



DATE OF ISSUE: 06 JANUARY 2017

**TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS**

**PUBLIC SERVICE VACANCY CIRCULAR NO 01 OF 2017**

**1. Introduction**

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

**2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

**3. Directions to National Departments/Provincial Administrations/Government Components**

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

**4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist**

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

**AMENDMENTS**

- DEPARTMENT OF COOPERATIVE GOVERNANCE:** Kindly note that applications may be posted to URS response handling, P O Box 11506; Tierpoort. 0056; Submitted electronically via email: cogta @ursonline.co.za; or Via fax: 086 654 1819 For attention: URS Response Handling. Tel 012 811 1900.
- WESTERN CAPE: DEPARTMENT OF THE PREMIER:** Kindly note that Post 50/93: Deputy Director: Forensic Investigations - Cluster B, Ref No: DOTP 2016-278 The closing date is 13 January 2017, and not 23 January 2017 as advertised

**INDEX**

**NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTs</b>	<b>ANNEXUREs</b>	<b>PAGES</b>
<b>ENVIRONMENTAL AFFAIRS</b>	<b>A</b>	<b>03 – 05</b>
<b>HUMAN SETTLEMENTS</b>	<b>B</b>	<b>06 – 25</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXUREs</b>	<b>PAGES</b>
<b>EASTERN CAPE</b>	<b>C</b>	<b>26 – 27</b>
<b>GAUTENG</b>	<b>D</b>	<b>28 – 50</b>
<b>KWAZULU NATAL</b>	<b>E</b>	<b>51 – 52</b>
<b>LIMPOPO</b>	<b>F</b>	<b>53 – 54</b>

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 16 January 2017
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications including Grade 12 certificate, ID document as well as a Driver's License (where required) in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to these positions will be subjected to a security clearance, the signing of performance agreement and employment contract. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. Certification of documents must not be older than 3 months. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 01/01** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: LACE08/2016**
- SALARY CENTRE REQUIREMENTS** : R392 274 – R953 451 per annum (Conditions apply)  
: Pretoria  
: An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of PAIA, PAJA and the Constitution is essential. Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Candidates must be in possession of a valid Driver's License and be able to travel.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; Advice on the drafting and vetting of contracts and international instruments; Provide strategic legal support to the Department; ensure compliance with POPI, PAIA and PAJA; and Provide legal education to Departmental officials.
- ENQUIRIES FOR ATTENTION** : Ms M. Mmola Tel: (012) 399 9339  
: Ms M. van Schalkwyk
- POST 01/02** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CHEMICALS AND HAZARDOUS WASTE MONITORING AND EVALUATION REF NO: CWM04/2016**
- SALARY CENTRE REQUIREMENTS** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)  
: Pretoria  
: An appropriate 3 year Bachelor's Degree/National Diploma in Natural Sciences, Environmental Management, Environmental Science. Must have an understanding of the policy and legislative framework governing pollution and waste management. Experience of working in the waste management and legislation drafting, policy development and monitoring and evaluation. Any

postgraduate qualifications and training on monitoring and evaluation will serve as an advantage. SKILLS REQUIRED: Leadership and management skills, policy analysis, conducting research, report writing, well-developed communications skills, analytical thinking, business and legal writing skills, programme and project management, good interpersonal skills. Good networking, negotiation and interpersonal skills. Conflict management, communication skills (written and verbal). Ability to work independently and efficiently under pressure, Ability to work to interact at all levels with internal and external stakeholders and Monitoring and Evaluation skills. A valid driver's license.

**DUTIES** : Coordinate the monitoring of implementation of waste policies and evaluate their impact on Chemicals and Hazardous Waste Management. Coordinate the review of national policies and strategies Chemicals and Hazardous Waste Management. Manage the monitoring and evaluation of national legislation and regulations on Chemicals and Hazardous Waste Management. Provide professional advice to the Department on the appropriateness and effectiveness of existing of national legislation and regulations on Chemicals and Hazardous Waste Management. Determine monitoring and evaluation systems, standards and the monitoring thereof. Monitor, evaluate and review the Action plans of the National Waste Management Strategy, National Pricing Strategy on Chemicals and Hazardous Waste Management. Facilitate the alignment of domestic legislation with ratified international agreements. Liaise with line functions in the development of national policies, strategies and legislation on pollution and waste management. Participate in departmental and government forums on monitoring and evaluation of environmental legislative process. Facilitate the establishment and maintaining of internal controls and reporting systems in order to meet performance goals. Facilitate or undertake regulatory impact assessments / socio-economic impact assessment for new or existing legislative tools relating to Chemicals and Hazardous Waste Management. Coordinate cooperative governance structures and processes relating to the Department and the Waste Bureau. Promote interdepartmental coordination on monitoring and evaluation processes. Provide support to key stakeholders on Chemicals and Hazardous Waste Management. IndWMPs implementation monitoring and evaluation. Data verification and statistics management. Development and implementation of institutional arrangements to improve hazardous waste data collection and management between the various spheres of government. Development of decision support systems to evaluate technology options. Development of tools and matrices to ascertain the resource value of waste streams. Investigate interventions for the application of waste stream pricing methodologies. Coordinate the monitoring and evaluation South Africa's contribution on the implementation of Multilateral Environmental Agreements.

**ENQUIRIES FOR ATTENTION** : Mr T Magomola (Tel: 012 399 9303)  
: Ms M. van Schalkwyk

**POST 01/03** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTERNATIONAL GOVERNANCE REF NO: EAS02/2016**

**SALARY CENTRE REQUIREMENTS** : All inclusive remuneration package of R 409 989 per annum  
: Pretoria  
: A three year Bachelor's Degree/ National Diploma in Natural or Environmental Sciences or equivalent qualification in a related field plus extensive experience in international relations and cooperation. Knowledge of environmental, international governance and development issues (globally, regionally, and locally). Experience in international liaison and coordination and an awareness of SA and government's priorities. Ability to manage directorate and plan for activities, including projects and policy matters. Stakeholder engagement. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Negotiation skills, Presentation skills and Project management. People Management and Empowerment. Good computer skills.

**DUTIES** : Research and prepare policy and discussion documents to inform SA's negotiating positions on international environmental governance and relations. Conduct research and compile briefing documentation for multilateral structures. Manage, coordinate and facilitate the North-South bilateral agreements and the associated stakeholder consultations to inform SA negotiating positions on North-South bi/trilateral cooperation agreements and partnerships. Ensure sound management, monitoring and reporting on the use

of multilateral and bilateral donor resources in line with sectoral priorities including supporting National Treasury negotiations on development cooperation agreements. Prepare reports on project portfolio. Conduct site visits of projects. Interact with internal stakeholders to ensure assistance is provided to National Treasury on projects. Facilitate mobilization of multilateral and bilateral donor resources

**ENQUIRIES** : Ms S. Parker Tel: 012 399 9303  
**FOR ATTENTION** : Ms M. van Schalkwyk

**POST 01/04** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: COO16/2016**

**SALARY** : R311 784 per annum (Total package of R439 078 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of an appropriate three year Bachelor's Degree / National Diploma/ equivalent qualification plus relevant experience OR a Senior Certificate plus extensive relevant experience; Candidates should have proven supervisory skills; good planning, organizational and communications skills; knowledge of relevant legislation, policies and procedures will be an added advantage.

**DUTIES** : Management of Logistical Services. Ensuring that service calls are logged, responded to and analyzed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (Cleaning and hygiene, pest control, waste management, gardens and grounds) for offices occupied by DEA. Manage document reproduction; and switchboard services, Management of internal telecommunication and food aid services.

**ENQUIRIES** : Ms B Mampshika Tel: (012) 399 - 8516  
**FOR ATTENTION** : Ms K. Selemela

## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Mr Abel Mositsa, Tel 012 444 9120
- CLOSING DATE** : 12 February 2017
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

## OTHER POSTS

- POST 01/05** : **CHIEF TOWN AND REGIONAL PLANNER, GRADE A REF NO: DOHS/65/2016**  
3 year contract  
Directorate: Programme Planning
- SALARY** : R750 984 – R858 672.00 per annum (All inclusive package) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have a B degree in Urban/ Town and Regional Planning or relevant qualification. Six years post qualification professional experience required. Valid driver's license. Compulsory registration with SACPLAN. Applicant must also be competent in the following: Programme and project management, T & R principals and methodologies, research and development, computer-aided applications, T & R knowledge of legal compliance, creating high performance culture, technical consulting, and professional judgment. Applicants must display the following generic competencies: good decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication skills, computer literacy, delegation and development of others, planning and execution, ability to manage conflict, problem solving and analysis, insight, people management skills, change management
- DUTIES** : The successful candidate will be responsible for: future forecasting (which will include: Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meeting the needs of expansion and renewal; lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; lead and manage the application of town and regional planning principals in land development, provide technical assistance to professional teams on all aspects

regarding town and regional planning projects; ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; formulated and interpret planning legislation, guidelines, policies and regulations; management site clearance standards as agreed with Project managers, Planning and design of sustainable human settlements; compilation of spatial development frameworks (SDF) (as part of the IDP processes). Financial Management: Ensure the availability and management of funds to meet the MTEF objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principals; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; GOVERNANCE: Allocate, monitor and control resources; compile risk logs and management significant risks according to sound risk management practice and organizational requirements; manage and implement knowledge sharing initiatives eg: short-terms assignments and secondments within and across operations; People Management: manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base according to the organizational needs and requirements; manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES  
NOTE**

: Ms. N Nortman, Tel no (012) 444 9115  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/06**

: **DEPUTY DIRECTOR INTERNAL CONTROL REF NO: DOHS/78/2016**  
3 Year Contract)  
Chief Director: Financial Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R618 601 (level 11)  
: Pretoria  
: Applicants must be in possession of a recognised three year tertiary qualification in Accounting / Financial / Administration / Auditing Management or related fields; 3 years appropriate experience in Government financial, -management, -administration and -auditing. At least 5 years Management experience in a finance environment will be added as an advantage. Proven extensive experience and exposure to Governmental financial reporting practices, audit and internal control processes and procedures, management reporting, departmental objectives and business processes. The incumbent's skills should include: Planning and organizing, problem solving, interpersonal and diplomacy, Ability to gather relevant Information. Ability to work within specific timeframes and under pressure, Report writing, Management, Numeric, Computer literate, Creative, Dedicated, Approachable, Hard-working, Trustworthy, Analytical thinking, Results Orientation, Managing Technical / Procedural Adherence. Attention to detail. Ability to communicate at all levels (written, verbal and presentation), as well as to act independently and objectively in the interest of the institution

**DUTIES**

: Administer the Human Settlements Grants in line with the relevant prescripts; Monitor compliance to the Public Finance Management Act (PFMA,) and Division of Revenue Act (DoRA) by Provinces and Metropolitan Municipalities. Assist with the preparation of payments to Provinces and Metropolitan Municipalities for the allocations to be traced in line with the approved payment schedules; Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management; Identify gaps and recommend measures to be put in place to address such gaps; Assist with the evaluation of financial performance of Provinces and Metropolitan Municipalities annually and submit such reports to National Treasury in terms of the Act; Provide inputs and consolidates inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported; Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as in Mec. Prepare a payment schedule and submit such to National Treasury for approval; Ensure that there is an effective

monitoring tool to monitor performance of the grant and its impact on the poor households

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.

**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/07** : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/51/2016**  
3 Year Contract

Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Human Settlements for the management of anti-corruption initiatives undertaken by the department. The department is seeking to employ a Deputy Director reporting to the Director: Special Investigations.

**SALARY** : R612 822.00 per annum (All inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : At least an appropriate three-year degree in the law, policing or national diploma in forensic investigations. A minimum of three years of managerial experience. Extensive knowledge and experience in forensic investigations. Extensive knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.

**DUTIES** : Performing leadership functions such as giving guidance to subordinates The managing of the conducting of and reporting on investigations into allegations of fraud, corruption and mal-administration. The conducting of investigations in respect of specific/identified cases of fraud, corruption and maladministration and reporting on findings. The establishing, managing and coordinating anti-corruption initiatives. Compiling memoranda and reports/ submissions Assist the Director with general management of the activities in the Directorate. Liaising with other government Departments and relevant stakeholders in respect of anti-corruption initiatives undertaken by the Department in the implementation of the National Housing programmes. Interpreting and applying directives, policies and legislation such as the Prevention and Combating of Corrupt Activities Act, 2004. Implementing the Directorate's Strategic Plan and initiatives. Provide support for overall management including financial management, planning and coordination of the work of the Directorate. Give evidence at hearings on investigations conducted by the Department. Performing other duties assigned by the Director from time to time.

**ENQUIRIES** : Mr J Sebola TEL: (012) 444 9114

**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/08** : **DEPUTY DIRECTOR: PUBLIC INFORMATION REF NO: DOHS/55/2016**  
3 Years Contract  
Chief Directorate: Communication

**SALARY** : R612 822.00 per annum (all inclusive salary package).

**CENTRE** : Pretoria

**REQUIREMENTS** : Applications are invited from persons holding a Bachelor's degree or National Diploma with Communication Science or Public Relations as major subjects. A four (4) to six (6) years' experience within the public sector of which two (2) to three (3) years should be a managerial level. Knowledge and understanding of the Human Settlements legislative frameworks. Programme and project management; monitoring and evaluation and governance and advanced administration experience. Have the ability to coordination and intergovernmental relations and an understanding of Local Government and Provincial spheres of government. Knowledge of Human Settlements policies and programmes. Experience in public relations/ communication will be a strong recommendation. Good managerial skills and the ability to work under pressure and produce results will be an added advantage. Good writing, verbal and editing skills, computer literacy and good analytical skills. The ideal candidate must have stakeholder management and communication skills, communication n research and analysis skills, public speaking and presentation skills. Knowledge and understanding of Change Management, Service Delivery Innovation, Financial Management, Public Service Regulation and PFMA and Treasury Regulations. Driver's licence is essential.



**DUTIES** : The successful candidate will be responsible to develop and implement public information plan. Manage the departmental outreach programmes. Create public awareness on departmental programmes. Manage the Departmental distribution strategy and plan. Manage the administration of the Sub-Directorate.

**ENQUIRIES** : Mr J Sebola TEL (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST: 01/09** : **DEPUTY DIRECTOR: CORPORATE FUNCTION MANAGEMENT REF NO: DOHS/56/2016**  
3 Years Contract  
Chief Directorate: Communication

**SALARY** : R612 822.00 per annum (all inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate three (3) year Bachelor's degree or National Diploma in Events Management, Marketing or communication or equivalent; 3 years management experience; An effective communicator (verbal and written); An understanding of the human settlement sector; Certified protocol officer or working knowledge of protocol; Customer orientation, diplomacy and good interpersonal skills; Ability to negotiate and resolve conflicts; A sound understanding of the political situation in the country; Highly motivated and energized; Computer literacy (Word, Excel and Power Point); Networking ability and report-writing skills; A good understanding of Batho Pele Principals; A good understanding of government Legislative Framework; especially the PFMA; Ability to liaise and communicate with various levels of Government; Preparedness to work long and irregular hours away from base; Valid driver's license.

