standards. Provide information best practices, research, advice and recommendation. Provide information architecture inputs in projects. Create and document design concept reference models. Gathering information, though facilitating workshops including interviewing. The ability and consulting skills. Verbal and written communications skills. Leadership and influencing skills. Organisational skills (the ability to organise multiple tasks). A demonstrated ability to adapt technical solutions and strategies. Experience managing cross-functional IT teams. Business functional knowledge – understands the interactions between business processes and the data that supports those activities. Merging technology awareness – Can evaluate the technical, business and economic impact, viability and integration requirements of new and evolving technologies. The ability to analyse business operations and processes to understand their relationships. The ability to build internal and external

		networks to sustain collaborative interaction and partnership. The ability to create an environment that promotes the exchange of information between the business, IT and external source providers.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
	:	Persons with disability are encouraged to apply.
<u>POST 50/259</u>	:	<u>DEPUTY DIRECTOR: SNR. CONSULTANT – ERP FINANCE & PTP – REF NO: 002163</u>
		Directorate: ERP Finance & PTP
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558. Per annum (all-inclusive remuneration package) Level 11
	:	Johannesburg
	:	Matric certificate plus NQF 6 qualification in IT/Commerce with 3-5 years ERP experience or Matric plus 8-9 years relevant ERP experience. Relevant ERP qualification. Project Management certificate. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on projects.
<u>DUTIES</u>	:	Maintains effective client contact and builds credible relationships with key client personnel. Understands client requirements and advises on the designing optimum solutions. Works closely with the client (s) to create and define consulting projects and ensures that the client's overall business objectives and needs are translated into well-defined and justified projects. Preparing plans and contributing to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Primary responsibility is preparation and contribution to the process design workshops, provides directions to the consultants and configures the ERP system, demonstrate and gain acceptance from the customer. Deploys consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Sets priorities appropriately and ensures that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Applies knowledge gained from each project experience to execute future tasks for projects more effectively. Uses ERP methodology and tools in the project. Performs any administrative tasks that are involved in a project. Leads the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. interacts with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Acts as a key client contact and will exercise authority appropriate to particular client requests commensurate with client expectations of decision-making and consistent with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manages/contributes to the professional development of the junior consultants within the implementation team. Provides feedback to Consultants on their consulting performance. Manages the assignment of consultants to projects.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
	:	Persons with disability are encouraged to apply.
<u>POST 50/260</u>	:	<u>DEPUTY DIRECTOR: AVAILABILITY – REF NO: 002169</u>
		Directorate: I T Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558. Per annum (all-inclusive remuneration package) Level 11
	:	Johannesburg
	:	Matric certificate plus an NQF 6 qualification in IT with 3-5 years in Capacity Planning and availability management or Matric plus 8-9 years relevant experience. Microsoft Certified Systems Engineer, ITIL foundation and Management certificate in ITIL will be an added advantage. General IT experience is required.
<u>DUTIES</u>	:	Ensures that all IT services meet availability target levels. Provides requirements to ensure that new or modified IT services will meet availability targets. Ensures that new or modified IT services follow availability tests and plans after a major business change. Works to proactively enhance IT service

availability. Produces and maintains an Availability Plan which prioritizes and plans IT availability improvements. Ensures that availability-related incidents and problems are addressed. Ensures the creation, maintenance, and use of an Availability Management Information System (AMIS). Assesses the availability impact of new change requests. Liaise with customers to determine and agree the required system availability standards. Ensure that the systems are available as prescribed within the established customer agreements (SLA). Ensure that the availability of the systems are measured, monitored and controlled. Implement pre-emptive action to ensure that potential problems that may negatively affect system availability is identified in time and avoided. Take corrective action in case of system unavailability by alerting the appropriate parties within Technology Support Services Is responsible for monitoring IT availability levels, comparing actual levels against targets, and addressing shortfalls

<u>ENQUIRIES</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
<u>NOTE</u>	:	Persons with disability are encouraged to apply.
<u>POST 50/261</u>	:	<u>ASSISTANT DIRECTOR-FINANCIAL SUPPORT & REPORTING - REFS NO: 002176</u> Directorate: Office of the CFO
<u>SALARY</u>	:	R334 545. Per annum (plus benefits) Level 9
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF 6 qualification in Accounting/Finance plus 2-3 years relevant Government experience in finance or Matric plus 6-7 years in Finance. Computer literacy, in particular spreadsheet applications. Good verbal and written communication and interactive skills.
<u>DUTIES</u>	:	Preparation and submission of complete and accurate quarterly Interim and Annual Financial Statements to management for review and submission to Treasury and the Auditors as prescribed by National Treasury guidelines and PFMA. Provide audit schedules and relevant supporting documents to internal and external Auditors and Coordination of responses to Audit Queries. Preparation of monthly Treasury financial reports and assist with responses to legislature and provincial treasury. Assist with analysis of the Assets and Liabilities accounts as per Trail balance. Execute follow ups on outstanding items on suspense accounts – Bank Adjustment Account, Outstanding cheques. T&S Advance account. Claims Recoveries Account. Advances (payables). Timely closure of the accounting period. Follow up of interdepartmental claims and the debt account. Supervision of petty cash processes in line with the policies and relevant legislation. Ensure that all receipts at the cashier's office are allocated, captured and deposited at the date of receipts or within a reasonable time.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
<u>NOTE</u>	:	Persons with disability are encouraged to apply. This is a re-advertisement, those who applied before are encouraged to re-apply.
<u>POST 50/262</u>	:	<u>ASSISTANT DIRECTOR: ERP TECHNICAL SUPPORT – REF NO: 002155</u> Directorate: ERP Technical Support
<u>SALARY</u>	:	R334 545. Per annum (plus benefits) Level 09
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF level 6 in IT/Commerce plus 3-5 years' experience in ERP OR Matric plus 6-7 experience in ERP. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on at least 5 projects.
<u>DUTIES</u>	:	Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve

project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/263 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY - REF NO: 002167**
 Directorate: Security Services

SALARY : R334 545. Per annum (plus benefits) Level 9
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in security management or equivalent with 2–3 years extensive work experience in security services, risk management and people’s management or Matric plus 6–7 years extensive work experience in security services, risk management and people’s management.

