

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications  
**ERRATUM:** kindly note that the post of Medical Specialist (Psychiatrist), Ref CCRC MED 08/01 published in DPSSA vacancy circular 02 dated 12 January 2018 with the closing date of 26 January 2018 was advertised with the incorrect post title; the correct post title should read as follows: Medical Officer Grade 1-3. Kindly note that the post of Chief Physiotherapist Grade (1 Post), Ref No: CHBAH67 published in DPSSA vacancy circular 02 dated 12 January 2018 was advertised with the incorrect enquiries; the correct enquiries is Ms E.Haarhoff.

**MANAGEMENT ECHELON**

**POST 03/194** : **MEDICAL SPECIALIST REF NO: HRM 03/2018**  
 Directorate: Medical Oncology

**SALARY** : R991 857 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows specialist registration with the HPCSA as Specialist Medical Practitioner. Appropriate computer literacy. Ability to work with Specialist Physicians and Medical Officers. Willingness to do Clinical research.

**DUTIES** : Ward rounds, Outpatients clinics, Clinical training ward rounds, Small Group tutorials, Lectures. Must participate in Clinical Research.

**ENQUIRIES** : Prof L M Dreost Tel: (012) 354 1054  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.

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

**CLOSING DATE** : 02 February 2018

**POST 03/195** : **MEDICAL SPECIALIST GRADE 1 – 3 (INTERNAL MEDICINE) X 1, REF NO.: REFS/002284**  
 Directorate: Clinical Services

**SALARY** : **Grade 1** R991 857 – R1 052 712 per annum (all-inclusive package);  
**Grade 2** R1 134 069 – R1 203 666 per annum (all-inclusive package);  
**Grade 3** R1 316 136 – R1 645 464 per annum (all-inclusive package)

**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : MBChB degree plus Specialist qualification. Registration with HPCSA in the relevant speciality.

**DUTIES** : Rendering of specialized clinical services, general procedures and management of patient's care according to the department's standard. Maintain clinical, professional and ethical conduct. Participate in clinical audits activities and quality improvement programs. Participate in all academic activities of the department and the hospital. Assist with the development protocols. Provide support and advice to the HOD of the discipline and assist in the smooth running of the department. Deputise for the HOD during his or her absence. Participation in commuted overtime is mandatory.

**ENQUIRIES** : Dr. A. Christoforou Tel. No: 011 898 8320  
**APPLICATIONS** : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 January 2018

**POST 03/196** : **SENIOR MANAGER PHYSICIST/ ACADEMIC AND CLINICAL HEAD OF MEDICAL PHYSICS REF NO: HRM 02/2018**  
 Directorate: Radiation Oncology

**SALARY** : R948 174 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 certificate. Proof of registration with HPCSA as a Medical Physicist. M. Sc/PhD Medical Physicist with at least 7-10 year experience in Clinical/Medical Physics. Good knowledge of IMRT and Stereotactic Radiotherapy. Advanced knowledge of equipment and specifications. Previous research experience will be an added advantage. Excellent communication skills. Good interpersonal skills. Excellent health record. Problem solving skills and initiative are very important. Experience in staff management and administration

**DUTIES** : Overall management of the Medical Physics department. Responsible for management of the Medical Physics services and radiation safety programmes in Radiation Oncology, Nuclear Medicine and Radiology. Writing equipment specifications appropriate for service delivery objectives in Radiation Oncology, Radiology and Nuclear Medicine. Coordination, accreditation and supervision of the medical Physics academic education and internship programme. Participation in Registrar and student radiation therapy teaching and research in line with the Department aims. Participation in SBAH management, equipment and maintenance committees. Responsible for the management of medical physics staffing including scheduling, recruitment, interviewing and performance management and appraisal.

**ENQUIRIES** : Prof. R Lakier Tel: (012) 354 1184  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 02 February 2018

**OTHER POSTS**

**POST 03/197** : **MEDICAL OFFICER REF NO: HRM 04/2018**  
 Directorate: Medical Oncology

**SALARY** : R736 425 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.

**DUTIES** : Ward rounds, Outpatients clinics, Lectures. Must participate in Clinical Research.  
**ENQUIRIES** : Prof L M Dreost Tel: (012) 354 1054  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 02 February 2018

**POST 03/198** : **OCCUPATIONAL THERAPIST REF NO: HRM 05/2018**  
 Directorate: Occupational Therapy

**SALARY** : **Grade 1** R281 148 per annum plus benefits  
**Grade 2** R331 179 per annum plus benefits  
**Grade 3** R390 123 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Degree/Diploma in Occupational Therapy. Post graduate diploma in vocational rehabilitation would be an added advantage. Appropriate clinical experience in the field of occupational therapy. Current registration with HPCSA as an Occupational

Therapist is compulsory. Knowledge and interest in vocational rehabilitation would be an added advantage. Computer literacy is essential.