**DUTIES** : Plan, organize and manage corporate functions/ events for the Department; Develop, implement and manage a project management action plan for each function or event (from conceptualization – planning – conclusion (report writing); Manage the resources of the Department inclusive of people and budget; Contribute to the development of chief Directorate's strategic and Operational Plans; Manage and oversee the work of external service providers, including negotiating better deals for the Department; Manage ad hoc requisitions from other units of the Departments, especially from the Office of the Director-General and Ministry.

**ENQUIRIES** : Mr J Sebola TEL (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/10** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOHS/59/2016**  
3 Year Contract  
Chief Directorate: Human Resources

**SALARY** : R612 822.00 per annum (all inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate recognised Bachelor's degree/ National Diploma in Human Resource Management or equivalent qualification, with a minimum of three years managerial experience; Knowledge of Public Service Human Resources processes and systems, the PERSAL System. Understanding and application of legislation frameworks that are governing the Human Resource in the Public Service and other employment legislations. Good interpersonal, communication skills; display professional conduct as required from Human Resource Managers in the Public Service, leadership and team player, understanding of PILIR policy and procedure, ability to understand and implement an integrated approach towards human resources; Management Capabilities; and Computer literacy.

**DUTIES** : Interpret, implement, and maintain Human Resource policies and strategy; define and analyse the context of Human Resource Management Policy, Provide advice and guidance to line managers and external Human Resource stakeholders; Facilitate the implementation of changes in service benefits and conditions of service in the Public Service; coordinate the recruitment and selection process to ensure optimum capacity requirements in the department. Promote effective and efficient service delivery in the Human Resources of the department. Quality assurance of all documents, statistics, and PERSAL transactions before sign off/ authorize. Identify skills gap, training need and empowerment interventions. Identify critical Human Resource issues in a

department and adjust a departmental plan to address unforeseen challenges. Promote compliance and effective management of benefits, compensation, and records management. Develop Human Resource systems and procedures for conditions of service, remuneration, and service benefits. Ensure updated, maintenance and establishment control. Identify, negotiate and maintain relationships with recruitment agencies. Manage Human Resource Administration ad hoc projects. Manage PERSAL system as a PERSAL Controller of the Department. Manage Human Resource Information system. Ensure the effective, efficient, and transparent utilization of departmental resources. Foster a good relationship with government departments and other external stakeholders. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of service and the administration of Human Resources, and Finance in the department. Facilitate and manage service level agreement between the Department of Human Settlements and the service provider. Maintain sound employee relation, and professional ethics in Human Resources. Identify, manage and eliminate Human Resource Administration risks and threats. Performance management, training and development of the subordinates in the Sub-directorate.

**ENQUIRIES**  
**NOTE**

: Mr MC Ramalepe (012) 444 9113.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/11**

: **DEPUTY DIRECTOR: IT SECURITY AND RISK MANAGEMENT REF NO: DOHS/63/2016**  
3 Yearcontract  
Directorate: Information Technology Infrastructure

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 822.00 per annum (all inclusive salary package).  
: Pretoria  
: National Diploma or B Degree in Information Technology/ Computer Sciences/ Information Systems or Equivalent qualifications or SSCP/CISSP certified (or equivalent); Extensive background in Security Management in WAN, LAN and applications environment. Minimum 3 years relevant management experience; Excellent communication skills (both written and verbal); Good Planning, Organisational skills and Team Player; Good Project Management skills; Excellent Customer Relations skills and proven excellent conduct. Knowledge and Experience of the following: ISO27001:2005 framework, government legislations, International Security Standards/Policies/Best Practices and Governance Frameworks, experience in Novell, Linux and Microsoft environment.

**DUTIES**

: The successful applicant will be responsible to: Manage and develop IT infrastructure Security Framework; Develop and implement Information Security Strategies and policies; Develop and implement Information Security Awareness programmes; Perform Information technology Risk management, Audit and regulatory compliance Document information security standards and procedures; Maintain access to securable network resources, including but not limited to Internet, Remote Access, Firewalls, Domain Controllers, Application Servers and File Servers.

**ENQUIRIES**  
**NOTE**

: Mr P Mwelil (012) 444 9118.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/12**

: **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOHS/64/2016**  
3 Year Contract  
Chief Directorate: Corporate Support

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 822.00 per annum (all inclusive salary package).  
: Pretoria  
: B. Degree or National Diploma in Environmental Health, Safety Management or any equivalent Occupational Health and Safety related qualification. Applicant must: be in possession of SAMTRAC, Auditors Course, Environmental Management, Risk Assessment and Hazard Identification and Response certificates; minimum of three years Occupational Health and Safety experience, of which two of them should be at managerial level; registered with at least one of the OHS related professional associations; sound knowledge of Occupational Health, Safety and Environmental Management; sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Disaster Management Act, National Environmental Management Act, Energy Efficiency Strategy of the Republic of

- South Africa, National Building Regulations and other related legislation; working knowledge of OHSAS 18001, ISO 14001, ISO 9001 Guidelines and related SANS codes; negotiation and Conflict Management Skills; Strong leadership with strategic capabilities; Good written and verbal communication; Presentation and facilitation skills; Co-ordination and organizational with financial management skills; Basic research skills.
- DUTIES** : Develop and ensure implementation of the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Administer the implementation of the ISO Assessment Series Certification processes, which include OHSAS 18001. Administer the implementation of Energy Efficiency Strategy of South Africa. Ensure availability of Occupational Health and Safety equipment and maintenance thereof. Develop and put in place plans to deal with natural perils and disasters i.e. Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills. Identify SHE hazards and risks trends within the department and provide mitigation measures. Conduct continuous aspect and impact analysis with a view to proactive risk management, Injury on Duty and First Aid. Draw up specifications and ensure compliance by contractors in respect of safety matters. Provide necessary training to management and to OHS personnel. Provide advice and guidance to managers in respect of safety matters. Ensure organizational awareness, capacity and create a culture of commitment to health and safety in the workplace.
- ENQUIRIES** : Mr J Sebola (012) 444 9114.
- NOTE** : Male candidates and people with Disabilities are encouraged to apply
- POST 01/13** : **DEPUTY DIRECTOR: ENTITIES OVERSIGHT FINANCIAL PERFORMANCE ANALYSIS REF NO: DOHS/82/2016**  
3 Year Contract  
Chief Directorate: Regulatory Compliance Services And Monitoring
- SALARY** : R612 822per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate recognized three year degree or equivalent qualification in the Finance / Economic Management field with Financial Management, Accounting or Public Finance as a majoring subject. Knowledge of GAAP and GRAP would be an added advantage. The Sub Directorate makes use of quantitative, analytical and financial management tools to monitor and analyze the financial health of human settlements public entities. Knowledge of the Public Management Act (PFMA), Treasury Regulations and related legislation as well as budgeting processes and related frameworks is recommended. Must have report writing skills and be able to travel.
- DUTIES** : The successful candidate will be responsible to: To Monitor the financial performance of Human Settlements Entities; Ensure compliance with PFMA and Treasury Regulations by Entities; Assess the financial management of public entities by using financial analysis and other quantitative tools; Coordinate the budget planning process for Human Settlements Entities; Facilitate entities funding requests and related applications that are being made in terms of the PFMA, Treasury Regulations and related legislation; Facilitate the rationalization of Human Settlements Entities; Administration and management of the sub directorate.
- ENQUIRIES** : Mr J Sebola (012) 444 9118.
- NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/14** : **DEPUTY DIRECTOR: PROJECT RESOURCING REF NO: DOHS/66/2016**  
3 Year Contract  
Directorate: Project Resourcing
- SALARY** : R612822.00 (All Inclusive Salary Package) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate degree or equivalent qualifications; 3 to 5 years appropriate managerial experience; Good written and verbal communication skills; Computer literacy; Good analytic and problem solving skills; Knowledge of the PFMA, Housing Policy and all relevant prescripts; Good planning, organizing and investigation skills coupled with the ability to influence and /negotiate as the situation dictates; The candidate must be Client orientated/ customer focused with good people management skills; and A valid driver's license.

**DUTIES** : The successful candidates will be responsible for the following: Formalizing of build and environment frameworks and standards Evaluate the compliance with frameworks and standards and recommend remedial measures. Develop and implement measures for the provision of project management resources. Develop and implement guidelines to regulate and direct project funding streams. Monitor and evaluate project funding streams. Promote the development and implementation of remedial measures.

**ENQUIRIES** : Mr J Sebola, Tel no (012) 444 9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/15** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/76/2016**  
3 Year Contract  
Chief Directorate: Chief Financial Officer

**SALARY** : R612 822.00 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant management experience. Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, Ms Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

**DUTIES** : Provide administrative support to the DDG, Manage resources of the office of the DDG. Develop and maintain an effective documents flow system. Ensure proper and cost-effective management of the resources of the branch. Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Establish and maintain appropriate internal controls and reporting systems; Develop and maintain an effective documents flow system Provide administrative support in order to ensure effective and efficient operations of the Chief Financial Officer branch Provide secretarial support to the DDG Manage resources of the office of the DDG; Support the DDG on any task/assignment as directed by the Minister/DG. Develop an effective documents flow system for the Branch. Collate responses for parliamentary questions and submit to parliamentary officer.

**ENQUIRIES** : Mr J Sebola (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/16** : **SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: DOHS/67/2016**  
3 Year Contract  
Directorate: Contract Management

**SALARY** : R392 274.00 – R953 451.00 pa (OSD Range: MR6)(Salary will be determined by the years of experience)

**CENTRE** : Pretoria  
**REQUIREMENTS** : The candidate must have a minimum qualification of a three year; Bachelor's Degree in Law or an LLB Degree; The candidate must have a minimum of eight (8) years' work experience in a legal environment; Extensive relevant experience in contract drafting, contract management and administration with an ability to work under pressure; Knowledge and understanding of National Treasury prescripts, legal compliance and the Inter-Governmental Frameworks Act will be an advantage; The candidate must possess management, planning, co-ordination and project management skills; Extensive knowledge in drafting strategic legal documents such as international agreements, implementation protocols and in depth experience in drafting service level agreements and legal opinions; and Proven high level of verbal and written communication skills.

**DUTIES** : Management of the Sub-Directorate Contract Management Services; Drafting, vetting and coordination of all contracts which includes international agreements and implementation protocols; Ensure that the Department complies with the Constitution in relation to the drafting and processing of international agreements; maintain strategic relations with the Departments of

Justice and Constitutional Development and International Relations and Co-operation regarding the processing of international agreements; Conduct strategic legal research; Develop and implement appropriate systems, controls and measures for tracking and monitoring legal compliance; Monitor and enforce compliance by the Department with contractual obligations and furnish legal opinions where required.

**ENQUIRIES**  
**NOTE**

: Mr. J Sebola, Tel no, (012) 444 9114  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/17**

: **ASSISTANT DIRECTOR: CABINET AND PARLIAMENTARY LIASON REF NO: DOHS/45/2016**  
3 Year Contract  
Chief Director: Executive Support

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R311 784.00 per annum (+ 37% In lieu of Benefits)  
: Cape Town  
: Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent. Good communication skills (verbal and written) and computer literacy are essential requirements. The ability to maintain sound interpersonal relations, administrative, planning and events management will be a strong recommendation. Knowledge of Government protocol and understanding of Parliamentary and Cabinet processes in South Africa, Knowledge of the PFMA and Treasury Regulations applicable to the Public Service. The ability to work independently as well as in a team; ability to work under pressure and irregular hours

**DUTIES**

: The successful candidate will be responsible for: Management of the administration in the Office of the Director-General Provide support to the Director-General and other senior departmental officials when in Cape Town; Assist with the monitoring and reporting of the budget for the directorate and ensure payment to suppliers. Provide assistance in developing and maintaining systems, policies and procedures within the Chief Directorate; Assist with the coordination of Departmental events in Parliament; Management of Parliamentary Questions, Cabinet Memoranda as well as records keeping thereof. Secure a user friendly filing system; facilitate the packing and dispatching of official documents and other items including submissions between Cape Town and Head Office and maintaining records thereof; Attend to telephonic queries, and refer them to relevant units within the Department.

**ENQUIRIES**  
**NOTE**

: Ms N Norman (012) 444 9115.  
: Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/18**

: **ASSISTANT DIRECTOR: HS SECRETARIAT: REF NO: DOHS/46/2016**  
3 Year Contract  
Chief Directorate: Executive Support

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R311 784.00 per annum (+ 37% In lieu of Benefits)  
: Pretoria  
: An appropriate Bachelor's Degree/National Diploma coupled with extensive experience in committee work. Exceptional analytic and writing skills. Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act) Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office Power Point. Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations. Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts. Ability to work under pressure and in a hectic & unpredictable environment. Planning & organizing skills. Supervision, management and leadership skills. Basic financial management skills, Willingness to travel extensively. A valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance. The selection process will involve subjecting candidates to an intense competency test in the form of writing.

**DUTIES**

: The successful candidate will be responsible for: Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee,

Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members Monitor, track, coordinate and communicate decisions of various decision- making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures. Supervise and provide in-service training to subordinates on a variety of matters related to committee work. Compile reports, memoranda and letters regarding issues of the Sub-Component. Assist to oversee the budget of the Sub-Component.

**ENQUIRIES** : Ms N Norman (012) 444 9115.  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/19** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOHS/48/2016**  
 3 Year Contract

**SALARY** : R311 784.00 p.a (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Audit (IIA). General Internal Auditor (GIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification. A Minimum of three years' experience Internal Auditing of which one year should be at a supervisory level, while experience in performance audit environment will be an added advantage. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. To ensure efficient and effective conducting of performance audits. To assist with the development of the three year rolling plan. Comprehensive planning of the audits to ensure that the audit addresses the objectives, risks, controls and governance procedures. Performance of audit fieldwork to evaluate the economy, effectiveness and efficiency of management measures in place-resulting in quality working papers and substantiated findings. Timeous reporting of each phase of the audit project to ensure efficient and effective performance of the audit. Good customer service. Good written and verbal communication. Report writing Good Interpersonal relations. Analytical skills. Problem solving and conflict management. Supervisory skill. Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL).Willingness to travel when required. A valid driver's licence.