DUTIES : To facilitate, coordinate, monitor, advise and render security operational and technical support to the Department of e-Government. Implement a risk and threat management policy and system for the department. Monitor adherence and compliance to physical and communications security policies and procedures in the department. Render security services and operational support. Manage and supervise subordinates in line with directorate function and maintain an effective administration system.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/264 : **ASSISTANT DIRECTOR: PAYROLL SERVICES (3 POSTS) - REF NO: 002168**
 Directorate: Payroll Services

SALARY : R334 545. Per annum (plus benefits) Level 9
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in HR/Commerce with 2-3 years’ experience in Human Resource, or Matric Certificate plus 6 - 7 years’ experience in Human Resource. PERSAL experience. Two years or more experience in a supervisory position, preferably within a team scenario. Preferred: Knowledge of public sector environment and transversal systems (PERSAL, BAS and SAP). Knowledge of accounting and accounting principles would be an added advantage. Exposure in a Public Sector environment.

DUTIES : To authorise payment of allowances and amendments, processed by the practitioners in the Payroll Services Unit. Check and rectify transactions on exception reports. Manage staff reporting Assistant Directors. Manage, mentor and develop staff. Manage and distribution of daily work. Prioritise work in order of importance to adhere to SLA. Knowledge transferred to staff.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/265 : **ASSISTANT DIRECTOR: DESKTOP SUPPORT (2 POSTS) - REF NO: 002170**
 Directorate: ICT

SALARY : R334 545. Per annum (plus benefits) Level 9
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma Information Technology related with 2 – 3 experience in desktop support environment or Matric plus 6 - 7 years’ experience in a desktop support environment. Some experience in a volume driven processing centre environment will be an advantage.

DUTIES : Lead DTS team to perform Desktop application support service. Lead DTS team to perform Desktop technology support service. Lead DTS team to the coaching and mentoring of leaderships. Ensure satisfied user community. Lead DTS team to perform technical support of transversal applications. Management of information. Lead DTS team to perform hardware, software, and application installations, configuration and upgrades. Lead DTS to

manage hardware, software, and application problems, and installations. Interpret and translate customer requirements. Perform quality checks. Ensure satisfied user community. Provide desktop support. Perform problem Resolution. Document problems and resolutions. Communicate with DTS team and users. Perform quality checks.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/266 : **SENIOR PRACTITIONER: DESKTOP SUPPORT (6 POSTS) - REF NO: 002171**
 Directorate: ICT

SALARY : R281 418. Per annum (plus benefits) Level 8
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma in Information Technology (NQF 6) with 1 - 2 years' experience in IT/Desktop Support environment or Matric plus 5 - 6 years in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

DUTIES : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/267 : **SENIOR ADMIN OFFICER: ASSET – REF NO: 002158**
 Directorate: Fixed Asset Management

SALARY : R281 418. Per annum (plus benefits) Level 8
CENTRE : Johannesburg
REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 2-3 years in Asset Management, Supply Chain and Finance environment or Matric plus 5-6 years in Asset Management, Supply Chain and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.

DUTIES : Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management, assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/268 : **PRACTITIONER- DEBT MANAGEMENT (3 POSTS) – REF NO: 002177**
 Directorate: Debt Management

SALARY : R226 611. Per annum (plus benefits) Level 7
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a NQF 6 related qualification with 1-2 years administrative experience or Matric plus 4-5 administrative experience.

		Knowledge of BAS/SAP/DEBTPACK/PERSAL. Good communication skills, excellent customer service, office administration, interpersonal, planning and organizing skills are essential.
<u>DUTIES</u>	:	Collection of debt, ensuring that debts are collected and administered within the Service Level Agreement. Provide management of accurately and timeous collection of statistics. Submit a weekly transaction report. Effectively communicate with customers.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
	:	Persons with disability are encouraged to apply.
<u>POST 50/269</u>	:	<u>PRACTITIONER: LABOUR RELATIONS REF NO: 002178</u> Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. Per annum (plus benefits) Level 7 Johannesburg
	:	Matric plus Human Resource related National Diploma/Degree with 1-2 years' experience in the Labour Relations field or Matric plus 4-5 years' experience in Labour relations field. Knowledge in handling disciplinary matters and/ disputes. Computer literacy, Customer Relations Management, ability to report outcomes on queries and Public sector experience is recommended.
<u>DUTIES</u>	:	The incumbent will be required to provide skilled LR administrative service to Labour Relations business unit. Receive, register and acknowledge incoming correspondence. Co-ordination of schedules and activity reports in relation to Grievance meetings. Attend relevant meetings, take minutes and distribute within two working days. Completion of ad hoc projects within time frames as agreed upon including but not limited to projects. IR spreadsheet and compile the monthly reports. Maintain and submit and submit a register on precautionary suspensions. Maintain and consolidate quarterly reports and evidence portfolios.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
	:	Persons with disability are encouraged to apply.
<u>POST 50/270</u>	:	<u>PRACTITIONER- HUMAN RESOURCE ADMINISTRATION (3 POSTS) REF NO: 002179</u> Directorate: Human Resource Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. Per annum (plus benefits) Level 7 Johannesburg
	:	Matric certificate plus Human Resource related National Diploma with 1-2 years' administrative experience or Matric plus 4-5 years administrative experience. Knowledge of Persal, Microsoft Office and Microsoft outlook.
<u>DUTIES</u>	:	Check/ verify completeness of HR Administration applications / requests from Departments and capture on PERSAL timeously and accurately. Identify HR Administration problems, gaps and needs to be investigated and proposed corrective measures. Give advice on HR Administration matters pertaining to the application of the legislative framework. Resolve HR Administration problems and queries. Improve SLA time on the process to complete transactions. Customer relationship management and understanding of expectations of customers. Ability to handle high volumes of transactions. Handle multiple tasks simultaneously. Adherence to Service Level Agreement (SLA) timeframes. Problem solving, communication, time management skills.
<u>ENQUIRIES NOTE</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
	:	Persons with disability are encouraged to apply.
<u>POST 50/271</u>	:	<u>PRACTITIONER: EMPLOYEE EXITS (2 POSTS) REF NO: 002180</u> Directorate: Employee Exits
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611. Per annum (plus benefits) Level 7 Johannesburg
	:	Matric certificate plus Human Resource related National Diploma/Degree with 1-2 years' experience in HR or Matric plus 4-5 years' experience in HR.
<u>DUTIES</u>	:	Provide Terminations services for the Gauteng provincial Government (GPG) and implement termination date on Persal. Pay leave gratuity/ discounting and service bonus. Ensure debt recovery from ex- employees and advice debt collectors on the debt to be recovered. Process pension withdrawal manually and electronically on Persal, submit pension withdrawal and make follow up with GEPPF on claims forwarded. Respond to all registered queries (SAP CCC,