**DUTIES** : Rendering comprehensive clinical work to inpatients and vocational rehabilitation service including functional capacity evaluations/assessments and report writing. Assist in the management of all resources of the vocational rehabilitation subsection, including supervision and performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

**ENQUIRIES** : Mr. T Ncwane Tel: (012) 354 2848

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 02 February 2018

**POST 03/199** : **ORAL HYGIENIST GRADE I; II; III**  
Directorate: Periodontics and Oral Medicine

**SALARY** : R281, 148. – R473, 445. per annum (plus benefits)

**CENTRE** : University of Pretoria Oral Health Centre

**REQUIREMENTS** : A Bachelor of Oral Hygiene degree or a Diploma in Oral Hygiene with expanded functions. Registration with HPCSA as an Oral hygienist. Minimum of 5 years' experience. Basic computer skills. Teaching experience (preferably in Periodontology). Experience in the supervision and assessment of students, as well as curriculum development. Recommendations: Postgraduate qualification, preferably in the field of education and training. Research experience or publications.

**DUTIES** : Lecturing to, and discussion classes with Oral Hygiene students. Clinical supervision of Oral Hygiene students. Research in the field of Preventive Oral Health. Selective administrative duties. Treating of patients.

**ENQUIRIES** : Prof AW van Zyl. Tel. No 012 319 2336/2312

**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. N kubheka, Human Resource Management at Louis Botha Building A, Room 1.10, 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 02 February 2018

**NOTE** : Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**POST 03/200** : **MATERIAL RECORDING CLERK LEVEL FIVE (5) REF. NO.: 002295 NO. OF POST: 01**

**CENTRE** : Mamelodi Hospital

**SALARY** : R152 862 per annum (plus benefits)

**REQUIREMENTS** : Grade 12 or equivalent qualification, plus three years credible experience in the field of procurement, computer literacy, good communication skills, knowledge in stock management, knowledge of provisioning administration, SAP, PFMA and Treasury regulations and instructions. Experience in hospital environment will be added advantage.

**DUTIES** : Management and control of inventory, maintaining minimum and maximum stock levels. Conducting stock taking. Issuing and receiving of stock. Compilation of monthly stock balance report in line with demand plan and minimum and maximum procedure. Compile demand plan for all the commodities in the warehouse.

**ENQUIRIES** : Mr. S.M Mokoena, (012) 841 8361

**NOTE** : All shortlisted candidates will be subject for verification. Applications to be sent to Mamelodi Regional Hospital, 19472 Serapeng Street, Tsamaya road.

**CLOSING DATE** : 26 January 2018

**POST 03/201** : **OPERATOR CSSD (1POST) REF NO: TDH01/2018.**  
Directorate: Nursing

**SALARY** : R107 886. per annum (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations, reading and writing skills, telephone etiquette and communication skills. Be able to cope with the physical demand of the position and work under pressure. Manage time effectively. Willing to work shifts, weekends, night and public holiday.

**DUTIES** : Responsible for cleaning, receive unsterile packs from the wards and check that they are complete and in good working condition. Washing of the instruments, packing and autoclaving and issuing of sterile packs to the wards. Folding, packing and autoclaving various towels, gowns and small packs. Effective utilization of human and financial resources. Adhere to safety measures. Effective handling of cooled down items to be packed in sterile store area. Maintenance of general hygiene and tidiness of the complex

**APPLICATIONS** : All applications received for the posts should be sent to Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

**ENQUIRIES** : Mrs Motlhaga DS: Tel 012-354 7600

**CLOSING DATE** : 02 February 2018

#### **GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE** : 09 February 2018, 12H00 No late applications will be considered.

**NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POSTS**

**POST 03/202** : **SERVICE MANAGER: OFFICE OF THE CHIEF FINANCIAL OFFICER (REFS/002306)**

**SALARY** : R657 558. per annum (all-inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Applicants must be in possession of a Matric plus NQF level 6 in Finance coupled with minimum of 3-4 years' experience in the Finance environment in the public sector. Competencies –PFMA, Public Service Regularizations and Resolutions, decision making, analytical, financial management, planning and organising, people management, problem solving, conflict management, verbal and written communication, report writing, and computer literacy.