**DUTIES** : Audit Management with the development of the strategic and audit coverage plan. Assist with the planning of audit projects. Ensure performance audits are conducted in accordance with the approved audit methodology and IIA standards. Evaluates systems to identify shortfalls. Development of the planning memorandum/ audit programme. Suggest corrective action; make recommendations, monitor and follow-up. Performs the performance audits in a professional manner, and in accordance with the approved audit programme. Appraising and monitoring the adequacy of the corrective action taken to improve deficient conditions. Comprehensive documentation of the work performed and compliance in to the IIA standards. Verification of the selected sample against the audit procedures. Obtaining correct supporting documentation for the audit findings. Engaging with the line function management to clear audit queries. Comprehensive documentation of the audit findings including management comments and action plan. Highlighting significant audit findings. Preparation of a draft audit report and submission thereof to the supervisor for review and approval. Assist in making oral or written presentations to management during and at the conclusion of an audit. Assist in discussing deficiencies, recommending corrective action, and suggesting improvements in operations.

**ENQUIRIES** : Ms ES Motsepe. Tel: 012 444 9119  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/20** : **ASSISTANT DIRECTOR: ASSURANCE AUDITS REF NO: DOHS/49/2016**  
3 Year Contract  
Branch: Director-General  
Chief Directorate: Internal Audit, Risk Management & Special Investigation  
Directorate: Internal Audit

**SALARY** : R 311 784 p.a (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidate must have: A three year tertiary internal audit/Auditing and financial accounting qualification, Minimum of 5 years internal auditing experience of which three should be at supervisory /management experience. Studying towards CIA or any relevant professional qualification. General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Be a Member of the Institute of Internal Auditors. Ability to use the working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL). A valid driver's licence.

**DUTIES** : The successful candidate will be required to: Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the three year rolling plan and one year Internal Audit Operational Plans. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Plan the allocation of the assigned audit resources. Document the Audit Program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyze data, reports and documents to reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document the audit outcomes. Draft preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan. Assess and review the application controls as per the operational audit plan (ISACA Standards). Assess and review the general controls as per the operational audit plan (ISACA Standards) Supervise staff members.

**ENQUIRIES** : Ms ES Motsepe Tel: (012) 444 9119  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/21** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOH/52/2016**  
3 Year Contract  
Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Housing for the management of anti-corruption initiatives undertaken by the department.

**SALARY** : R311 784.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year recognized bachelor's Degree or a National Diploma. A minimum of a three years' experience in the appropriate field. A thorough understanding of corruption issues in the implementation of national Housing Programmes. Experience in and an understanding of planning and management of investigations and investigative procedures. Familiarity with legislation governing public finance and administration, housing as well as the Public Service anti-corruption prescripts such as the Public Service Anti-Corruption Strategy, the Prevention and Combating of Corrupt Activities Act,

2004, the Protected Disclosures Act, 2000, the Special Investigating Units and Special Tribunals Act, 1996 etc. Proficiency in verbal and written communication, as well as presentation skills. Computer literacy and a valid driver's license.

**DUTIES** : Managing, coordinating and monitoring investigations. Reporting to the Director-General and the Minister in respect of progress on investigations. Monitoring and evaluating complaints received and identifying appropriate action. Managing the implementation of the public service anti- corruption prescripts. Attending to the drafting and/or revision of departmental or internal anti-corruption policy prescripts. Attending to corruption related parliamentary questions posed to the Minister in the National Assembly. Attending to the facilitation of departmental fraud and corruption risk assessment. Conducting regular anti-corruption advocacy. Participating in and supporting of anti-corruption initiatives. Performing other duties assigned by the Deputy Director from time to time. The candidate will be subjected to security vetting. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process.

**ENQUIRIES** : Ms N Nortman TEL: (012)444 9115  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/22** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT REF NO: DOHS/58/2016**  
 3 Year Contract  
 Chief Directorate: Human Resources

**SALARY** : R311 784.00 per annum + 37% In lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree/National Diploma in HR or HRD with at least 3 years' experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts. Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.

**DUTIES** : Key Responsibilities: Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyze data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5 % of total compensation allocated for performance bonuses.

**ENQUIRIES** : Ms E Motsepe TEL: (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/23** : **ASSISTANT DIRECTOR: DATA INTEGRATION REF NO: DOHS/68/2016**  
 3 Year Contract

**SALARY** : R311784.00 per annum (+ 37% In lieu of Benefits) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Diploma in GISC or relevant 3-year qualification; Applicants are invited from highly computer literate persons (with proficiency in Microsoft Excel, Microsoft access and PowerPoint presentation) who are in possession of at least a diploma in Information Management or a related qualification, or proven 2 -3 years hands on experience in an information management environment. Project management qualification/experience will be a recommendation required is a team –player who has a proven track record in working with data and information. Knowledge of the Human Settlements sector will enhance the applicant's eligibility. Experience in a data warehouse environment for the monitoring of service delivery information and managing data and statistics will also serve as a recommendation. Good interpersonal and stakeholder



		networking skills in conjunction with excellent communication skills (verbal and written) are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will gather human settlement data and related information from provincial and municipal offices to monitor programs and projects. Data verification and analysis for completeness and credibility Data Maintenance Update information.
<b><u>ENQUIRIES</u></b>	:	MS N Nortman, Tel no, (012)444 9115
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRANTS MANAGEMENT 2 POSTS REF NO: DOHS/77/2016</u></b> 3 Year Contract Chief Director: Chief Investment Officer
<b><u>SALARY</u></b>	:	R311 784.00 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Accounting/Financial Management; minimum of three (3) years relevant experience in a financial analysis environment, Knowledge of Public Finance Management Act (PFMA), National Treasury regulations, Division of Revenue Act (DoRA); Knowledge of government budgeting processes; People management skills; Research and analytical skills; Project management skills; financial management skill Presentation and facilitation skills; Communication (written and verbal) skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Administer the Human Settlements Grants in line with the relevant prescripts; Monitor compliance to the Public Finance Management Act (PFMA),) and Division of Revenue Act (DoRA) by Provinces and Metropolitan Municipalities. Assist with the preparation of payments to Provinces and Metropolitan Municipalities for the allocations to be transfer in line with the approved payment schedules; Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management; Identify gaps and recommend measures to be put in place to address such gaps; Assist with the evaluation of financial performance of Provinces and Metropolitan Municipalities annually and submit such reports to National Treasury in terms of the Act; Provide inputs and consolidates inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported; Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as MinMec Prepare a payment schedule and submit such to National Treasury for approval; Ensure that there is an effective monitoring tool to monitor performance of the grant and its impact on the poor households
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT ANALYSIS REF NO: DOHS/83/2016</u></b> 3 Year Contract Chief Directorate: Regulatory Compliance Services
<b><u>SALARY</u></b>	:	R311 784 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma/Degree in Risk Management or Auditing. A post-graduate qualification will be an added advantage and a minimum of 3 to 5 years Risk Management or Auditing experience preferably within the public sector. The candidate must have knowledge Public Sector Risk Management Frameworks and other internationally recognized Risk Management practices. Must also have a working knowledge and understanding of Enterprise Risk Management Principles in relation to good Corporate Governance. In addition the candidate must have knowledge of the PFMA and Treasury Regulations and the application of the Public Sector Risk Management Framework. Membership of IRMSA will be an added advantage.
<b><u>DUTIES</u></b>	:	Promote adherence to Public Sector Risk Management Framework by Human Settlements Entities. Monitoring the implementation of Human Settlements Entities specific Risk Management Strategic Plans and its objectives. Ensure compliance with good corporate governance guidelines with specific reference to the Risk Management. Analyse organizational risk profiles of each entity and

		monitor the implementation of proposed solutions. Provide administrative support to the Sub-Directorate. Coordinate risk assessments, collate and consolidate risk assessment results for management attention. Monitor the implementation of remedial actions against emerging risk by Entities Risk Managers Assist in compiling risk management quarterly reports
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/26</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: DOHS/84/2016</u></b>
		3 Year Contract
		Chief Directorate: Legislative Compliance And Monitoring
<b><u>SALARY</u></b>	:	R311 784.00 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year tertiary qualification in Legal and Compliance coupled with 3 to5 years' experience in compliance in the public or private sector. Understanding of the Human Settlements Sector. Knowledge of computer packages. Analyses and problem solving. Prescripts, policies and practices. Good Communication skills (verbal and written) Service Delivery and People Management.
<b><u>DUTIES</u></b>	:	Support the introduction of measures to monitor the implementation of legislation. Support the investigation of potential areas of compliance, vulnerability and risks with the view to give guidance/support .Support investigations regarding alleged violations of regulations and legislation and make recommendations for the implementation of rectifying measures. Participate in research regarding the impact of external factors on policy development flowing from the implementation of legislation and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/27</u></b>	:	<b><u>SENIOR INTERNAL AUDITOR 2 POSTS REF NO : DOHS/50/2016</u></b>
		3 Year Contract
		Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R262 272.00 p.a (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Audit (IIA). General Internal Auditor (GIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification. A Minimum of three years' experience Internal Auditing. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure. Good written and verbal communication. Report writing skills. Good Interpersonal relations skills. Analytical skills. Problem solving and conflict management Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL).Willingness to travel when required. A valid driver's license
<b><u>DUTIES</u></b>	:	Evaluate the established system of internal controls and provide assurance that there is compliance with the relevant policies and procedures. Evaluates and assess the reliability and integrity of financial information. Review and assess the risk management processes. Review and assess the general and application controls. Conduct audits to evaluate the controls, processes and systems on the utilization of resources. Conduct audits to provide assurance regarding the performance against objectives and goals. Conduct audits to review an assess the processes, systems and controls, within the Departments and in the Provinces. Conducts random audits in the provinces to ensure compliance with regulations pertaining to conditional grant grants.
<b><u>ENQUIRIES</u></b>	:	Ms ES Motsepe. Tel: 012 444 9119
<b><u>NOTE</u></b>	:	Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/28** : **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DOHS/79/2016**  
3 Year Contract  
Chief Directorate: Financial Services

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum (+ 37% In lieu of Benefits)  
: Pretoria  
: The ideal candidate must have: A recognized three years Degree or National Diploma in Accounting Auditing or Cost and Management Accounting. Extensive knowledge and understanding of PFMA, Treasury Regulations and other relevant prescripts; At least two (2) years relevant experience in managing people; Experience and understanding of Finance, Internal Control and Auditing environment; Computer literacy; Ability to effectively and efficiently communicate and liaise with auditors and internal staff members. Working knowledge of transversal systems BAS, PERSAL, LOGIS. Good communication, interpersonal relations skills and team work; ability to analyze, plan, initiate and solve problems.

**DUTIES** : The successful candidate will be responsible to: Capture and authorize entities, Creditors and sundry payments; clear bookkeeping and creditor's suspense accounts, bank reconciliations, bookkeeping, supervising petty cash, improving awareness and compliance to financial policies. Submission of bank reconciliation within four days of monthly closure to National Treasury. Presentation of policies or procedures driving workshops/various level Authorisation of credit transfers and foreign payments. Clear all PMG exceptions, review revenue reconciliation, rectifying of overpayment within thirty days.

**ENQUIRIES NOTE** : Ms E Motsepe (012) 444 9119.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/29** : **CHIEF NETWORK CONTROLLER REF NO: DOHS/ 62/2016**  
3 Year Contract)  
Chief Directorate: MIS and Information Technology Systems  
Directorate: Information Technology & Systems  
Sub-Directorate: Information Technology Client Services

**SALARY CENTRE REQUIREMENTS** : R262 272.00 per annum (+ 37% In Lieu of Benefits)  
: Pretoria  
: University of Technology National Diploma in Information Technology; 3 years solid practical experience in LAN/Desktop Support environment preferably in Novell; Knowledge of GroupWise v.12, MS Exchange/Outlook, MS Office Suite 2010/2012, BAS, LOGIS, PERSAL ( will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+ , ITIL Foundation certificates (highly recommended); Good understanding of Mobile/Tablet Technology & Operating Systems ( e.g. iOS, Android, Symbian, Windows etc); Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organising Skills, Valid driver's licence for standby and after-hours support.

**DUTIES** : The appointee will be responsible for: Provide IT Desktop & LAN Support; Perform Server Backups; ITC Technical Assessment; Supervise Staff & Mentoring of IT Interns; Provide IT Standby & After-hours Support.

**ENQUIRIES NOTE** : Ms ES Motsepe, Tel no,(012)444 9119  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/30** : **ADMINISTRATIVE OFFICER: CORPORATE SECRETARIAT REF NO: DOHS/47/2016**  
3 Year Contract  
Chief Directorate: Executive Support

**SALARY CENTRE REQUIREMENTS** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
: Pretoria  
: Appropriate Bachelor's degree/ National Diploma; 2 - 3 years applicable relevant experience; Knowledge of applicable Prescripts, Policies and practices, especially with regard to financial and provisioning prescripts; Computer Literacy; Problem solving and Analysis. The candidate must be in a position to work under pressure. A valid Code 08 driver's license is compulsory.