telephone & walk-ins) about termination done. Conduct exit interviews on avoidable terminations. Compile progress and SLA achievement reports on terminations. Conduct Government Employees Pension Fund (GEPF) presentations to GPG employees. Liaise with financial institutions, SARS, Public Protector, Courts and Home Affairs with regard to ex- employee's particulars. Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/Acts).

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/272 : **PRACTITIONER: DOCUMENT MANAGEMENT CENTRE (4 POSTS) REF NO: 002181**
 Directorate: Document Management Centre

SALARY : R183 558. Per annum (plus benefits) Level 6
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant NQF 6 tertiary qualification with 1-2 years' experience in Document Management/ Clerical experience/ Administration or Matric plus 3-4 years' experience in Document Management/ Clerical experience/ Administration.

DUTIES : Pre-processing Quality Assurance: Rejection of all mandates that does not match QUF requirements at first level quality assurance. Return of rejected mandates to entities. Follow up & exception reporting on mandates that were rejected during QUF process. Receipt of previously rejected mandates and the completion of DMC processing. Confirmation with GPG staff on the status of rejected mandates which were subsequently fixed. Post Scanning Quality Assurance: Check all work prior to dispatching. Identify sub-standard work with the emphasis on the accuracy of quantity, mandate type, Department and Source Entity. Record all sub-standard work and refer to Team Leaders for intervention. Inclusion of all sub-standard work on the DMC monthly reports.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/273 : **PRACTITIONER LOGISTICS (2 POSTS) REF NO: 002183**
 Directorate: Corporate Management

SALARY : R152 862. Per annum (plus benefits) Level 5
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus 1 year experience in a role relating to logistics.
DUTIES : Provide a full range of operational logistical support across the organisation.

Provide operational logistical support and manage the overall logistic process in support of our customers' mission objectives. Leverage existing networks and expand others. Anticipate mission needs and operational requirements and offer alternatives and advice. Evaluate, redesign and implement logistics processes for mission support food services aid and general filing & documentation. Physical moving of furniture, assemble and disassemble office furniture, assist with the setup of boardrooms/training rooms according to requirements for the day; render general assistance to the building & facilities team. Collect, sort and deliver newspapers, assist with set-ups, control distribution and collection of keys, ensure venues are locked after use.

ENQUIRIES : Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
NOTE : Persons with disability are encouraged to apply.

POST 50/274 : **SECURITY OFFICER: SECURITY SERVICES (11 POSTS) REF NO: 002184**
 Directorate: Corporate Management

SALARY : R127 851. Per annum (plus benefits) Level 4
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Security Certificate (grade A – E). 1 year practical / working experience in Security Services with more focus in guarding division. No criminal record, basic knowledge and understanding of legislation relevant and applicable to Security.

DUTIES : enter and perform access and egress control duties, safeguard and secure departmental assets, information and human capital, conduct physical security inspection patrols within all departmental buildings, record and communicate all the security risk findings to immediate supervisor, render security

		operational support for the department at special departmental events endorsed by the department, man and perform control duties as posted, verify and register all the incoming and outgoing assets to the department, enforce departmental policies relevant and applicable to security functions (e.g. OHS / Control of Access to Public Premises and Vehicle Control Act and others).
<u>ENQUIRIES</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592
<u>NOTE</u>	:	Persons with disability are encouraged to apply.
<u>POST 50/275</u>	:	<u>DRIVER (2 POSTS) – REFS NO: 002172</u> Directorate: Building & Facilities
<u>SALARY</u>	:	R127 851. Per annum (plus benefits) Level 4
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate plus Code 8 Driving Licence. 1 year relevant experience. Knowledge of the environment in which the functions will be performed.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to vehicle and goods handled.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo (011) 689 6980 or Ms. Ntombi Mlambo (011) 689 6592

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.

<u>NOTE</u>	:	<p>The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. 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. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents</p> <p>ERRATUM: kindly note that the post of Enrolled Nurse (Leratong Hospital) published in DPSA vacancy circular 43 dated 27 October 2017 was advertised with the incorrect salary notch. The correct salary notch should be- Grade 1 (R 150,819.00 – R 169,737.00); Grade 2 (R 180,075.00 –R 202,674.00); Grade 3 (213,108.00 – R 262,092.00)</p>
--------------------	---	---