- DUTIES** : Provide administrative and office support to the CFO. Oversee logistical and administrative arrangement for meeting and other engagements in the office of the CFO. Manage the consolidation of operational plans and reviews in accordance with Departmental Strategic Plan. Ensure that the Business Plan and Procurement Plan are submitted to the Office of the CFO for approval by the Accounting Officer. Compile the year planner for the office. Set up and maintain administrative systems in the Office of the CFO that will contribute towards improving efficiency in the office. Oversee and advise on the effective flow of information and document to and from the office of the CFO and advice the CFO accordingly. Quality-assure and edit all documentation for both internal and external consumption. Ensure that Interim & Annual Financial Statements are submitted to the Office of the CFO timeously. Ensure that Section 40 reports are submitted to the office of the CFO as prescribed. Manage the human resource related aspects to the staff in the office of the CFO, which includes performance management and training & development programmes. Liaise and communicate on a regular basis with the office of the HOD, internal and external stakeholders in ensuring understanding and expectations with regards to documents to be submitted to the CFO. Determine and collate information with regards to the budget needs of the office of the CFO. Keep records of expenditure commitments, monitor expenditure. Ensure effective communication takes place between the office of the CFO and other units within the Department.
- ENQUIRIES** : Ms U Ndobeni - (011) 355 - 4042  
**APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- POST 03/203** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT (REFS/002301)**
- SALARY** : R334 545. per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Applicants must be in possession of a relevant Degree/ National Diploma in a Risk Management and Auditing field. 3 years relevant experience in the field of risk management and auditing. Extensive knowledge of the PFMA, Public Sector Risk Management Framework and related legislation. Good working knowledge of Microsoft Office, Microsoft Visio, Microsoft Project and Barn owl Risk Management System. Valid South African drivers' license. Core Competencies: Management and Report writing skills. Excellent communication and interpersonal skills. Facilitations skills. Leadership skills. Customer care orientation. An understanding of the housing delivery programme. Ability to function well under pressure and meet prescribed deadlines. Self – starting attitude. Ability to work in a dynamic environment as part of a multidisciplinary team. Problem identification and resolution.
- DUTIES** : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Conduct risk assessments at enterprise/business unit and project level; Compile a Risk Register/Risk Profile and ensure that it is consciously updated by risk owners; Compile monthly risk report for management decisions on the effectiveness of risk mitigation measures; Advise and report on actual noncompliance, incidence and losses incurred; Ensure combine assurance by collaborating and linking risk management efforts with assurance/audit findings and internal control findings; Assist in maintaining an effective system of internal control.
- ENQUIRIES** : Ms Z Makhubo Tel No- (011) 355 – 4841.  
**APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**NOTE** : A successful candidates must be willing to undergo a security clearance.
- POST 03/204** : **ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING AND BATHO PELE (REFS/002304)**
- SALARY** : R334 545. per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Applicants must be in possession of an appropriate NQF level 6/National Diploma in Public Management or Public Administration. A Bachelor's degree in Public Management or Public Administration will be an added advantage. 3 years' experience in the field of Service Delivery Improvement (Batho Pele). A valid South

- African driver's license and willingness to travel. Knowledge & experience in the application of provisions of the relevant legislation, Policies and Regulations that govern the Public Service. Sound knowledge of Service Delivery Improvement (Batho Pele). Knowledge of customer Service Ethics and Service Excellence Awards process. Knowledge of Department of Human Settlement mandate. Knowledge of monitoring and evaluation processes. Skills: Good governance. Communication skills (report writing and presentation skills.). Interpersonal relations. Analytical & innovative. Client oriented. Project management skills. Research and development skills. Computer skills (MS Word, MS PowerPoint, MS Excel, and MS Outlook). People and resource management skills.
- DUTIES** : Facilitate the development of the Department's credible service standards, Generate all Service Delivery Improvement internal documents as stipulated in the White Paper on Service Delivery Improvement (Batho Pele White Paper), 1997 and Public Service Regulations, 2001 (Part 111). Participate in the development and implementation of the Service delivery charter, Service Delivery Improvement Plans and coordination of the Service Delivery Improvement Plan in line with the Departmental Strategic Plan, Annual Performance Plan and Service Delivery Model. Thorough benchmarking with other national and international practices. Support and Monitor all change management initiatives in the Department that are aimed at Improving Service Delivery. Audit and report on compliance of service delivery initiatives aligned with Batho Pele Principles. Coordinate Management Performance Assessment Tool (MPAT) and ensure systems are in place to sustain and/or improve the Department's performance. Ensure timeous submission of quality progress reports to relevant institutions. Conceptualize, plan and execute departmental client satisfaction surveys. Manage junior officials through PMDS.
- ENQUIRIES** : Ms M Mbatha - (011) 355 - 3533
- APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : People who previously applied are encourage to re-apply.