**DUTIES** : The successful candidate will be responsible for: Implement administrative procedures for the Unit. Managing of the office, especially incoming and

- outgoing correspondence; Receiving and directing visitors; Arranging for transport and accommodation; Rendering of general logistical support, including project related assistance; Drafting of documents and managing of the workflow record system; Handling of procurement process; Arranging of meetings, including the keeping of minutes and providing secretarial support.
- ENQUIRIES** : Ms N Norman (012) 444 9115.  
**NOTE** : Male, Female and people with disabilities are encouraged to apply)
- POST 01/31** : **CALL CENTER: PUBLIC LIAISON OFFICERS 8 POSTS REF NO: DOHS/53/2016**  
 3 Year Contract
- SALARY** : Level: R211 194.00 per annum + 37% In lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are invited from persons holding a Matriculation or Grade 12 certificate; a higher qualification would be an advantage; experience in customers services and orientation to help; working experience at a call center would be required; Ability to operate automated telephone system good written and verbal communication skills; good interpersonal skills; general knowledge of the Department of Human Settlement's mandate and how government works; good Listening Skills; be prepared to learn; positive attitude towards customers; a team player; ability to communicate with customers in English and at least one African language beside home language; Must be professional in handling customers on the telephone; and Must be computer literate (word, excel, any email system).
- DUTIES** : Attend the Public telephone queries from all 9 Provinces including Presidential Hotline. Facilitate resolution with relevant sphere of government (National, Province, or Municipality). Handle customer enquiries and queries (walk in) Create awareness to customers about the Department Service Delivery Objectives. Do follow-ups on weekly, monthly and quarterly reports including the Presidential Hotline report. Attend events and provide service fair according to Batho Pele Principles. Liaise with Government Departments for updated of policies and regulations for the benefit of the Public. Capture issues raised by the Public in the database. Maintain the system.
- ENQUIRIES** : Ms ES Motsepe TEL: (012) 444-9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply)
- POST 01/32** : **PRINCIPAL PERSONNEL OFFICER REF NO: DOHS/60/2016**  
 3 Year Contract  
 Chief Directorate: Human Resources
- SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate plus three (3) years of appropriate experience. Extensive knowledge of the PERSAL System will be a recommendation. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC Resolutions and DPSA circulars regarding human resource administration. Computer literacy; good interpersonal skills, understanding of Human Resource professional ethical values, commitment to have a positive impact as Human Resource Practitioner understanding Human Resource delivery dynamics and able to meet stakeholders service expectations, good written and verbal communication skills are essential.
- DUTIES** : Provide administrative support to recruitment and selection, and implementation of recruitment and selection departmental policy in line with recruitment and selection enabling legislation frameworks. Promote efficient and effective Human Resource practice. Administer process and approve appointments, promotions, SMS packages, transfers, termination of services. Administer and maintain probation reviews of officials, process and approve payments of Performance Assessments outcomes, Provide advice and support to line managers and other role players on the PILIR, leave policies and procedures. Develop and maintain departmental processes and procedures on leave and records management. Compile of quarterly leave reports and analysis. Administer housing subsidy, long service recognition, state guarantees, service bonus (13<sup>th</sup> cheque), and resettlement. Process injury on duty, Revise and approve transactions on PERSAL, Supervise, manage performance and train subordinate(s) to ensure a high level of service delivery to line functionaries

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/33** : **PERSONAL ASSISTANT: LEGAL SERVICES REF NO: DOHS/61/2016**  
3 Year Contract  
Chief Directorate: Legal Services

**SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a senior certificate, augmented by 2 years relevant experience in office assistant and secretarial duties. A diploma in office management/administration or a secretarial qualification will be an added advantage, strong computer as well as typing skills; good interpersonal relations skills; good communication (verbal and written) skills; excellent planning and organising skills; basic financial management skills; good telephone etiquette; in addition to the above, the candidate must be prepared to travel.

**DUTIES** : The successful candidate will be required to manage all calls by screening incoming and outgoing calls and ensuring efficient flow of information within the Chief Directorate; maintenance of the Chief Directorate filing system; organizing workshops and meetings; preparation of agendas, minutes and compilation of reports; recording and safe-keeping of incoming and outgoing mail; packaging of submissions and memoranda; tracking of submissions and documents; performance of word-processing and/or typing functions; completion of transport and subsistence claims as well as assisting in the co-ordination of budgetary/financial issues; management of assets and ordering of stationery and equipment; diary management.

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/34** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DOHS/80/2016**  
3 Year Contract  
Chief Directorate: Financial Services

**SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have: An appropriate relevant Bachelor's degree or National diploma in financial studies; Good interpersonal skills and communication (both written and verbal); The ability to work under pressure; Computer Literacy (Microsoft Office); The following will serve as a recommendation: knowledge of Treasury Regulations, Public Finance Management Act, Delegations, PERSAL, Easy file (SARS), Basic Accounting System (BAS), Safety Web, thorough knowledge of Financial Accounting skills: Accuracy.

**DUTIES** : The appointee will be responsible for: Salary administration including but not limited to instating of allowances, deductions, recalling of salaries, calculating overtime etc. Clear salary and debt related suspense accounts by means of journals, IRP 5 accumulations on PERSAL, Completing and submitting Annual and Bi-annual tax reconciliations Reconciliations between BAS and PERSAL, PERSAL EBT control account and suspense accounts. Check and capture S&T claims; Provide information on debt age analysis and Key Management Expenditure for the Interim and Annual Financial statements, Ensure proper record keeping.

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/35** : **DESIGNER, DTP SPECIALIST: PRODUCTION (DESIGN) REF NO: DOHS/54/2016**  
3 Year Contract  
Directorate: Corporate Communication: Production

**SALARY** : R171 069.00 per annum + 37% In Lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Graphic Designer: Production will promote communication via the design and development of a website, publications and other communication actions. The Designer reports to the Deputy Director: Production. The Ideal candidate will have: National Diploma/Degree in Design Studies. At least one year experience in working in a design environment. The candidate should have

design and layout experience in using the following programmes: Adobe Indesign CS, Adobe Photoshop CS2, CorelDraw 12 or 13, Macromedia Freehand and all the Microsoft packages as well; Good interpersonal and collaborative skills. The candidate must have printing knowledge. The ability to work under pressure. Good written and verbal communication skills; Language and proofreading proficiency; and the ability to take good quality photos and to manage the photo library.

**DUTIES** : Key Performance Areas: Concept development and implementation of design and layout of all printed and promotional material. Concept development and implementation of design and layout of all electronic interactive communication vehicles. Liaise with clients and service providers when designing and producing work Implement brand compliance with all departmental design-related jobs

**ENQUIRIES** : Ms ES Motsepe TEL: (012) 444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/36** : **LEGAL ADMINISTRATIVE OFFICER MR 1-MR5 REF NO: DOHS/69/2016**  
 3 Year Contract  
 Directorate: Hs Framework Legislation And Research

**SALARY** : R162 726.00 – 416 343.00 per annum (All inclusive salary Package will be based on proven Legal Experience)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a recognised LLB degree in law, augmented by relevant experience in the legal environment. Applicants must possess sound legal skills including thorough knowledge of constitutional law, administrative law, law of evidence, company law, labour law, drafting skills and advanced research skills. A sound knowledge of the housing environment and housing legislation and policies. Knowledge of the Constitution, Promotion of the Administrative Justice Act 3 2000 and the Promotion of Access to Information Act 2 of 2000. Further requirements are a good command of the English language and computer literacy, and an ability to communicate effectively and liaise between sections, departments and the legal profession. The ability to work with the minimum of supervision is a further requirement.

**DUTIES** : The successful candidate will be required to render corporate legal Support services to the Ministry and the department. The successful candidate will, in the exercise of his/her duties, perform duties such as the drafting of standard legal documents (contracts, guarantees etc.); conduct legal research; provide general advise (drafting of opinions, writing reports etc.); attending to litigation; drafting briefs to the State Attorney and State Law Advisors; attending to queries and/or correspondence. The successful candidate will work in the Sub directorate: HS Framework Legislation and Research. He/she will fall directly under the Senior Legal Administration Officer of the Sub directorate to whom he/she will report. The successful candidate will be required to monitor housing legislation, both national and provincial and ensure that housing legislation is being properly implemented. In addition, he/she will be required to undertake research for both new and amending legislation, to report on court cases based on provisions in housing legislation or legislation which impacts on housing legislation.

**ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/37** : **SENIOR FILING AND CAPTURING CLERK 2 POSTS REF NO: DOHS/57/2016**  
 3 Years Contract  
 Directorate: Records Management

**SALARY** : R142 461.00 per annum + 37% In lieu of Benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : Minimum Grade 12 Certificate; 1 – 2 years relevant experience in a records management environment in a public institution; Knowledge and understanding of National Archived and Records Management (NARS) prescripts and practices for management of public records; Good communication (written and verbal); Interpersonal relations skills; Ability to prioritize and work under pressure, Computer literate in Microsoft Word and Excel. The following will be added advantages: National Diploma in Archival Studies/ Information Science/ 1 year National Certificate in Archival Studies;

- Successful completion of a specialised Records Management training course for governmental bodies.
- DUTIES** : The successful candidate will be responsible to: Process transfers for closed and terminated records to internal repositories, including conducting inspections and verifications on intended records transfer requests; Conduct decongestion including sorting, arrangement and description of terminated records; Facilitate proper and safe storage custody and preservation of records in repositories, including filing, packing and shelving of records; Facilitate user access and use to closed and terminated records in repository custody, including capturing, listing , update and maintenance of essential repository registers. Process systematic disposal for: Destruction of qualifying ephemeral records including identification, retrieval and verification; Transfer of qualifying archival records to NARS for permanent preservation.
- ENQUIRIES** : Ms E Motsepe TEL (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/38** : **SENIOR ADMIN CLERK REF NO: DOHS/70/2016**  
 3 Year Contract  
 Directorate: Facilities Management
- SALARY** : R142 461.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 Certificate.2 years' experience required. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative procedures. The candidate must possess excellent communication skills (verbal and written). Problem solving and analysis. Excellent Planning and Execution Skills. The candidate must be in a position to work under extreme pressure.
- DUTIES** : Render general administrative support services, Provide supply chain clerical support services within the directorate. Provide personnel administration clerical support services within the component Provide financial administration support services in the component. Render leave administration services for the directorate Render Telecommunications Administrative Support services Render Ad-HOC activities administrative duties within the directorate
- ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/39** : **SENIOR ACCOUNTING CLERK 2 POSTS REF NO: DOHS/81/2016**  
 3 Year Contract  
 Chief Directorate: Financial Services
- SALARY** : R142 461.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate plus 2 years salaries administration experience; Good interpersonal skills and communication (both written and verbal);The ability to work under pressure; Computer Literacy (Microsoft Office);The following will serve as a recommendation: Knowledge of Basic Accounting System (BAS) and PERSAL.
- DUTIES** : Salary administration; Checking of creditors payments and related queries; Creditors Reconciliation; Checking of the payment register; Record keeping; Capturing of entities & payments; Assistant Cashier; Reconciliation of month-end reports; Control and follow-up of pay sheets; Reconcile of creditors payment; Compare the day end register with the morning version; Respond to payment related queries; Make sure that all new creditors are captured on Bas and Safety web; Clearing suspense account; Payment of revenue to NRF.
- ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/40** : **SENIOR SECRETARY: INFORMATION TECHNOLOGY INFRASTRUCTURE REF NO: DOHS/71/2016**  
 3 Year Contract
- SALARY** : R142 461.00 per annum (+ 37% In Lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate (or equivalent qualifications), Advanced typing skills, any typing qualification or training will be advantageous; Events organization and management skills and proven experience; Knowledge of government budgeting processes; Demonstrable familiarity with the PFMA; Computer

<b><u>DUTIES</u></b>	:	Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Well developed communication, inter-personal and report writing skills.
	:	Answering the telephone, making telephone calls, organizing the office and general administrative duties; Receiving visitors and clients; Keeping the Director's diary; Making arrangements for journeys and accommodation; Managing correspondence, Establishing and maintaining a filing system; Ensure that documents adhere to set norms and standards; Managing the financial and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all in-came and expenditure are timeously and correctly declared; Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/41</u></b>	:	<b><u>SENIOR SECRETARY: CONTRACT MANAGEMENT REF NO: DOHS/72/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R142 461.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria
	:	Senior Certificate (or equivalent qualifications), Advanced typing skills, any typing qualification or training will be advantageous; Events organization and management skills and proven experience; previous working experience in government will be an added advantage; Knowledge of government budgeting processes; Demonstrable familiarity with the PFMA; Computer Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Well developed communication, inter-personal and report writing skills.
<b><u>DUTIES</u></b>	:	Answering the telephone, making telephone calls, organizing the office and general administrative duties; Receiving visitors and clients; Keeping the Director's diary; Making arrangements for journeys and accommodation; Managing correspondence, Establishing and maintaining a filing system; Ensure that documents adhere to set norms and standards; Managing the financial and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all income and expenditure are timeously and correctly declared; Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/42</u></b>	:	<b><u>SENIOR SECURITY OFFICER REF NO: DOHS/73/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R142 461.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria
	:	Applicants must be in possession of a Grade 10 to12 Certificate or equivalent qualification. Registration with PSIRA grade C and relevant experience as a security officer. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to take initiative and supervise Security Officers. Ability to understand and implement policies, directives and related prescripts in security administration. Knowledge of safety measures. Knowledge of emergency procedures. Ability to operate security equipment. Be prepared to work irregular hours and night shifts. Shortlisted candidates will be subjected to pre-employment Security screening.
<b><u>DUTIES</u></b>	:	The successful candidates will: Perform access control functions which will include the following: Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Administrative and related functions Provide security related services
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/43</u></b>	:	<b><u>SECURITY OFFICER REF NO: DOHS/74/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE</u></b>	:	R119 154.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria



- REQUIREMENTS** : Applicants must be in possession of a Grade 10 to12 certificate or equivalent qualification. Basic security officer's course and basic education and training and relevant experience as a security officer. Sound Knowledge of MIS, NISA, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985, and Protection of Information Act, etc. Good writing and interpersonal skills. Knowledge on the relevant emergency procedures. Ability to understand and implement policies, directives and related prescripts in security administration. Be prepared to work irregular hours and night shifts. Shortlisted candidates will be subjected to pre-employment security screening.
- DUTIES** : The successful candidates will: Perform access control functions which will include the following. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Operate X-ray machines. Lock and unlock entrances. Record incidents and make follow-up. Ensure that unauthorized persons and dangerous objects do not enter the building/premises .Ensure safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals, light switched on and off as required. Apply emergency procedures (in situation like bomb scares, fire, riots etc. and alert emergency services and departmental management. Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized. Ensure all incidents are recorded in the occurrence registers/books
- ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/44** : **CLEANERS 2 POSTS REF NO: DOHS/ 85/2016**  
 3 Year Contract  
 Directorate: Facilities Management
- SALARY** : R100 545.00 per annum (+ 37% In Lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 (STD 8) Certificate or ABET. No experience required, however, an experience in cleaning sector will be an added advantage. The successful candidate should portray the following competencies: good Communication skills, reliable, hardworking and good interpersonal relations.
- DUTIES** : Provision of cleaning services. Cleaning offices corridors, elevators and boardrooms by, dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by, cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by, refilling hand wash liquid soap, replace toilet papers, hand towels and refreshments. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning material
- ENQUIRIES** : Ms ES Motsepe, Tel no,(012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF TRANSPORT**

- APPLICATIONS** : Hand deliver to: Office no. A48, 32 Fleming Street, Stellenbosch Park, Schornville, King William's Town Post to: The Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho. 5605
- CLOSING DATE** : 20 January 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) ( Matric Certificate must also be attached), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive 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. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 6 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by ECDOT. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. The ECDOT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**OTHER POSTS**

- POST 01/45** : **CHIEF PERSONNEL OFFICE (CONDITION OF SERVICE)**
- SALARY CENTRE REQUIREMENTS** : R 262 272.00 – R 308 947.00 pa (Level 8).  
: Head Office - (King William's Town)  
: Degree/ National Diploma in Human Resource Management/ Public Administration with 3 -5 years' experience in a Human Resource Management environment as well as Persal Knowledge. Competencies: Job Knowledge: Persal system, Injury on Duty claims (IoD's), S&T, overtime and Fuel calculations, HR management principles, Project management principles, Planning and organising, Public Servic Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Public Finance Management Act, 1999. Skills: Communication skills, Interpersonal relations, Flexibility, Teamwork, Computer literacy, Planning and organizing, Language skills, Good Verbal and written communication skills. Meeting procedures, Report writing, Stakeholder and customer relationship management principles.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Recommend (approve) transactions on Persal according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Ensure implementation of service termination. Capture service termination on PERSAL timeously. Implement and ensure pension benefits. Completion of withdrawal forms from Pension. Calculation of Leave Gratuity. Implement leave of absence and incapacity leave and ill health retirement. Leave auditing on monthly basis. Leave reconciliation against PERSAL choice 4.5.11, leave book Z1 and for any discrepancies inform the respective Directorate. Employees for who have exhausted the sick leave cycle 36 days (3 year cycle) will have to apply for incapacity leave depending on the number of days absent (1-29 days its short period and 30 days up will be long periods) Ill health retirement can be

implemented as approved by the HOD whether the employee has exhausted his cycle or not as long as chronic illness and the specialist or treating doctor deemed it necessary for the employee to be medical boarded. Processing Long Service awards. Request PERSAL print out from PERSAL Management for all employees who qualifying for recognition for 20, 30, and 40 years. Write a memorandum to the CFO's approval for the payment of these employees. After approval the memorandum is sent to Finance for payment. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

**ENQUIRIES** : In connection with the applications kindly contact Mr. Ngcobo, 043 604 7458

**POST 01/46** : **PERSONAL ASSISTANT X 8: (VARIOUS COMPONENTS)**

**SALARY** : R 211 194.00 – R 248 781 pa (Level 7)  
**CENTRE** : Head Office - (King William's Town)  
**REQUIREMENTS** : Secretarial Diploma qualification with 3- 5 years' experience in rendering a support service to senior management. Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration.