MANAGEMENT ECHELON

<u>POST 50/276</u>	:	<u>HEAD CLINICAL UNIT: MEDICAL GRADE 1 – ACUTE CARE UNIT 1 POST)</u> <u>REF NO: CHBAH 64</u> Directorate: Acute Care
<u>SALARY</u>	:	R1 550 331 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and 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 or in a recognized Sub-Specialty. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the establishment of Acute Surgical care and its clinical services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department. Lead the development of a new area of General Surgery services by establishing protocols and service delivery units for Acute Care Surgery.
<u>DUTIES</u>	:	The Head of the Unit (HOU) will be responsible for all aspects of patient care within the Acute Care Surgery Unit of Surgery at Chris Hani Baragwanath Academic Hospital, and will work to ensure that the Unit delivers the best care to all its patients. The HOU must ensure that all policies, programmes and initiatives are consistent and supportive of the Gauteng Department Health's vision, mission and values. The HOU must act as a role model through strong multidisciplinary relationships and accessibility, and through effective intra- and inter-Unit communication. The HOU must be part of leadership that drives an innovative and diverse academic programme (including undergraduate and postgraduate training) and work to strengthen the integration of care, education and research within the Unit, Department and beyond. Ensure that appropriate, ethical and quality research is performed in the Unit and Department as part of a wider agenda to explore improvements in health care in the hospital, province and South Africa as a whole, with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduate (registrars and fellows) students. Teach students in areas of Acute Care Surgery. Active participation in administrative duties of the division and the department which include planning, budgeting and procurement processes as well as monitoring and evaluation. The HOU will be part of an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals. The HOU will be expected to build partnerships with local and international institutions of similar standing to ensure exposure to world class standards. The HOU will assist the Head of Department at Chris Hani Baragwanath Hospital in administrative and management work in the department, including assisting with work of different committees in the Department of Surgery at the University and Hospital. Provide clinical support and outreach to referring hospitals, community health centres and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. The incumbent will need to develop the field of Acute Care Surgery and lead the integration of this area of practice into the regional and district hospitals. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest and Acute Care Surgery. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Ensure that clinical services are provided on the expanded platform

appropriate to the development of Acute Care Surgery. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments.

ENQUIRIES : Dr K. Mustafa (011) 933 8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Dr K. Mustafa
CLOSING DATE : 05 January 2018

POST 50/277 : **HEAD CLINICAL UNIT: MEDICAL GRADE 1 – RHEUMATOLOGY**
DEPARTMENT 1 POST) REF NO: CHBAH 63
 Directorate: Rheumatology

SALARY : R1 550 331 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and 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 or in a recognized Sub-Specialty.

DUTIES : The Head of the Unit (HOU) will be responsible for all aspects of patient care within the Unit of Rheumatology at Chris Hani Baragwanath Academic Hospital. Will work to ensure that the unit delivers the best care to all its patients. The HOU must ensure that all policies, programmes and initiatives are consistent and supportive of the Gauteng Department Health's vision, mission and values. The HOU must act as a role model through strong multidisciplinary relationships and accessibility, and through effective intra- and inter-unit communication. The HOU must be part of leadership that drives an innovative and diverse academic programme (including undergraduate and postgraduate training) and work to strengthen the integration of care, education and research within the Unit, Department and beyond. Ensure that appropriate, ethical and quality research is performed in the Unit and Department as part of a wider agenda to explore improvements in health care in the hospital, province and South Africa as a whole, with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduate (registrars and fellows) students. Teach students in areas of personal special interest and expertise, and general paediatrics. Active participation in administrative duties of the division and the department which include planning, budgeting and procurement processes as well as monitoring and evaluation. The HOU will be part of an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals. The HOU will be expected to build partnerships with local and international institutions of similar standing to ensure exposure to world class standards. The HOU will assist the Head of Department at Chris Hani Baragwanath Hospital in administrative and management work in the department, including assisting with work of different committees in the Department of Paediatrics at the University, Hospital and University. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Dr N. Soma (011) 933 8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Dr N. Soma
CLOSING DATE : 05 January 2018
NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution

and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- POST 50/278** : **HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY**
 Re-Advertisement
 Directorate: Medical
- SALARY** : R1 550 331. – R1 645 464. (Grade 1) All-inclusive package
 R1 695 210. – 1 853 601. (Grade 2) All-inclusive package
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as medical specialist Obstetrics and Gynaecology (MMED, FCS - Obstetrics and Gynaecology) in a normal specialty or a recognised sub-specialty. A minimum of 3 years appropriate experience as a Medical Specialist after resignation with HPCSA as Medical Specialist.
- DUTIES** : Running the Department of Obstetrics and Gynaecology in an effective manner. Provision of Quality cost effective 24 hours Obstetrics and Gynaecology service in keeping with Batho- Pele Principles. Responsible for training and guidance of Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students and other categories in the department of Obstetrics and Gynaecology. Ensure that the department is compliant to National Core Standards. Maintain accurate and appropriate medical records in accordance to Legal and Ethical requirement. Coordinate and compile Medico Legal reports and attend to all legal issues pertaining to the Department of Obstetrics and Gynaecology. Develop Operational Plans, Quarterly and Annual Report of the Department. Ensure accuracy of the statistics. Manage the recruitment of doctors in the Department of Obstetrics and Gynaecology. Perform Clinical Audits. Conduct Departmental Mortality and Morbidity meetings. Liaise with the cluster stakeholders and ensure efficient sub cluster outreach to district Hospitals
- ENQUIRIES** : Dr. R Panzu Tel: (011) 411 3508
- NOTE** : 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.
<u>APPLICATIONS</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	22 December 2017
<u>POST 50/279</u>	:	<u>CLINICAL MANAGER CAUSALITY</u> Re-Advertisement Directorate: Medical
<u>SALARY</u>	:	R1 052 712– R1 168 350 (Grade 1) All-inclusive package
	:	R1, 203,666 – R1, 316,136 (Grade 2) All-inclusive package
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA AS Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. A minimum of 3 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduation qualification in Health Management / TLS / ACLS and / or PALS will be an added advantage.
<u>DUTIES</u>	:	Organize and manage the smooth running of all aspects of the Casualty Department. Attend and manage patients at Casualty in accordance with Departmental Standards Treatment Guidelines. Ensure that all necessary procedures are performed in Casualty. Ensure the presence of protocols. Ensure that discharge summaries and ICD 10 codes are provided for all discharges. Support and mentoring of junior doctors and Medical Interns. Timeously completion of death certificates and other official documents. Be willing to perform tasks delegated over and above the normal duties allocated. Attending management meetings. Attend and participate in Referral Task Team meetings. Ensure M&M meetings in casualty are in place. Liaise with other relevant departments to ensure a smooth interface of Patient Care. Manage the PMDS contracting and evaluation of casualty medical staff. Implementation and monitoring of the strategic Goals and Objectives of the Department of Health including the 6 Ministerial Quality Priorities. Know and advance the MDG's pertaining to your discipline. Always portray a positive attitude in accordance with Batho Pele Principles. Adhere to the National Core Standards. Adhere to Infection Control Protocols. Be available to serve on any Committee as requested. Knowledge of relevant statutory provisions inter alia Public Service Code of Conduct, Public Service Act, Labour Relations Act and the National Health Act amongst others
<u>ENQUIRIES</u>	:	Dr. R Panzu Tel: (011) 411 3508
<u>APPLICATIONS</u>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications and current registration with HPCSA 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.
<u>CLOSING DATE</u>	:	22 December 2017
<u>POST 50/280</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1 (NON CLINICAL MANAGER).</u> <u>REF NUMBER: REFS/002186</u> Directorate: HIV/AIDS, STI's and TB Control
<u>SALARY</u>	:	R1 052 712 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Training in the prevention; treatment and management of HIV/AIDS and TB. Four (4) years' experience in the management and capacity building in the prevention, treatment and care of HIV/AIDS and TB. Practical experience in providing mentorship in paediatric care and treatment programmes. In-depth knowledge of Tier.Net application in clinical management. Knowledge of current evidence based, HIV and reproductive health trends and best practices. Experience in