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. 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 03/205** : **CHIEF FINANCIAL OFFICER REF NO: SD/2018/01/01**
- SALARY** : R1 127 334- per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum.
- CENTRE** : Head Office (Office of the Chief Financial Officer)
- REQUIREMENTS** : An undergraduate qualification NQF level 7 as recognised by the South African Qualification Authority in the field of Finances /Accounting. Minimum 5 years' Senior Management experience in the Public finance, internal audit and financial management environment, Procurement, Risk Management and Strategic Policy. A relevant post graduate qualification and or Chartered Accountant qualification will be an added advantage. Excellent knowledge of accounting principles. Must

have in- dept knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework and Public sector financial frameworks and instruments as defined by National Treasury, B.B.B.E.E Policy framework. A valid driver's licence. Proven strategic leadership, financial management, business partnering, auditing practices, general management, problem solving and decision making, communication, analytical and advanced program/project/resource management skills. The ability to meet strict deadlines and work under pressure. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders.

**DUTIES** : Provision of the key strategic support in Management and Financial Accounting Services. Plan and control activities pertaining to the functions of the Chief Directorate. Establish and maintain effective, efficient and transparent systems of financial, Risk Management and Internal Control. Design and implement systems for the tracking of unauthorized, irregular, fruitless and wasteful expenditure. Ensure management of assets as well as department's compliance to legislative and audit commitments. Design and implement budget control measures i.e. prevention of unauthorized expenditure, management of shortfalls of budget allocation. Provide effective management between main divisions within votes. Oversee the preparation of Departmental Financial statements. Oversee the submission of Financial Reports to the Auditor General and other oversight bodies. Manage and effect financial delegations within the Department in terms of the PFMA. Management of staff and resources within span of control. Develop and implement financial management strategies to ensure the long terms sustainability of the Department. Provide support to the Head of Department as Accounting Officer as required by the PFMA.

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

**CLOSING DATE** : 02 February 2018  
**NOTES** : Successful candidates will be subjected to security clearance as well as competency assessment.

**OTHER POST**

**POST 03/206** : **PERSONAL ASSISTANT REF NO: SD/2018/01/02**

**SALARY** : R226 611 per annum plus benefits  
**CENTRE** : Head Office (Chief Directorate: Research and Policy, Stakeholder Relations and Population Development)

**REQUIREMENTS** : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration

**DUTIES** : Provide Secretarial/Receptionist support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compiles all necessary documents for manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-upon progress made. Support the manager with the 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** : Ms T Mbhense: Tel: 011 355 7703

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

**CLOSING DATE** : 02 February 2018

#### **GAUTENG PROVINCIAL TREASURY**

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



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

**CLOSING DATE** : 02 February 2018

**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.

#### **MANAGEMENT ECHELON**

**POST 03/207** : **CHIEF DIRECTOR: RISK MANAGEMENT (5 YEAR FIXED TERM**  
Performance Based Employment Contract)  
Directorate: Financial Governance

**SALARY** : R1 127 334. per annum (All-inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A minimum undergraduate qualification (NQF level 7) in the disciplines of Bcom Risk management, Internal audit, Financial Management/Accounting. The candidate must have 7 years of experience in Risk management 5 years of which is at senior managerial level.

**DUTIES** : Develop and/or identify risk management best practice for use in GPG. Review and update the risk management policy framework and provide focused training to ensure proper implementation. Provide a comprehensive range of support services to Provincial Departments, Municipalities and Trading Entities to build capacity and attain operational excellence in risk management. Provide specific support to address risk issues identified in internal and external audits. Develop the combined assurance framework and the implementation plan thereof.