**DUTIES** : Provides a secretarial/ receptionist support service to members of the Senior Management Service (SMS). Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinate and advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Renders administrative support services. Obtain inputs, collates and compile reports. Scrutinize routine submissions/ reports and make notes/ recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collate information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensure travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manage leave register and telephone accounts for the unit. Handle the procurement of standard equipment like stationery, refreshments etc for the activities of the manager and unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to manager regarding meetings. Support the manager with administration of the manager's budget. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : In connection with the applications kindly contact Mr. Ngcobo, 043 604 7458

**PROVINCIAL ADMINISTRATION: GAUTENG  
GAUTENGPROVINCIAL 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** : 20 January 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. 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 01/47** : **DEPUTY DIRECTOR – FINANCIAL ACCOUNTING**  
Chief Directorate: Provincial Accounting Services
- SALARY** : R612 822. 00 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant three year tertiary qualification e.g. Bachelor's Degree or National Diploma in Accounting. 3 - 5 years relevant financial accounting experience of which 1 -2 years must be at ASD/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.
- DUTIES** : The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements. Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately

implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.

**ENQUIRIES** : Ms B Mtshizana Tel no: 011 227 9000

**POST 01/48** : **ASSISTANT DIRECTOR – PFMA COMPLIANCE**  
 Re-advertisement. This position was previously advertised in circular 41, post 41/45. Candidates who applied previously are encouraged to re-apply.  
 Directorate: Norms and Standards

**SALARY** : R 311 784.00 (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Bachelor's degree or a National Diploma (NQF6) in Auditing/ Risk Management/ BCom Degree majoring in Auditing. A post graduate Diploma in Compliance will be an added advantage. Minimum of 1 – 2 years' experience in Compliance/ Risk Management/ Auditing. Knowledge and understanding of the PFMA, Treasury Regulations and other relevant Legislations. Excellent communication skills (verbal and written). Knowledge of public sector compliance management will be an added advantage.

**DUTIES** : Conduct compliance assessments with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation within GPG departments and entities. Ensure that basic principles and appropriate interpretation of the PFMA, Treasury Regulation and relevant laws and regulation are understood and applied by GPG departments and entities. Analyse irregular, fruitless and wasteful expenditure of departments and provide measures and action plans to ensure reduction thereof. Analyse 30 days payments reports, cost containment measures and other reports. Assist in the development, implementation and monitoring of provincial instruction notes, guidelines and all applicable frameworks. Maintain an updated Query Register, Incoming and outgoing correspondence register. Analyse and make recommendations on all requests. Prepare monthly and quarterly reports. Monitor progress on the implementation of the Action Plans.

**ENQUIRIES** : Mr HR Tsotetsi, 011 227-9000  
**NOTE** : All shortlisted candidates will be required to write a simulation test.

**POST 01/49** : **JUNIOR FORENSIC INVESTIGATOR 3 POSTS**  
 Directorate: FORENSIC  
 Person Profile: Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail. Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity

**SALARY** : R262 272.00 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation and any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years' experience in forensic investigation or law enforcement. Valid driver's license. Successful candidates will be required to undergo a security vetting process.

**DUTIES** : Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct

case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyze and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager. Perform other duties and responsibilities assigned from time to time by senior management.

**ENQUIRIES** : Ms. B Sedibe Tel No: (011) 227-9000

#### **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.***

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 01/50** : **HEAD: CLINICAL UNIT (MEDICAL), CHILD & ADOLESCENT PSYCHIATRY, REF NO: S-002451**  
Directorate: Psychiatry

**SALARY** : R1 444 857 per annum. (all inclusive package Based on OSD)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : A basic medical MBChB or equivalent degree, a specialist qualification in Psychiatry (FCPsych, MMed or equivalent) and a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry or equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry PLUS at least five (5) years of experience as a Psychiatrist including three (3) years of experience as a Child & Adolescent Psychiatrist

**DUTIES** : To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To contribute to clinical management within the hospital. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

**ENQUIRIES** : Dr T.J. Madigoe, Tel. No: (011) 535 3001/3276  
**APPLICATIONS** : Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist, identity card/document. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

#### **OTHER POSTS**

**POST 01/51** : **PHARMACIST GRADE2 REF NO: TDH01/2017**

**SALARY** : R627 675-R666186.00( Plus benefits)  
**CENTRE** : Tshwane District Hospital

<b><u>REQUIREMENTS</u></b>	:	B.Pharm. Registration with SA Pharmacy Council as a pharmacist. Excellent communication & information skills, management skills and Time management skills, good interpersonal skills, team builder, basic Administrative and computer skills, training skills, counseling skills Research, development & statistical analysis skills, supervisory/motivational Skills, problem solving and decision making, basic financial management skills Project management skills, policy analysis skills, Monitoring and evaluation skills Presentation skills, customer focused and responsiveness. Sound knowledge of Legislation applicable to pharmacy practices, Human Resource Management and Staff relation legislation. Appropriate clinical and theoretical knowledge.
<b><u>DUTIES</u></b>	:	Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget For the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA National Core standards requirements, ensure drug availability, avoid wasteful and Fruitless expenditure. Support the Pharmacy Manager in effective administration Of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, observe All batho pele principles.
<b><u>ENQUIRIES</u></b>	:	Ms Dolo Tel No :( 012) 354 7861/64
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form, Certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
<b><u>CLOSING DATE</u></b>	:	31January2017
<b><u>POST 01/52</u></b>	:	<b><u>ASSISTANT MANAGER NURSING – (SPECIALTY) (PN-B3) DAY AND NIGHT DUTY REF NO: S-002463</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R509 148 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital, Krugersdorp
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification (Advanced Psychiatry), with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212. Nursing Administration qualification will be an added advantage. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience after obtaining the 1 year post-basic qualification in advanced psychiatry. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 OF 2002, public sector relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho -Pele principles; Patients' rights charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.
<b><u>ENQUIRIES</u></b>	:	Ms. M.M. Sono , Tel No: (011) 951 8222
<b><u>APPLICATIONS</u></b>	:	Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric

Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
20 January 2017

**CLOSING DATE**

**POST 01/53**

**OPERATIONAL MANAGER: NURSING SPECIALTY (PAEDIATRIC) REF NO: S-002447**  
Directorate: Nursing Services

**SALARY**

**CENTRE**

**REQUIREMENTS**

R465 939.per annum (plus benefits)  
Tambo Memorial Hospital  
Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year. A minimum of 9 years appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At Least 5 years of the period referred to above must be appropriate recognisable experience after obtaining the year post-basic qualification in Post Basic Paediatric Nursing Science / Neonatal Nursing Science.

**DUTIES**

Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in the department. Efficient implementation and evaluation of Neonatal, Perinatal and child care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patients' needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation management and development of staff.

**ENQUIRIES**

**APPLICATIONS**

Ms. E. Mogudi, Tel No (011) 898 8314 / 8054  
Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**

20 January 2017

**POST 01/54**

**ASSISTANT MANAGER NURSING (AREA: GENERAL STREAM) PN-A7 2 POSTS REF NO: S-002430**  
Directorate: Nursing Department

**SALARY**

**CENTRE**

**REQUIREMENTS**

R 465 939 per annum (plus benefits)  
Cullinan Care and Rehabilitation Centre  
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional nurse with SANC in General Nursing. At least three (3) years of the period above must be appropriate/recognized experience at Nursing Management Level. A qualification in Nursing management will be an added advantage. Competencies: Understanding of nursing legislation and related legal and ethical nursing practices. Ensuring that clinical nursing practices are rendered in accordance with the scope of practice and nursing standards as determined by the institution. Basic understanding of Human Resource and Financial policies and practices Basic understanding of the legal framework governing the public service. Understanding the Mental Health Care Act No, 17 of 2002. Effective communication skills and complex report writing.

**DUTIES**

Ensuring that a holistic nursing care service is delivered to Patients in a cost effective, efficient and equitable manner by the Nursing Units that form part of the Nursing Area including the overall management of nursing service in the relevant Nursing Area. Co-ordinate, promote and monitor nursing activities in the nursing units which form part of the Nursing Area, in terms of Service Standards, Quality Assurance Standards and Protocols, Infection Control and Occupational Health and Safety Legislations and Policies. Promoting efficient and effective customer care and quality patient care in line with the South African Nursing Council rules and regulations, Patients' Rights and the Batho Pele Principles. Ensuring proper utilisation of allocated financial and physical resources. Monitoring and exercising strict adherence of the policies, protocols



and guidelines in line with the strategic objectives of the department. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses. Actively participate in the implementation of national strategic plan for nurse education, training and practice 2012-2017

**ENQUIRIES** : Ms N A Masigo, Tel No: (012) 734 7015/7017  
**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/55** : **OPERATIONAL MANAGER (OBSTETRIC): REF NO: S-002453**  
Re-Advert  
Directorate: Nursing

**SALARY** : R465 939 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Advance Midwifery will be an added advantage. Current SANC receipt. A minimum 9 years appropriate / recognizable in nursing after registration as a professional with SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in obstetric nursing. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of Human Resource and financial policies and practices. Ensure performance management of staff. Effective leadership and conflict resolution skills. 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 and Patient's Right Charter. Demonstrate effective Communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Mr. T.M. Rankhumise, Tel No: (011) 346 2333 / 321 6219  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/56** : **QUALITY ASSURANCE PNA-7 REF NO: S-002454**  
Directorate: Management

**SALARY** : R465 939 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum 8 years appropriate/ recognisable experience in nursing as a professional nurse after registration with SANC. At least three years of the period above must be experience as a manager. Those with other relevant experience with relevant qualifications are also welcomed to apply. Drivers licence is must. Have knowledge of computer e.g. Power point, Excel and Word. Have good interpersonal skills and report writing.

**DUTIES** : To deal with all matters relating to Core Standards. Supervision of Queue marshals in the hospital. Coordinate and establish meetings relevant to your departments. Contract and review the staff members falling under your management. Assist with the quality assurance monitoring and evaluation

framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms, required for the development of measurable performance indicators related to the quality of care in the institution. Drafting of annual, quarterly and other relevant quality assurance performance reports.

**ENQUIRIES** : DR. D.R Maluleke, Tel No: (011) 321-6003

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : Closing date is as of below at 15:00.  
20 January 2016

**POST 01/57** : **OPERATIONAL MANAGER NURSING GR 1(GENERAL): INFECTION PREVENTION AND CONTROL REF NO: S-002431**  
Directorate: Nursing Management

**SALARY** : R367 815 per annum (Plus Benefits)

**CENTRE** : Cullinan Care and Rehabilitation Centre

**REQUIREMENTS** : Basic R425/R683 qualification i.e. Diploma/Degree in General, Psychiatry ,Community and Midwife/ Diploma in General Nursing. Proof of current Registration with the SANC as professional nurse. Qualification in Infection prevention and Control will be an added advantage. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Skilled to develop ongoing training programmes in Infection prevention and control principles for all categories of staff. Research skills to advice Hospital Management. Valid driver's licence.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and nursing standards as determined by the facility. Work as part of multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding infection prevention and control and waste management. Monitor and review infection control and waste management guidelines and protocols. Implement and maintain an effective hospital infection control surveillance system and waste management programme in alignment with relevant policies. Monitor utilisation of Financial Human resources. Develop and monitor the implementation of Infection control and waste Management Programme, and education and training programmes. Participate in immunisation programme related activities. Conduct periodic audits (e.g. adherence to IPC standards, hygiene audits, hand washing audits) and develop quality improvements plans. Notification of notifiable conditions, maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Develop and sustain infection prevention and control committee. Provision of effective support to nursing services: do relief duties (calls) as required by the service.

**ENQUIRIES** : Ms NA Masigo, Tel No: 012 7347000 X 215

**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**NOTE** : People with disabilities are encouraged to apply.

**POST 01/58** : **OCCUPATIONAL HEALTH AND SAFETY NURSE (GENERAL) GRADE 1 PN-A5 REF NO: S-002444**  
Directorate: Nursing

**SALARY** : R367 815 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Cullinan Care and Rehabilitation Centre
	:	Diploma/Degree in basic Nursing R425 qualification in Nursing. Registration with South African Nursing Council (SANC). Seven (7) years' service experience as a Professional Nurse in General units. Experience working in Occupational Health and Safety Environment. A certificate in Health and Safety will be an added advantage.
<b><u>DUTIES</u></b>	:	Arrange Committee meetings and prepare agendas thereof. Perform medical surveillance and physical examination of staff. Biological monitoring, including vaccination of staff. Minutes recording and processing from Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organizational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organization's compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non-compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairperson or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer's Personal Assistant for inclusion in correspondence register.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. MM Malaza, Tel No: (012) 734-7050
	:	Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: <a href="http://www.gauteng.gov.za">www.gauteng.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	20 January 2017
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply
<b><u>POST 01/59</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY MANAGER /COORDINATOR</u></b> <b><u>REF NO: S-002432</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R367 815 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	CULLINAN Care and Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	A three year Bachelor's Degree/National diploma/equivalent NQF 6 certificate in OHS. At least two years relevant experience in this field. Ability to communicate effectively with other employees, senior officers, elected members and the public. Personal organisation and time management. Numeracy and accuracy. Computer literacy and competent keyboard skills. Minute recording and agenda preparation. Knowledge and application of policies governing the Public Service. Good communication (verbal and written).
<b><u>DUTIES</u></b>	:	Arrange Committee meetings and prepare agendas thereof. Perform medical surveillance and physical examination of staff. Biological monitoring including vaccination of staff. Minutes recording and processing for Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organisational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organisations compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non-compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters. Coordinate the review of Council's OHS policies, plans, programs and contribution to the forward planning process in liaison with the Chief Executive Officer. Liaise with OHS workgroup representatives in matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire

extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairman or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer's Personal Assistant for inclusion in Correspondence register.