		health system strengthening will be an added advantage. Computer (MS Word, Excel, Power Point) and communication (written and verbal) skills. A valid driver's licence.
<u>DUTIES</u>	:	Provide clinical leadership and guidance for the Gauteng's Implementation of the National Strategic Plan on HIV, TB and STI's 2017 - 2022 Provide expertise in areas of all sub programme of the HIV and AIDS programme, e. g ART, TB Care, RTC, PMTCT, HCT, STIs and safe medical male circumcision. Participate in the strengthening of comprehensive HIV and AIDS and TB care in Health Care facilities. Build staff capacity to improve treatment outcomes. Guide HIV and AIDS programmes in selecting appropriate and innovative interventions for HIV care and treatment, monitoring tests according to national and international standards. Ensure that the provincial managers are kept abreast with innovations latest developments and evidence based trends in research and good practice in the field of HIV/AIDS and TB. Provide regular updates to provincial managers on innovations.
<u>ENQUIRES</u>	:	Ms. ND. Mmope Tel: (011) 355 3839; 082 563 7111 Mr. TX Mhlubulwana Tel: (011) 355 3794/3219; 060 872 9318
<u>APPLICATIONS</u>	:	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, or apply online by visiting www.gautengonline.gov.za
<u>NOTE</u>	:	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
<u>CLOSING DATE</u>	:	05 January 2018
<u>POST 50/281</u>	:	<u>MEDICAL SPECIALIST GRADE 1- OBSTRETIC AND GYNAE REF NO: 002034</u> Directorate: Medical
<u>SALARY CENTRE REQUIREMENTS</u>	:	R991 857 per annum (All-inclusive package) West Rand District Health Council 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.
<u>DUTIES</u>	:	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. Secondarily 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.
<u>APPLICATIONS</u>	:	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
<u>ENQUIRIES</u>	:	Ms Puleng Muso Tel No: (011) 953- 4515

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.

CLOSING DATE : 29 December 2017

POST 50/282 : **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. Secondly 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

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

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.

CLOSING DATE : 29 December 2017

OTHER POSTS

POST 50/283 : **ASSISTANT MANAGER: NURSING (SPECIALTY AREA - PN-B4) (PSYCHIATRY) (1 POST) REF NO: CHBAH 62**

(This is a re-advertisement and previous applicants are encourage not to apply).

Directorate: Nursing Services

<u>SALARY</u>	:	R546 315 per annum (plus - benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)
<u>ENQUIRIES</u>	:	Ms D.F. Ngidi (011) 933 0134\9779
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>FOR ATTENTION</u>	:	Ms D.F. Ngidi
<u>CLOSING DATE</u>	:	05 January 2018
<u>NOTE</u>	:	The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was

advertised during any stage of the recruitment process. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- POST 50/284** : **OPERATIONAL MANAGER: NURSING SPECIALTY (PN-B3) IN MEDICINE AND PSYCHIATRY DEPARTMENT (1 POST) REF NO: CHBAH 61**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R499 953 per annum (plus - benefits)
Chris Hani Baragwanath Academic Hospital
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with 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 qualification advanced psychiatry. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Leadership, ward management, nursing/unit administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Understanding of the National Core Standards PFMA, Labour relations and other relevant legislative frameworks.. Knowledge of administrative policies and guidelines. Report writing skills. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards assessment.
- ENQUIRIES APPLICATIONS** : Ms D.F. Ngidi (011) 933 0134\9779
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION CLOSING DATE NOTE** : Ms D.F. Ngidi
05 January 2018
The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being

considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- POST 50/285** : **PNB3 OPERATIONAL MANAGER SPECIALTY (LABOUR WARD) REF NO: 002174**
 Directorate: Nursing Unit
- SALARY** : R499 953 – R562 698 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in advanced midwifery. Minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate / recognizable experience in the specialty (maternity) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2017/2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration / Management will be an added advantage. Computer literacy and drivers license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. **SKILLS REQUIRED:** Leadership, organizational, decision making and problem solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
- 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.
- CLOSING DATE** : 29 December 2017
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 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. 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 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. 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.