**ENQUIRIES APPLICATIONS** : Ms N. A Masigo, Tel No: (012) 734 7015/7017  
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre, Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/60** : **TB COORDINATOR REF NO: S-002417**  
 Directorate: TB Unit

**SALARY CENTRE REQUIREMENTS** : R367 815 -378 846 per annum (plus benefits)  
 : West Rand District Health Region A  
 : Diploma or Degree in nursing that allows registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver's Licence. Computer literacy and be able to work on Excel, Access, Word and Power point.

**DUTIES** : Ensuring effective implementation of TB Programme at a Sub District level, Promote implementation of the National TB control guidelines and policies in all facilities, Monitor and support all TB reporting units in the Sub District and Hospitals. Affiliated private clinics and Correctional Services. Plan and organise TB quarterly Meetings for the Sub District, Conduct structured support visits in facilities in the Sub District. Monitor and evaluates NGO "s hospitals and TB wards, support and monitor TB focal point in hospitals. Ensure good working relationship with the WBOT programme. Liaison with all programmes with in the Sub District and other stake holders for effective management of the TB programmes, Support and guide managers and nurses on both programmes policies and guidelines. Facilitate and coordinate TB training and in service training for facility health care workers, Coordinate monthly and quarterly TB reports for submission to District, Validate verify and analyse data prior to submission to the next level , Attend District and Provincial meetings as required , Ensure team work in the TB programme.

**ENQUIRIES APPLICATIONS** : Ms. Lizzy Sebokolodi, Tel No: (011) 953 4515  
 : Applications must be submitted on a Z83 form with a CV, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted directly at the West Rand District Health CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag X2053 Krugersdorp, 1740 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/61** : **ASSISTANT DIRECTOR: FMU REF NO: S-002421**  
 Directorate: Facility Management Unit

**SALARY CENTRE REQUIREMENTS** : R311 784 per annum (plus benefits)  
 : Tembisa Provincial Tertiary Hospital  
 : An appropriate National diploma in electrical / Mechanical with more than 5 years' experience of which 2 years should be at Supervisory level. A qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment will be an added advantage. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint) Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. A valid driver's license.

**DUTIES** : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services and DID – Artisans(Electrical, Mechanical,

Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the institution. Strengthen record keeping process and implement record management policies. Monitor and report on the quality standard required by the institution. Monitor and report on proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance on site. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identified areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensure the implementation of FMU practices, procedures, guidelines and policies. Responsible for implementation of Occupational Health and Safety act. Participate in the development of strategic and operational plans for Facility management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Fulfil duties as per PMDS contract and job description. Perform any other duties as delegated by management.

**ENQUIRIES** : Ms Phumzile Mathabe , Tel No: (011) 923-2000  
**APPLICATIONS** : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/62** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S-002423**  
 Directorate: Supply Chain Management

**SALARY** : R311 784.per annum (plus benefits )  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Degree/ Diploma / Equivalent qualification in Supply Chain Management with two years supervisory level experience or Grade 12 with 5 years experience in Supply Chain Supervisory Level. Sound knowledge and understanding of the PFMA, PPFA and Treasury regulations and Supply Chain Management framework Act as well as BBBEE Act. Strong analytical skills, good interpersonal skills, change management, HR Management, planning, organizing customer care management skills. Computer literacy, good problem solving, decision making skills. Experience in Department of Health will be an advantage.

**DUTIES** : Lead a team that renders services in Demand Management and Acquisition Management. Conduct needs analysis and industrial analysis. Ensure that the Requisitions are linked to the budget and the strategic objectives. Compile Demand/Procurement plans. Participate in committees within the hospital. Ensure compliance with the National Core Standard. Ensure compliance to 30 days payment and assist the hospital to acquire a clean audit.

**ENQUIRIES** : Mr. L.H. Mojela, Tel No: (011) 923-2221  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/63** : **MIDDLE MANAGER: HEALTH INFORMATION MANAGEMENT REF NO: S-002424**  
 Directorate: Administration

**SALARY** : R311 784 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital



- REQUIREMENTS** : Degree/Diploma/Equivalent qualification in Health Information Management with two years supervisory level experience or Grade 12 with 5 years experience in Health Information Management Supervisory Level Sound knowledge of Public service Regulation, Public Service Act and other relevant Health Information Management legislative framework. Good verbal and written Communication Skills, System, data quality assurance and computer literacy with word and excel software to create and edit charts, tables, graphs and presentation. Strong oral and written communication skills, knowledge of Public Health Programmes. Data management processes, tools and DHIS. Ability to operate successfully in a team and to work independently. Good interpersonal skills.
- DUTIES** : Assists in directing, planning organizing, monitoring and evaluating the work of the division to ensure effective and efficient operations and compliance with established standards, rules and regulations and to oversee the HIS. Participate in the planning, designing and implementing data processes and analysis, training of staff, ensure routine monitoring of quality data, accuracy and consistency of reporting. Health information Management professionals manage all aspects of the content of medical patient records and patient information systems. Job responsibilities include anything from information gathering and maintenance, data analysis and interpretation to designing, implementing, and maintaining health information technology systems. Supervises the maintenance of medical records and the preparation of statistical reports for research and hospital administration. Provides in-service training and evaluates departmental personnel as hospital administration. Provides in-service training and evaluates department and evaluates departmental personnel as required. Develops orientation and training programs and ensure ongoing competence of staff is documented; serves as a member of various committees and participates in hospital staff meetings as required. As a result, health information managers must keep up with current computer and software technology and with legislative requirements. In addition, as patient data become more frequently used for quality management and in medical research, health information managers ensure that databases are complete, accurate, and available only to authorized personnel.
- ENQUIRIES** : Mrs. L.R. Mmatli Tel No: (011) 923-2053
- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 20 January 2017
- POST 01/64** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: S-002425**  
Directorate: Human Resource
- SALARY** : R311 784 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Degree/ Diploma / Equivalent qualification in Human Resource Management with two years supervisory level experience or Grade 12 with 5 years experience in Human Resource Supervisory Level. Sound knowledge of Public service Regulation, Public Service Act and other relevant human resource legislative framework. Good verbal and written Communication Skills.
- DUTIES** : Manage the administration of system and implementation of staff establishment, Responsible for the implementation of Human Resource Policies, plans and strategy. Develop internal controls and policies and procedures on condition of service, remuneration and employee benefits in line with human resources practices, procedures, guidelines and policies. Ensure the implementation thereof manage and administer all aspects of condition of service including employee benefits. Manage the provision of staffing services (recruitment and selection). Manage Human Resource Personnel information system and Human Resource management. Attend to Audit queries and implementation of the recommendation thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon a departmental skills gap analysis and PMDS System. Advise management and the department on Human Resource practices, procedures, guideline and policies etc.
- ENQUIRIES** : Mr. N. Ramolumisi, Tel No: (011) 923-2080

- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 20 January 2017
- POST 01/65** : **ASSISTANT DIRECTOR: FINANCE REF NO: S-002422**  
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum (plus benefits)  
: Tembisa Provincial Tertiary Hospital  
: Degree/ Diploma / Equivalent qualification in Finance with two years supervisory level experience or Grade 12 with 5 years experience in Finance Supervisory Level. Understanding of the following legislations PFMA, BBBEE, PPPFA, and Treasury Regulations. Must have practical experience of using systems applicable to Gauteng Health. Leadership and sound management skills. Ability to work under tight deadlines and still attain the desired outcome. Ensure adherence to financial policies, guidelines and procedures. Must have knowledge of BAS, SAP and PAAB.
- DUTIES** : Management of Revenue, Budget and expenditure. Management of Suspense accounts, alignment of expenditure and budget. Ensure a correct allocation or alignment of expenditure through giving SCOA allocations to the orders. Ensuring that relevant correct reconciliations and reports are submitted to relevant managers and reviewed by head office and, variance explained properly (IYM etc.). Support compilation of yearly budget and Present budget reports to management and cost centre managers on a monthly basis. Monitoring of commitment register; provide informed opinion (advice) and historical information during budgeting processes and assist the financial manager in consolidating (bilateral, MTEF, adjustment, virement). Allocation of SCOA and budget on RLS01. Consolidation of budget wish lists compile budget per line item and per cost centre. Ensure that all money or revenue due to the hospital is collected. Provide support to creditors and debtor's department. Come up with strategy to collect revenue. Ensure that all reports are compiled and submitted on time.
- ENQUIRIES APPLICATIONS** : Mr. K.E. Phaka Tel No: 923-2221  
: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 20 January 2017
- POST 01/66** : **DIETICIAN (PRODUCTION) GRADE 1 REF NO: S-002433**  
Directorate: Allied services
- SALARY CENTRE REQUIREMENTS** : R262 020 per annum (plus benefits)  
: Cullinan Care and Rehabilitation Centre  
: Interested candidates should have a BSc/B. Degree in Dietetics, i.e. a 4 year integrated or 3/4 year + 1 year postgraduate degree. Currently registered with the HPCSA as a Dietician. A minimum of 1 year clinical experience (Community service completed). Sound knowledge of clinical theory, practice, and ethics relating to the delivery of Dietetics services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure. Must have a valid driver's license.
- DUTIES** : To provide Dietetics services to patients. Effectively render optimal, cost effective and evidence based nutritional care in a public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the Dietetics students. Provide appropriate, relevant and cost effective input in the food service provision to patients. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with management of the food service unit.

**ENQUIRIES APPLICATIONS** : Mr NP Mabaso Tel: 012 734 7000 X 270  
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre.  
 Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre,  
 Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017  
**NOTE** : People with disability are encouraged to apply

**POST 01/67** : **PERSONAL ASSISTANT (PA) REF NO: S-002426**  
 Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R 211 194 per annum (plus benefits)  
 : Tembisa Provincial Tertiary Hospital  
 : Grade 12 certificate plus a qualification in Secretarial studies / Office Administration, Diploma /Certificate. A minimum of 3 years relevant experience in rendering a support to Senior Management. Must have Advanced Computer literacy package such as Microsoft Excel, Power – point, MS Word etc. Good telephone etiquette and strong interpersonal relations. Competencies: Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to work under pressure, in a team, independently and take initiatives. Willing to work after hours when needed.

**DUTIES** : Overall management of the office administration functions. Manage the office of the Nursing Manager. Manage all incoming and out-going correspondence. Maintaining a filing system to file and retrieve documentation. Handling of Confidential documents. Managing the diary of Nursing Manager. Arranging meetings, appointment and taking minutes. Liaise on behalf of the Nursing Manager with Departmental officials, other stakeholders and the public. Attend telephone calls and Messages and referring appropriately where required. Ensure effective flow of Information and documents. Make official travel arrangements for the Nursing Manager and processing of subsistence and travel claims. Assisting the office with Personal tasks within agreed framework and with the compilation of Office budget and document management. Develop and manage an efficient, professional document management (filling) system, type, fax, photocopy and dispatch documents.

**ENQUIRIES APPLICATIONS** : Mr. W.N. Mothwane, Tel. No: (011) 923-2050  
 : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**POST 01/68** : **SECURITY MANAGER REF NO: S-002434**  
 Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R211 194 per annum (plus benefits)  
 : Cullinan Care and Rehabilitation Centre  
 : Security related qualifications. National Diploma or Degree with more than 5 years security experience. Two (2) years must be in a managerial/ supervisory capacity. Valid driver's license. Computer literate.

**DUTIES** : Safety: Monitor the implementation of the compliance with the OHS Act. Ensure safety of staff, patients, students and visitors. Access Control Management: Physical access control. Manage & monitor implementation of access control and attend to gaps identified. Leadership & Governance Management. Monitor the implementation of security measures, Policies and guidelines in the hospital. (MISS & MPSS) Manage the vetting process in the hospital inclusive of contractors. Contribute to the Department planning, budgeting, and procurement processes as well as monitoring and evaluation. Develop and implement Operational Plan for the security department of the hospital. Strategic management Liaise with stake holders e.g. SAPS, Central Office, Security Service Provider, NIA, Correctional Services on security management matters. Operational Management: Manage security plan and security contracts Coordinate and monitor the implementation of security measures in the hospital Conduct security threats and risk audit. Conduct security awareness. Manage investigations relating to security breaches and advice management regarding security threats. Advice and make recommendations to management on security trends and issues Supervise and manage resources. Manage staff performance and the review thereof. Staff development.



**ENQUIRIES** : Ms NA Masigo, Tel No: 012 7347000 X 215  
**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017  
**NOTE** : People with disabilities are encouraged to apply.

**POST 01/69** : **PHARMACIST ASSISTANT POST BASIC REF NO: S-002443**  
Directorate: Pharmacy Department

**SALARY** : R170 904 per annum (plus benefits)  
**CENTRE** : Cullinan Care and Rehabilitation Centre  
**REQUIREMENTS** : A Pharmacist's Assistant Post Basic qualification, registered with the South African Pharmacy Council (SAPC). Appropriate post-registration experience will be an added advantage. Good interpersonal skill, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public Service legislation; communication skills; mathematical skills; computer literacy.

**DUTIES** : Perform all duties falling within the scope of practice of a Pharmacist's Assistant post basic under the direct supervision of a Pharmacist, including but not limited to the following: 1) Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs; 2) re-packaging of medicines; 3) distribution and control of medicines; 4) reading and preparation of a prescription, the selection, labeling and supply of medicines in an appropriate container following the interpretation and evaluation of a prescription; 5) dispensing of medicines and providing information, education and counseling to patients to promote health.

**ENQUIRIES** : Ms. MM Malaza Tel:012 7347050  
**APPLICATIONS** : The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at; [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/70** : **PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: S-002446**  
Directorate: Pharmaceutical Services

**SALARY** : R170 904 per annum (plus benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Post Basic Pharmacist assistant qualification. Registration with the SAPC as a pharmacist assistant post basic. Computer literate will be a recommendation. OTHER SKILLS: Basic knowledge of communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management, work effectively in a team

**DUTIES** : The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue medication to patients and wards as per prescription. Distribution of stock to patients and wards. Repacking, informing patients on the correct use of medicine. Receive, read and check prescription for legality, authenticity and validity. Stock control which includes receiving issuing and maintenance of stock, bulk compounding of stock in accordance with good manufacturing practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with relevant stakeholders. Address pharmacovigilance.

**ENQUIRIES** : Mrs. C.K Mokhele Tel: (012) 717 9389  
**APPLICATIONS** : Applications must be completed fully on z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to jubilee district hospital Human Resource Department private bag x449. Hammanskraal.0400 or hand delivered at Jubilee Hospital or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/71** : **PHARMACY ADMIN CLERK REF NO: S-002455**  
Directorate: Administration

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Minimum Grade12 or equivalent post-matric qualification. Must have at least three years of hospital experience. Be able to work under pressure and take

- instructions from the supervisor/s without deviations. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care. Must have computer skills.
- DUTIES** : Perform provisioning and admin functions to ensure effective and efficient delivery of pharmaceutical services under supervision of pharmacists. Update the manual documentation and the database as per specific authorisation. Keep hard copies of all records from the data base as required maintaining the audit trail. Obtain the necessary quotations for purchase of medication as required. Procure stock for the pharmacy using the official procurement procedures i.e. for MSD and buy out items. Follow-up at various business partners. Monitor and maintain stock including 6 monthly re-order level. Reconciliation of orders, invoices and any other document as per PAS procedures. Reconciliation of issue vouchers and the month end budget reports from MSD. Be responsible for filing.
- ENQUIRIES APPLICATIONS** : Ms. A Boston Tel No: (011) 321-6000
- The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- Closing date is as of below at 15:00.
- CLOSING DATE** : 20 January 2016
- POST 01/72** : **REGISTRY CLERK REF NO: S-002450**  
Directorate Registry
- SALARY CENTRE REQUIREMENTS** : R 142 461 – 167 814 per annum (plus benefits)  
: Sizwe Tropical Disease Hospital  
: Grade 12 with 2 years' relevant experience in office administration Knowledge. Knowledge of registry responsibilities, storage, and retrieval procedures. Computer skills, good communication skills both verbal and written. Ability to work in a team and good interpersonal skills.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to registry functions. Process documents for archiving and disposal. Smooth running of the registry office. Liaising with other departments for transfers and disposal of records. Compile monthly statistics. Supervision of messengers.
- ENQUIRIES APPLICATIONS** : Ms. ME Skhaolelo (011) 531 4311/4394  
: Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted to: The HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham 2131 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 20 January 2017
- POST 01/73** : **ADMINISTRATION CLERK REF NO: S-002435**  
Directorate: Hast
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum (plus benefits)  
: Cullinan Care and Rehabilitation Centre  
: Grade 12 with years' experience in an ART clinic environment. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Knowledge of TIER.NET system and handling of Correctional service file. Sound verbal and written communication skills. Good telephonic etiquette and interpersonal skills. Be able to work under pressure.
- DUTIES** : Provide effective and efficient administration support to the clinic, with regards to patient /customer service and data capturing. Keep record of daily visits by patients, filling, complete relevant admission forms, obtain demographic information check and enter specimen results and monitor waiting times. Ensure all administrative duties of the clinic are rendered, including answering and re-directing telephone calls and queries, control incoming confidential information, attend to visitors and keep record. Order stationery and goods for the clinic. Manage meetings by typing agendas, minutes and keeping records. Render data management services such as capturing in the TIER.NET system assist with various administrative duties as assigned by the manager.
- ENQUIRES** : Nkosi NM, Tel (012)734 7000 Ext 274

**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**POST 01/74** : **ADMIN CLERK - FMU REF NO: S-002427**  
Directorate: Facility Management Unit

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with 2 years clerical experience. Computer literacy (Microsoft Word, Excel and PowerPoint, Outlook) plus ability to work independently. Recommendations: Office organization skills; General Filing Skills; Communicate efficiently (verbal and written).

**DUTIES** : Receive works order, log call for maintenance and clinical engineering unit; record all works orders in the recording system accordingly; liaise with workshop on works orders not attended to; handle routine inquiries; keep and maintain the filing system for the unit; stock control of office stationery; record movement of documents (incoming and outgoing); file documents orderly perform FMU functions, make copies, fax documents, send and receive e-mails; order, issue and receive stock; compile weekly and monthly report of all call logged maintenance and clinical engineering unit.

**ENQUIRIES** : Ms Phumzile Mathabe , Tel No.: (011) 923-2000  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**POST 01/75** : **HUMAN RESOURCE CLERK REF NO: S-002436**  
Directorate: Human Resource Department

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Cullinan Care and Rehabilitation Centre  
**REQUIREMENTS** : Grade 12 or B-degree/Diploma in Human Resource at least three years extensive relevant experience in Human Resource environment. Knowledge and understanding of PERSAL, HR prescripts, legislative frameworks and procedure. Good computer skills (MS word, Excel, PowerPoint, etc. Ability to work with groups at different levels and coordinate various HR Activities. Ability to work under pressure.

**DUTIES** : Perform Human Resource Administration functions from appointment to terminations. Process the following matters regarding service benefits: housing, acting allowance, leave, and medical scheme, injury on duty, pension fund overtime, and probation and issuing of long service certificates. Process and amend all PERSAL transactions. Collecting of data for delegation (statistics) report Manage source and select functions pertaining: preparation of advert/s to GSSC. retrieve all adverts from website and place on notice board/sand keeping records of all adverts. Leave audits, staff verification and checking institutional attendance registers

**ENQUIRIES** : Mr. JK Makhoba Tel (012 734 7050)  
**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**POST 01/76** : **ADMINISTRATION CLERK (TRANSPORT MANAGEMENT) REF NO: S-002437**

**SALARY** : R142 461 Per Annum (Plus Benefits)  
**CENTRE** : Cullinan Care and rehabilitation centre  
**REQUIREMENTS** : Grade 12 certificate with 5 years' experience in transport environment in the public service, or relevant managerial National Diploma \ Bachelor's degree with 1-2 experience in transport environment in the public service Supervisory experience will be an added advantage. Sound knowledge of Public Service legislations (PFMA, BCEA, PSA, LRA, Treasury Regulations National Road Traffic Act and other Related Legislations). Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal).

Knowledge of ELS system, Shift work is compulsory. Valid code 8/10 driver's license and PDP. Be able to work shift hours.

**DUTIES** : Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Management of day to day activities, allocating responsibilities to the drivers, conduct regular vehicle inspections pre- and after trips. Monitor compliance to service level agreement and Transport policies. Develop standard operating procedures for the transport section. Educate all officials on the utilization of GG vehicles, Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Oversee the management and maintenance of all GG and leases vehicles. Liaise with Government garage and central office on standard transport operating practices. Coordinate and compile monthly reports (Vehicle incidents/accidents reports and traffic fines), log sheets and reconciliation of invoices and Develop and manage all relevant transport registers. Prevention of fraud and misuse of Government vehicles. Attend meetings and workshops. Knowledge and application of disciplinary procedures. And perform any other duties delegated by supervisor.

**ENQUIRIES** : Mrs. Mbinga Nancy, Tel No (012 734 7059/7000)

**APPLICATIONS** : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**NOTE** : People with disability are encouraged to apply.

**POST 01/77** : **CLIENT INFORMATION CLERK REF NO: S-002438**  
Directorate: Switchboard Department

**SALARY** : R142 461 per annum (plus benefits)

**CENTRE** : Cullinan Care and rehabilitation centre

**REQUIREMENTS** : Grade12.At least 2 years relevant experience. Telephone etiquette, good communication skills, interpersonal relations and Computer literacy.

**DUTIES** : Handling incoming and outgoing calls. Answer general enquiries .Keep record of private calls, receive messages and convey them appropriately to division and persons. Updating of departmental telephone directory and distribution thereof. Arrange installations and transfer of telephone. Assist with costing of private telephones. Perform other tasks that may be delegated to by the supervisor .Work shifts, weekends and public holidays according to the duty roster. Adherence to Batho Pele Principles.

**ENQUIRIES** : Ms. NM Mbinga, Tel: No: (012 734 7000)

**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 20 January 2017

**NOTE** : People with disability are encouraged to apply

**POST 01/78** : **SECRETARY REF NO: S-002439**  
Directorate: Administration

**SALARY** : R 142 461 per annum (plus benefits)

**CENTRE** : Cullinan Care & Rehabilitation Centre (CCRC)

**REQUIREMENTS** : Grade 12 Plus a recognized Administrative/ Secretarial Diploma or Equivalent Qualification Coupled with at least 1-2 years' experience in an office management environment or as a Secretary. Knowledge of administrative processes, advanced use of MS Office Suite and Internet. Experience in dealing with the public. Proficiency in English and sound verbal and written communication skills. Ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High Level of reliability and ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must be able to work under pressure, take initiative and work independently.

**DUTIES** : The incumbent will be responsible for, but not limited to; Provide secretarial/ Administrative support services to the CEO and management in relation to logistical requirements in the Office of the CEO, diary management, dealing with logistics of meetings like preparing the venue as well as the agenda and taking of accurate minutes; provide an advanced administration support service to the CEO with regards to coordinating and managing incoming and

out-going calls and correspondence, liaise with the office of the Chief Director on behalf of the CEO: Support the CEO with administration of budget and petty cash requirements :stay up to date with regards to applicable prescripts, policies and procedures to ensure efficient and effective support to the CEO. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES APPLICATIONS** : Ms MM Malaza Tel 012 734 7000 X250  
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 20 January 2017

**POST 01/79** : **SECURITY OFFICER 10 POSTS REF NO: S-002440**  
 Directorate: Nursing Department

**SALARY CENTRE REQUIREMENTS** : R100 545.per annum (plus benefits)  
 : Cullinan Care and Rehabilitation Centre  
 : Grade 12 or equivalent NQF 4 Certificate, grade C PRSIRA certificate with 3 years' experience as a security officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

**DUTIES** : Protection of personnel information and property by doing the following. Access control including traffic and crowd control, patient safety, guarding and patrolling of buildings. Update security registers. Work hand in hand with private security personnel. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

**ENQUIRIES APPLICATIONS** : Ms NA Masigo, Tel No: 012 7347000 X 215  
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE NOTE** : 20 January 2017  
 : People with disabilities are encouraged to apply.

**POST 01/80** : **HANDYMAN (FMU) REF NO: S-002441**  
 Directorate: Administration & Support

**SALARY CENTRE REQUIREMENTS** : R100 545 per annum (plus benefits)  
 : Cullinan Care and Rehabilitation Centre  
 : Abet level 1 ability to read and write with good communication and Interpersonal skills. Ability to work under pressure.

**DUTIES** : Attend to minor malfunctions in all District Facilities e.g. plumbing etc. Replacement of bulbs replacing door locks. Assist where need arises. e.g garden services, facility sites visits using snack list to identify malfunctions. Adhere to infection control and occupational Health and Safety guidelines. Accept additional functions assigned by supervisor or as delegated

**ENQUIRIES APPLICATIONS** : Mr N. A Rasidzoge, Tel No: 012 7347000 X 247  
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE NOTE** : 20 January 2017  
 : People with disabilities are encouraged to apply.

**POST 01/81** : **QUEUE MARSHAL REF NO: S-002456**  
 Directorate: Quality

**SALARY CENTRE REQUIREMENTS** : R100 545 per annum (plus benefits)  
 : Edenvale General Hospital  
 : Minimum Grade10/ Abet level 4 or Grade 12 Certificate. 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Be people oriented. Sound knowledge of Customers care and Batho Pele Principles.

**DUTIES** : Control and Maintain order in waiting areas. Assist to screen patients in the waiting areas. Direct clients to appropriate clinics and areas of the Hospital. Welcome patients and visitors. Be able to give health talks to waiting patients. Provide clean cups for water. Check environment for broken equipment.



Oversee/mend helpdesk and handle relevant queries and complaints.  
Performing of any other duties as delegated by supervisor.

**ENQUIRIES** : Mr. A Peter Tel (011 321 6000)  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/82** : **FOOD SERVICE AID REF NO: S-002457**  
Directorate: Support service

**SALARY** : R84 096 per annum (plus benefits)  
**CENTRE** : Edenvale Regional Hospital  
**REQUIREMENTS** : Minimum qualification: Abet or grade 10/12 with applicable food service/ cleaning experience. Hospital experience/ exposure will be an added advantage. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.

**DUTIES** : Cooking according to menu planned food preparation, meal serving and distribution of meals to the wards. Prepare special meal for therapeutic diets and also prepare food parcels for the patients and all other special requests. Serve tea for management as well as staff in the dining room. Wash dishes and all other utensils and equipments that are used in the kitchen. Clean and scrub floors, store rooms, offices, and kitchen. Wash fridges, freezers, stoves, ovens on day scheduled by supervisors.

**ENQUIRIES** : Mrs. L Brits, Tel No: 011 321-6081  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/83** : **HOUSEKEEPERS REF NO: S-002458**  
Directorate: Nursing

**SALARY** : R84 096 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Minimum Grade10/abet level 4 or Grade 12 Certificate. Be people oriented and work under pressure. Be able to be shift workers and therefore work during the night, public holidays, Sundays and any other abnormal hours. Relevant experience will be advantageous. Good verbal and written communication skills. Sound knowledge of Customer care.

**DUTIES** : Oversee the Nurses Residence. Control stock. Ensure that the classrooms and the On Call room are clean. Ensure that the Conference Room is ready for the workshops or events. Report all faulty or broken equipment immediately. Perform any duties in the residence allocated by supervisor.

**ENQUIRIES** : Ms. R.Phala Tel No: (011) 321-6086  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/84** : **PORTER REF NO: S-002459**  
Directorate: Administration

**SALARY** : R84 096 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Minimum Grade10/12 Certificate or ABET. 1 year experience in hospital environment will be advantageous. Interpersonal relationship skills and

telephone etiquette. Must be willing to work shifts and under pressure. Sound knowledge of Customer care Batho Pele Principles.

**DUTIES** : Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Ensure accuracy completion of mortuary register. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES** : Ms. B.A Magawu, Tel No: (011) 321-6035

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/85** : **LAUNDRY WORKER REF NO: S-002460**  
Directorate: Laundry

**SALARY** : R84 096 per annum (plus benefits)

**CENTRE** : Edenvale Regional Hospital

**REQUIREMENTS** : Minimum requirement, Abet or grade 10 with 2 years Laundry/cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES** : Clean laundry area and laundry machines; be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linenbags. Collect and deliver linen to clients except Edenvale hospital. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor.