- POST 50/286** : **OPERATIONAL MANAGERS: NURSING GENERAL IN MEDICINE DEPARTMENT (1 POST) REF NO: CHBAH 60**
 Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R394 665 per annum (plus - benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovate, problem solving, communication and decision making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope of practice demonstrates effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards assessment. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Ms D.F. Ngidi (011) 933 0134\9779
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION CLOSING DATE NOTE** : Ms D.F. Ngidi
 : 05 January 2018
 : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with

their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- POST 50/287** : **LECTURER (QUALITY ASSURANCE) REFS/002148**
 Directorate: Quality Assurance
- SALARY** : R340 431 – 394 665 per annum (plus benefits)
 R418 701 – 546 315 per annum (plus benefits)
- CENTRE** : SG Lourens Nursing College
- REQUIREMENTS** : Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with the South African Nursing Council (SANC) as Professional Nurse in Nursing Education. A minimum of four (04) years appropriate or recognizable nursing experience after registration as Professional Nurse in General Nursing. Good communication skills (verbal & written), organizational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Conflict management and supervisory skills. Drivers Licence.
- DUTIES** : Co-ordinate the activities of the quality assurance. Organize and participate in quality assurance audit and peer review and make recommendations regarding quality improvement. Continuous implementation of quality assurance improvement programmes focusing on academic standards. Implement the complaint, compliment and suggestion procedure in relations to national standards. Develop and coordinate implementation plan to correct gap or challenges identified from audits or self-evaluation. Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education.
- ENQUIRIES** : Ms J .E Malobola, Tel No (012) 319 5601
- APPLICATIONS** : Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodrehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.
- NOTE** : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.
- CLOSING DATE** : 12 January 2018

<u>POST 50/288</u>	:	<u>PNB1 CLINICAL NURSE PRACTITIONER (PHC) REF NO: 002175</u> Directorate: Nursing Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R340 431 – R394 665 per annum (plus benefits) Kalafong Provincial Tertiary Hospital Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current (2017/2018) proof of registration with SANC. Proof of service records for appropriate grading according to OSD policy. Computer literacy and drivers license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. SKILLS REQUIRED: Leadership, planning and organizational, decision making, good communication, report writing and problem solving abilities within the limit of the Public Sector institutional policy framework. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management, negotiating, public relations and counselling.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical service. Utilization of equipments and machinery. Research responsibility. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.V. Mathabatha, Tel No (012) 318-6622 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 .
<u>CLOSING DATE NOTE</u>	:	29 December 2017 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 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. The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

<u>POST 50/289</u>	:	<u>ASSISTANT DIRECTOR: STI/HTA, REF NO: REFS/002188</u> Directorate: HAS
<u>SALARY</u>	:	R334 545 per annum (Plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Degree in Health Science or Equivalent Qualification. 5 (Five) years' experience in health. A qualification in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage. Knowledge of project and financial management. Sound understanding of High Transmission Areas. Facilitation, management and programme coordinating skills. Familiar with National and Provincial HIV&AIDS, TB including STI Strategic Plans, and other departmental policies and regulations. Knowledge of PFMA and Division of Revenue Act (DORA). Verbal and non-verbal communication skills. Computer literacy in word, excel and power point. Valid driver's licence and be prepared to travel extensively.
<u>DUTIES</u>	:	Develop and ensure overall implementation of STI &HTA. Ensure planning, development and implementation of STI/HTA services in the districts. Coordination, analysis and implementation of STI Clinical Sentinel Surveillance in the districts. Ensure training & update of health care providers on STI strategy and management guidelines. Ensure peer education training according to National HTA Policy Guidelines. Ensure health care providers are trained and updated on all relevant health issues. Collaborate with all relevant stakeholders including private sector on issues of STI &HTA programme. Ability to work as a team within and outside the directorate and be able to supervise subordinates. Prepare business plan of both programmes and ensure submission of reports at all levels on a monthly, quarterly and annual basis. Monitor finances of both programmes. Hold regular meetings with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. Nomvula Nyandeni, Tel: (011)3553244/0716055397
<u>APPLICATIONS</u>	:	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, or apply online by visiting www.gautengonline.gov.za
<u>NOTE</u>	:	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
<u>CLOSING DATE</u>	:	05 January 2018
<u>POST 50/290</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST</u> Directorate: Allied
<u>SALARY</u>	:	R281 148. - R 321 462. (Grade 1) R331 179. - R351 516. (Grade 2) R356 790. – R 378,687. (Grade 3)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Provide effective speech therapy+/audiology service for in- patient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirement of the Institution, The Province and National Health. Participate in data collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department, namely Human, Finance and Physical.
<u>DUTIES</u>	:	Completion of Grade 12 with appropriate 4 year university in speech therapy audiology. Completion of community service. Registration as a Speech therapist +/- Audiologist with the Health Professions Council of South Africa. Basic advanced diagnosis, intervention and preventions of disorders of speech, language, hearing and feeding adherence to scope of practice. Communication skills, team work, problem solving, handling conflict, computer literacy, working within multi-linguistic and multi-cultural environment. Record keeping and data analysis.
<u>ENQUIRIES</u>	:	Ms. P Van Wyk (011) 411 3526/3737
<u>APPLICATIONS</u>	:	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. Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: www.gautengonline.gov.za
30 March 2018

CLOSING DATE

POST 50/291

PHYSIOTHERAPIST GRADE 1 (1 POST) REF: FERH/PYSIO01

Directorate: Allied

SALARY

Grade 1: R281 148– R321 462 per annum

Grade 2: R331 179– R378 687per annum

Grade 3: R390 123– R473 445 per annum

CENTRE REQUIREMENTS

Far East Rand Hospital

BSc Physiotherapist or recognised equivalent qualification. Registered with HPCSA as a Physiotherapist independent Practitioner (Completed Community Service). Good communication skills. Ability to work in a multi- disciplinary team. Creativity & analytic skills.

DUTIES

Implement Physiotherapy services. Treatment & management of allocated patients. Practising evidence-based Physiotherapeutic techniques. Review, generate and implement clinical protocols.Promotion and marketing of Physiotherapy services. Participate in departmental continued Professional development program. Perform record-keeping and data collection. Give inputs into budget. Take care of and control equipment. Clinical involvement and training students. Participate in performance management and development system (PMDS). Supervise junior staff. Compliance/maintenance of QA (Quality assurance) standards

ENQUIRIES

Ms M.M Motsele, Tel. No: 011 812 8406

APPLICATIONS

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached .A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE

22 December 2017

POST 50/292

CONDOM LOGISTICS OFFICER, REF NO: REFS/002189

Directorate: HIV/AIDS and STI's

SALARY

R226 611 per annum (Plus benefits)

CENTRE

Central Office, Johannesburg

REQUIREMENTS

Degree /National Diploma in health related science and relevant experience. Verbal and non-verbal communication skills. Experience/skills in supply chain management/procurement. Knowledge of current health legislation, policies and protocols, PFMA, DORA and other related financial policies and regulations. Computer literacy. Valid driver's licence.

DUTIES

Participate in the development of National HIV Conditional Grant Business Plans and District Plans. Develop strategic and operational plans and design budget in line with PFMA and DORA. Ensure condom distribution at HTA/Key Population and other intervention sites. Implementation of the programme in line with National and Provincial Strategic Plan on HIV & STI and TB for 2017 – 2022. Coordinate implementation of policy guidelines and standard operating procedures on condom distribution. Ensure procurement of both male and female condoms. Ensure availability and constant supply of condoms to public, private and other facilities including primary condom distribution sites. Monitor condom distribution through peer educators at non-medical sites including institutions of higher learning. Assess monthly distribution figures, investigate and take appropriate action where there is decrease in condom distribution. Collaborate with National Department of Health on condom distribution, key population and other health related issues.

		Facilitate training and update health care providers/workers and other stakeholders on condom distribution through Regional Training Centre. Collaborate with health promoters, government and nongovernmental departments, private and other sectors on condom distribution. Monitor condoms through District Health System (DHIS) and Logistic Management Information System (LMIS). Monitor implementation of Standard Operating Procedures (SOP) on condom distribution at all levels of care. Monitor finances of the programme. Conduct monitoring and evaluation and give support to all intervention sites. Compile monthly, quarterly and annual reports. Ms. Nomvula Nyandeni, Tel: (011)3553244/0716055397
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	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, or apply online by visiting www.gautengonline.gov.za
<u>NOTE</u>	:	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
<u>CLOSING DATE</u>	:	05 January 2018
<u>POST 50/293</u>	:	<u>STAFF NURSE GRADE 1 REF NO: J/132017</u> Directorate: Nursing Services
<u>SALARY</u>	:	R150 819 per annum (plus benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as a Staff Nurse (Enrolled Nurse).Grade 12 Certificate. Certified Copies of SANC registration receipt certificate, and grade 12 certificate, 2017 SANC receipt and ID. Basic communication and writing skills. Ability to function as part of a team. Interpersonal skills. Be responsible, pro-active, accurate, initiative and a team player. Elementary facilitation skills.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)
<u>ENQUIRIES</u>	:	Ms.Ngwenya T.N- Senior Nursing Manager (012)717 9398
<u>APPLICATIONS</u>	:	Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
<u>NOTE</u>	:	Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
<u>CLOSING DATE</u>	:	29 December 2017
<u>POST 50/294</u>	:	<u>CLEANER SUPERVISOR REF NO: 002157</u> Directorate: Cleaning Unit
<u>SALARY</u>	:	R127 851 – R150 606 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and 1-year or more certificate in cleaning and a minimum 5-years cleaning experience in a clinical cleaning environment. Proven computer literacy. Must possess the ability to plan, organise, supervise, inspect and evaluate work of subordinates. Must have the working knowledge of the operation and care of cleaning machines and equipment. Good knowledge of occupational health and safety and infection control. Communication skills, problem solving skills. Be prepared to work night duty, shifts including weekend, public holidays and rotated to different areas in the hospital. Any other duties assigned by the supervisor.
<u>DUTIES</u>	:	Supervise cleaners. Assigns schedules and duties to cleaning staff. Makes rounds and inspections. Ensure that cleaner personnel are performing required duties. Appropriate cleaning procedures are being rendered and quality control measures are continually maintained through work schedules. Ensure maintenance of cleaning equipments. Ensure total coverage of cleaners in all areas in the hospital. Recommend discipline and implement appropriate procedures. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms. A.T. Mathonsi, Tel No (012) 318-6634

- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- CLOSING DATE** : 29 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. 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.
- POST 50/295** : **NURSING ASSISTANT GRADE 1 REF NO: J/142017**
Directorate: Nursing Services
- SALARY** : R116 625. Per annum (plus benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 12 or Equivalent Qualification. 1 year Nursing Assistant Certificate that allows registration with SANC. Certified Copies of grade 12 and SANC registration certificate as a Nursing Assistant, 2017 SANC Receipt and ID. Elementary communication skills and writing skills. Ability to function as part of the team, interpersonal skills. Be responsible, pro-active, professional, accurate, initiative and a team player.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth /ethical standards and self-development. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)
- ENQUIRIES** : Ms.Ngwenya T.N- Senior Nursing Manager (012)717 9398
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 29 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 : 29 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. 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 50/296 : **DEPUTY DIRECTOR – MONITORING AND REPORTING**
Directorate: Office of the Deputy Director General

SALARY : R657 558. Per annum (All-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : NQF leve 6 in Public Administration majoring in Monitoring and Evaluation, 3-5 years at an Assistant Director level with 2 years experience in the Monitoring and Reporting field. Exposure in the role of performance monitoring and quality management. Experience with planning, design and implementation of Monitoring and Evaluation systems. Facilitation of M&E quality assurance and information workshop. Data and information analysis and reporting to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, understanding of Government legislation, Departmental policies and procedures and records management. Competencies: Must have excellent communication skills (both written and verbal) interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, people management and job knowledge, team work, flexibility, computer literacy (Microsoft Excel, Word, Outlook and Powerpoint is essential, Accuracy and ability to pay attention to detail.

DUTIES : The successful candidate will render strategic support with the operations within the Office of the Deputy Director-General: Financial Governance. Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised. Coordinate the consolidation of the Branch's strategic, business, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof. Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress. Liaise with the internal and external stakeholders on behalf of the Deputy Director- General. Ensure the creation coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General. Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings.