**ENQUIRIES** : Mr. M. Leshabane Tel: (011) 321 6075 or Mr. JM Segabutla Tel:l (011) 321 6078

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) Closing date is as of below at 15:00.

**CLOSING DATE** : 20 January 2017

**POST 01/86** : **LINEN ASSISTANT REF NO: S-002461**  
Directorate: Linen Department

**SALARY** : R84 096 per annum (plus benefits)

**CENTRE** : Edenvale General Hospital

**REQUIREMENTS** : Minimum Grade10 /abet level 4. Grade 12 Certificate and Good verbal and written communication skills. Relevant and hospital experience will be an added advantage. Must be willing to work under pressure. Sound knowledge of Customer care. Hospital experience will serve as advantage.

**DUTIES** : Pack linen according family groups. Ensure that linen department is kept clean and tidy. Communicate with the end user daily. Contributes to do stocktaking [March, September]. Assist procurement department when the needs arises. Record condemning linen on TPH 27. Attend complaints received from the end user. Counting soiled linen received from the wards on TPH 65. Pack clean linen on the shelves. Perform spot check in the wards before issuing clean linen. To ensure that emergency linen are always available at central points. Issuing clean linen to all various sections/ wards. Sort and count dirty linen. Ensure that the sorting area is kept clean and tidy. Sealing, marking the linen bags. To ensure that the wards receive clean linen daily. To ensure that linen is stamped before issued to the wards. Carry out task that may be delegated to by the supervisor.

**ENQUIRIES** : Mr: L W Mashiachidi Tel No: (011) 321-6114

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale

hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.  
20 January 2017

**CLOSING DATE**

**POST 01/87**

**PROPERTY CARETAKER – REF NO: S-002462**

Directorate: Support

**SALARY**

R84 096. per annum (plus benefits)

**CENTRE**

Edenvale Regional Hospital

**REQUIREMENTS**

ABET/ Grade 10/ Grade 12. At least 3 years Gardening or farming experience will be advantageous. Knowledge of gardening and the use of garden equipment and tools. Experience in tractor driving will be more advantageous. Possess the physical strength and endurance to meet the strenuous demands of the position. Must be reliable, punctual and honest.

**DUTIES**

Digging and weeding of garden and removal of dead wood. Mowing of lawns by mowers and trimming machines. Must be able to drive a tractor. Apply fertilizer and water garden. Clean premises by removing litter and emptying refuse containers. Remove garbage from storage areas to refuse containers. Wash and disinfect garbage storage areas. Assist with moving and delivery of equipment and furniture. Sweeping and washing of roads and paved areas. Carry out pest control functions on the premises and the Hospital facilities. Adhere to any instructions issued by a competent officer. Will perform various duties inside the facility on request by supervisor or delegated official.

**ENQUIRIES**

Ms. J Van der Bank Tel (011) 321 6014

**APPLICATIONS**

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
Closing date is as of below at 15:00.  
20 January 2017

**CLOSING DATE**

**POST 01/88**

**FOOD SERVICE AID REF NO: S-002414**

Directorate: Food Services

**SALARY**

R84 096 - R99 060 per annum (Plus benefits)

**CENTRE**

Sizwe Tropical Disease Hospital

**REQUIREMENTS**

Abet, Grade 10/ 12. Numeracy skills. Good verbal and written Communication skills, (English). Appropriate knowledge of food. Preparation. Previous experience in food preparation and Therapeutic diets knowledge in hospital will be an advantage. Being exposed to hospital environment, awareness of Batho-Pele Principles. Should be prepared to work shifts and public holidays. Be willing to work in a team and under stressful condition

**DUTIES**

Food preparation, snacks, food, food parcels (provision) and Beverages for patients and also all other special request. Take Responsibility of food suppliers and reporting waste and losses. Responsible for meals distribution to wards. Apply hygiene and Safety measures in work area according to hygiene and safety Manual. Be prepared to relieve in all areas of the Food service And wards when required

**ENQUIRIES**

Ms. P Thwala Tel. (011) 531-4346

**APPLICATIONS**

Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted to: The HR Manager, Sizwe TD Hospital , Private Bag X2, Sandringham 2131 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**

20 January 2017

**POST 01/89**

**LAUNDRY WORKER REF NO: S-002415**

Directorate: Admin & Support

**SALARY**

R84 096 - R99 060 per annum (plus benefits)

**CENTRE**

Sizwe Tropical Disease Hospital

**REQUIREMENTS**

Abet level 4/Grade 10 with at least 2 years experience. Hospital environment will be an added advantage. Ability to do physical labour and to liaise with all stakeholders. Must be team player and have good communication skills.

**DUTIES**

Assist with loading and offloading of clean linen and dirty Linen. Sort and count linen. Inform supervisor immediately of any problems encountered. Assist in



		daily functions of the linen Bank. Execute all legal instructions given by supervisor or Management. Collect and deliver dirty and clean linen to all Units/wards. Adhere to OHS act.
<b><u>ENQUIRIES</u></b>	:	Mr. M A Masuluke, Tel. (011) 531-4353
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted To The HR Manager Sizwe TD Hospital , Private Bag X2 Sandringham 2131 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	20 January 2017
<b><u>POST 01/90</u></b>	:	<b><u>MESSENGER REF NO: S-002428</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R84 096 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET qualification with at least 0-2 years' experience as a messenger. Customer relations, interpersonal relations. Be able to work shifts and under pressure. Good communication skills, interpersonal skills, problem solving skills and team work. Be able to take instructions as prescribed by supervisor. Knowledge of Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Provide general messenger services at the hospital. Render service for registry and messengers department. Collect scripts, (TTO's) from the wards to the Pharmacy. Respond promptly to request or call messenger services. Collect and deliver documents, TTO's, medical files, fiches, ward stock boxes, order forms, VA2 forms, medical blood specimen and at various points in the hospital
<b><u>ENQUIRIES</u></b>	:	Ms. M. Mathabela Te. No.: (011) 923-2115
<b><u>APPLICATIONS</u></b>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	20 January 2017
<b><u>POST 01/91</u></b>	:	<b><u>HOUSEKEEPER (NURSING RESIDENCE) REF NO: S-002429</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R84 096 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent literacy, reading and writing skills, experience at least 1 year experience in an academic hospital setting.
<b><u>DUTIES</u></b>	:	Professionally receive residents of various professional categories who have applied for accommodation at the residence. Do initial room allocation of residents and monthly updates of the status of accommodation for submission to Human Resource Department and Finance Department. Perform the procedure that is necessary from time to time as the residents vacate the residence. Be ready to work night shifts as per duty rooster as the post requires 24hours monitoring of the stay of the residents. Ongoing monitoring of the residence by the team of housekeepers per shift to ensure the safety and security of the residents and their belongings and prompt reporting of any incident to the residence line – function of the residence. Be sure to implement the rules and regulations that pertain to the stay of the residents and maintain a friendly but business-like attitude when dealing with the residents so as to avoid familiarity that will impact on effective control of unbecoming behaviour by some residents. Effective supervision of the status of residence cleanliness and the maintenance of total hygienic status of the residence. Ensure that the material sources that are for cleaning the residence are always available in the form of ordering stationary and cleaning material. Ensure that the infrastructure of the residence is in a functional state. Make follow-up on requests submitted to relevant maintenance department. Ablution blocks be kept clean and functional. Report to residence manager all incidents that happen at the residence.
<b><u>ENQUIRIES</u></b>	:	Mr. W.N. Mothwane, Tel No: (011) 923-2053
<b><u>APPLICATIONS</u></b>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	20 January 2017

**POST 01/92** : **CLEANER 10 POSTS REF NO: S-002442**

**SALARY** : R84 096 per annum (plus benefits)

**CENTRE** : Cullinan care and Rehabilitation Centre

**REQUIREMENTS** : Grade 12 Certificate with at least 3 years relevant cleaning experience. Certificate in cleaning will be an advantage. Good communication skill. Ability to read and write. Ability and preparedness to work shifts, weekends and Public Holidays. Be honest and reliable. Physical strength and be able to work as a team.

**DUTIES** : Clean and dust floors, walls, doors, frames, windows, lockers, beds. Clean curtains, cleaning of outside areas, nurses' home, residential houses and remove waste bags. Good control of chemicals and operate heavy duty cleaning machines. Report any defects in the work place. Ensure a clean and secure environment of patients. Collecting patients 'food/tea from the kitchen to the wards daily. Cleaning of ablution areas and provide them with DEO block. Hand washing soap and toilet papers daily. Perform delegated duties requested by the supervisor/s

**ENQUIRIES** : Ms.MN Mbinga Tel: No: (012) 734 7000

**APPLICATIONS** : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: [www.gautengonline.gov.xza](http://www.gautengonline.gov.xza)

**CLOSING DATE** : 20 January 2017

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

- APPLICATIONS** : All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
- FOR ATTENTION** : Mr NC Mbatha
- CLOSING DATE** : 13 JANUARY 2017
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply.

**MANAGEMENT ECHELON**

- POST 01/93** : **MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: DANNHAUSER CHC: REF NO: G92/2016**  
Cluster: District Health Services
- SALARY CENTRE REQUIREMENTS** : An all Inclusive salary package of R911 796 .00 per annum  
Dannhauser CHC  
MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving licence (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies required:-The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Key Performance Areas: Manage the day - to - day function of the Community Health Centres (CHC) to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre (CHC). Manage the provision of clinical services within the Community Health Centre (CHC) and its Clinic. Ensure the

**ENQUIRIES**

implementation of human resource development policies to promote knowledge, skills and competencies especially clinical expertise. Provide effective leadership to motivate staff and promote team work.  
: MR VE KHOZA: 033- 846 7216

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE**

- APPLICATIONS** : HEAD OFFICE-POLOKWANE: The Department of Roads & Infrastructure, Private Bag X 9490, Polokwane, 0700 or hand deliver at Works Tower Building, 43 Church Street, Polokwane.  
CAPRICORN DISTRICT: Private Bag X 9378, Polokwane, 0700 or hand deliver at 15 Landros Mare Street, Polokwane next to Correctional Services.  
SEKHUKHUNE DISTRICT: Private Bag X 02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A next to Traffic Department.  
MOPANI DISTRICT: Private Bag X 9576, Giyani, 0826 or hand deliver former Parliamentary Buildings next to LIMDEV offices.  
VHEMBE DISTRICT: Private Bag X 2248, Sibasa, 0790 or hand deliver at Corner Traffic and SAPS Street (opposite Raluswielo School)  
WATERBERG DISTRICT: Private Bag X 1025, Modimolle, 0510 or hand deliver to Corner Thabo Mbeki & Elias Motsoaledi Street.
- CLOSING DATE** : 31 January 2017.
- NOTE** : Applications are invited for the filling of internships and bursaries for the financial year 2017/18, which exist in the Department of Public Works Roads and Infrastructure. The Provincial Department of Public Works, Roads and Infrastructure invites applications for Internship opportunities that currently exist in the offices throughout the province. Unemployed Graduates between the ages of 18-35, who have never participated in any Public Service internship programme in any government department are invited to apply. Successful interns will be appointed for a period of 12 months commencing April 2017 – March 2018. Interns will receive a monthly stipend. People with disability are encouraged to apply. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field to which the Intern is applying, a CV together with certified copies of qualifications as well as Identity document. Internship applications for Head Office-Polokwane, Capricorn District, Sekhukhune District, Mopani District, Vhembe District and Waterberg District must be directed to the following addresses:

**OTHER POSTS**

- POST 01/94** : **INTERNSHIP PROGRAMME 2017/2018 SUPPLY CHAIN MANAGEMENT X07 POSTS**
- SALARY CENTRE** : Stipend (they will get monthly stipend according to their qualifications)  
: Head Office – Polokwane (2 Posts); Capricorn District (1 Post); Sekhukhune District (1 Post); Mopani District (1 Post); Vhembe District (1 Post) & Waterberg District (1 Post)
- REQUIREMENTS** : Study Field: N Dip/Degree in Supply Chain Management/ Logistics/ Public Management.
- ENQUIRIES** : Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
- POST 01/95** : **INTERNSHIP PROGRAMME 2017/2018 LOGISTICS AND ASSET MANAGEMENT X07 POSTS**
- SALARY CENTRE** : Stipend (they will get monthly stipend according to their qualifications)  
: Head Office – Polokwane (2 Posts); Capricorn District (1 Post); Sekhukhune District (1 Post); Mopani District (1 Post); Vhembe District (1 Post) & Waterberg District (1 Post)
- REQUIREMENTS** : Study Field: N Dip/Degree in Supply Chain Management/ Logistics/ Public Management.
- ENQUIRIES** : Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
- POST 01/96** : **INTERNSHIP PROGRAMME 2017/2018 EXTENDED PUBLIC WORKS PROGRAMME (EPWP) X03 POSTS**
- SALARY CENTRE** : Stipend (they will get monthly stipend according to their qualifications)  
: Head Office – Polokwane (3 Posts)
- REQUIREMENTS** : Study Field: N Dip/Degree in Development Studies and/or Development Planning.
- ENQUIRIES** : Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234

<b><u>POST 01/97</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 REAL ESTATE X12 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (2 Posts); Capricorn District (2 Posts); Sekhukhune District (2 Posts); Mopani District (2 Posts); Vhembe District (2 Posts) & Waterberg District (2 Posts)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Real Estate/ Property Management/ LLB/ Bcom. Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/98</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 RISK MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Risk Management/ Governance/ Auditing. Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/99</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 MONITORING AND EVALUATION X01 POST</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (1 Post)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Social Sciences (Humanities)/ Development Studies and planning/ Monitoring and Evaluation (All with research as an added advantage). Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/100</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 RECORDS MANAGEMENT X06 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (01 Post); Capricorn District (01 Post); Sekhukhune District (01 Post); Mopani District (01 Post); Vhembe District (01 Post) & Waterberg District (01 Post)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Records and Archives and Records Management / Library Science/ Information Science/ Public Administration. Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/101</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 STRATEGIC PLANNING</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (1 Post)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Policy and Strategic Planning/ Development Studies/ Public Administration. Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/102</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 EMPLOYEE HEALTH AND WELLNESS</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (1 Post)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Safety Management/ Employee Health and Wellness/ Occupational Health and Safety/ Social Work/ Psychology. Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234
<b><u>POST 01/103</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2017/2018 OFFICE OF THE MEC</u></b>
<b><u>SALARY CENTRE</u></b>	:	Stipend (they will get monthly stipend according to their qualifications) Head Office – Polokwane (1 Post)
<b><u>REQUIREMENTS ENQUIRIES</u></b>	:	Study Field: N Dip/Degree in Office Administration/ Office Management/ Management Assistant/ Office Technology Ralushayi Shoni @ 015 284 7407 and Annette Lundie @ 015 284 7234