ENQUIRIES : Ms B Mtshizana Tel no: 011 227 9000

<u>POST 50/297</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES (X2)</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R417 552 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3 year tertiary qualification as recognized by SAQA with auditing as part of the subjects. 3 – 5 years' experience in Performance Auditing and a valid driver's license.
<u>DUTIES</u>	:	To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Co-ordinate short term (quarterly) plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227-9000
<u>POST 50/298</u>	:	<u>ASSISTANT DIRECTOR: COMPUTER AUDIT</u> Directorate: Gauteng Audit Service
<u>SALARY</u>	:	R417 552 .per annum (plus benefits)
<u>REQUIREMENTS</u>	:	Relevant three year degree or diploma with 3-5 years' experience in Computer Auditing.
<u>DUTIES</u>	:	To execute IT Audit assignments and attend to coaching, training needs of Auditors and/or interns: Planning of computer audits Perform reviews as per the audit plan Document fieldwork Review work performed Reporting Staff coaching
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227 9000
<u>POST 50/299</u>	:	<u>ASSISTANT DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICE</u> Directorate: Gauteng Audit Service
<u>SALARY</u>	:	R417 552. Per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification as recognized by SAQA in Internal Auditing. 3 – 5 years' experience in internal auditing.
<u>DUTIES</u>	:	Plan assigned projects. Determine the resources required for the project and compile a time budget. Supervise a pool of multi-skilled auditors while on the audit. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology) Co-ordinate short term (quarterly) plans. Liaise with team members at the planning, execution and reporting phases of each review. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to Supervisor. Review working papers compiled by the team members. Compile the audit findings and the report. Conduct interviews with client when required. Comply with GAS admin requirements. Maintain accurate time records. Conduct interviews during recruitment for the cluster.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227 9000
<u>POST 50/300</u>	:	<u>BUSINESS ANALYST</u> Directorate: Financial Governance
<u>SALARY</u>	:	R334 545. Per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant 3 year Diploma / Degree in Business Analysis or Financial Information Systems. Project management experience (PMBOK, PRINCE and Agile methodology). Minimum of 3 - 5 years' experience in ERP implementation and Business Analysis experience. Knowledge and understanding of the public sector financial systems (BAS, PERSAL SAP

		FI/CO, SAP MM). SAP Certification will be added advantage. Advanced PC skills including MS Office: (Excel, Word, Outlook, Visio)
<u>DUTIES</u>	:	The incumbent will be responsible to: lead requirements analysis, validation and verification, ensuring that requirement statements are complete, consistent and concise. The successful candidate will need to assist other Business Analysts, and Developers to come up with Designs for new projects in this financial systems environment. Understanding business process management and business requirements and translating them to specific software requirements, manage traceable requirements and track requirements status throughout the project. Manage changes to requirement through effective use of change control processes and tools. Ability to communicate (verbal and written) with business requirements and transfer the same knowledge to the development team. Develop future business processes that are cost effective and will result in overall improvement of productivity within the departments. Proven problem solving and diagnostic work. Schedule project meetings to assess the deliverables against the business needs. Lead and conduct interviewing tasks. Compilation of the requirements documentation. Manage multiple initiatives simultaneously. Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis. Collect multiple streams of data and decompose them into concise specifications. Competencies: Foster 40 interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management skills.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: (011) 227 9000
<u>POST 50/301</u>	:	<u>SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEMS (2 POSTS)</u> Directorate: Financial Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418. Per annum (plus benefits) Johannesburg National Diploma or Degree in Information Technology or Financial Information Management Systems. 1 – 2 years (SAP, PERSAL, BAS) system support experience. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems. Knowledge of (SAP, PERSAL, BAS) systems. SAP Certification will be an advantage .Applicable legislative and regulatory framework. Ability to analyse problems and provide clear recommendations. Driver's license, must be prepared to travel. Strong organizational skills. Able to collaborate with clients, and have a strong desire to excel. Excellent communication skills, written and verbal. Must be able to work independently as well as a team player and can manage own workload. Able to Multi-task and work under tight deadlines. Must be an effective problem solver.
<u>DUTIES</u>	:	The successful candidate will assist in improving the level of skills in system end-user in (SAP, PERSAL, BAS) applications within the GPG. Provide system support on (SAP, PERSAL, BAS) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide appropriate support and inputs to comply with system processes and procedures. Responsible for ensuring issues are handled professionally and promptly, issues are tracked, reported on /or escalated accurately as required. Prepare and maintain transversal and other systems for utilization. Identify and conduct both informal and formal (SAP, PERSAL, BAS) systems training to users. Prioritizes the training needs in collaboration with managers for their team ensuring that the areas that lead to the highest impact and value add are selected. Monitor the effectiveness of the training received, by receiving feedback reports from officials as well as continuous feedback from departmental managers. Assist and train departments on how to draw and analyse.
<u>ENQUIRIES</u>	:	Mr Sihle Hlomuka Tel No: (011) 227 9000
<u>POST 50/302</u>	:	<u>ADMINISTRATIVE ASSISTANT</u> Directorate: Gauteng Audit Services
<u>SALARY CENTRE</u>	:	R142 461. Per annum (plus benefits) Johannesburg

- REQUIREMENTS** : A 3 year tertiary qualification (NQF Level 6) as recognized by SAQA in business administration / Public Management/Office Management and or equivalent. One year experience in an Office Management environment.
- DUTIES** : Bind all reports received from secretaries for issue, and distribute them accordingly: Record and reference the reports issued. Deliver reports and maintain record of delivery schedules. Scan and PDF all reports issued, file and maintain records manually and electronically. Report status of reports issued to management on request. Deliver issued progress/AC reports timeously to the departments. Maintain an appropriate filing, labelling and document management system timeously and accurately. Maintain a register of all reports issued in terms of name, reference number, client and date. Develop and manage a soft and hard copy database of all reports issued. Compare issued reports list to agree with the one prepared by the PAs on a monthly basis. Arrange service and repair of office equipment e.g., printing machines and binding machines. Maintain records of GPT assets issued to staff, e.g., locker keys, projector, etc. Handle boardroom bookings. Order and issue stationery to GAS staff. Answer telephones and assist the clients, staff and public with general questions and referrals where appropriate. Confirm receipt of all official documentation. Serve refreshments to visitors upon request. Please note that this responsibility relates to meetings and special events only. Ensure that all cups and other crockery are collected and cleaned by facilities. Arrange parking when necessary. Take minutes in a QAR meetings on request.
- ENQUIRIES** : Mr Sihle Hlomuka Tel No: (011) 227-9000