		Development of the risk appetite and tolerance levels in public sector. Ensure effect implementation of internal audit standards and frameworks. Develop provincial wide risk register. Ensure effective functioning of audit and risk committees in the province.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana (011) 227 9000
<b><u>POST 03/208</u></b>	:	<b><u>CHIEF DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT (5 YEAR Fixed Term Performance Based Employment Contract).</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 127 334. per annum (All-inclusive package) Johannesburg
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA e.g Degree in Commerce or supply chain. A relevant postgraduate qualification in SCM will be an added advantage. 5 years' experience at Senior Management Level. At least ten years' experience as a procurement and supply chain professional. accustomed to leading and managing a business unit. Experience and understanding of the South Africa market place. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to: develop SCM strategies, provide leadership and direction on socio-economic transformation agenda of government for the Gauteng province. Implement the transformation, modernisation and revitalisation strategies and ensure that the township economic revitalisation strategy is effectively implemented in Gauteng province. Devising a procurement strategy that supplier development optimises the balance between achieving lowest cost purchases and sustainable SMME development. Roll-out and implementation of strategic sourcing in the province. Implement e-procurement and integrate SCM systems for in order to gain efficiencies. Perform oversight of supply chain across GPG, departments, entities and municipalities, monitor compliance with SCM prescripts, policies, processes and procedures and implement interventions where such are needed.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana (011) 227 9000
<b><u>POST 03/209</u></b>	:	<b><u>DIRECTOR: TRANSVERSAL SOURCING (5 YEAR FIXED TERM Performance Based Employment Contract).</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R948 174. per annum (All-inclusive package) Johannesburg
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management/Finance. A relevant postgraduate qualification will be an added advantage. 5 or more years' of experience at Middle/Senior Management level. 5 years or more years' experience in the Supply Chain Management strategic sourcing field.
<b><u>DUTIES</u></b>	:	To provide strategic procurement related services to client departments and entities; Assist in the development of sourcing strategies that will aid GPG strategic procurement of commodities; Manage and oversee the implementation of strategic sourcing in departments; guide buyers on how they can effectively apply sourcing strategies to advance socio-economic transformation. Create sourcing teams that will analyse commodities leverage such commodities in order to achieve government socio-economic strategies and objectives; Analyse of spending patterns to assist optimise budget and planning process and enable sourcing practitioners to make better informed decisions; Establish Transversal Team Agreement to reduce inconsistencies in prices and duplication of effort; Implement Vendor Management on transversal agreements to monitor prices and quality; Responsible for developing, implementing and managing the process associated with term agreements (RFP) procurement agreement; Actively supporting the developments of accredited SMME's through providing guidance; Providing leadership and guidance to subordinates; Responsible for setting performance targets and the measurement hereof; Analyse of production performance reports and preparation of reports for management.

**ENQUIRIES** : Ms Bulelwa Mtshizana (011) 227 9000

**POST 03/210** : **DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT (5 YEAR FIXED**  
Term Performance Based Employment Contract).  
Directorate: Provincial Supply Chain Management

**SALARY** : R948 174. per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management /Finance or related degree is required. A relevant postgraduate qualification or legal background will be an added advantage. The candidate must have extensive knowledge and implementation of SCM laws, regulations, norms, standards and governance requirements. In addition the candidate must also have been involved in the development of policy, norms and standards. Candidate must have 5 years of experience at MMS/SMS level. 5 years of policy development, implementation and assessment experience.

**DUTIES** : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Monitor and evaluate these reforms for continuous improvement. Analyse individual institution policies to ensure compliance; Review, update and roll out the Provincial and Municipal SCM Framework for implementation; Develop implementation guidelines for all practise notes, instruction notes and circulars issued by National Treasury; Manage the development of relevant legislation; Conduct business process analysis for the refinement of internal control environments; Develop and roll out standard operating procedures; Issue prompt communication and dissemination of all SCM related information from National Treasury to all institutions; Render SCM strategic support to all institutions; Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards and governance tools in the province; Manage all outputs and resources allocated to the unit, inclusive of budget and people; Develop and implement the Annual Performance Plans and Operation Plans for the directorate; Provide leadership and guidance ensuring optimum performance levels; Preparation of various reports; Supervise and monitor operations and resources including provision of training and development.

**ENQUIRIES** : Ms Bulelwa Mtshizana (011) 227 9000

**POST 03/211** : **DIRECTOR: ASSET MANAGEMENT (5 YEAR FIXED**  
Term Performance Based Employment Contract).  
Directorate: Assets Management

**SALARY** : R948 174. (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A minimum undergraduate qualification (NQF Level 7) in the disciplines of Accounting. The candidate must have seven (7) or more years of experience in Financial Accounting or Asset Management, 5 years of which is Middle/Senior Management experience; should have a valid driver's license. Should have knowledge of accounting principles especially related to assets and inventory. Understanding of the PFMA, Treasury Regulations and all other relevant prescripts.

**DUTIES** : The incumbent will be responsible to ensure the implementation and monitoring of the Assets and inventory management policies for GPG departments and entities. Provide continuous technical advisory support and guidance on implementation of the assets and inventory management frameworks and guidelines within GPG departments and entities. Identify assets management capacity gaps within GPG departments and develop strategies to address these gaps. Provide support in the implementation of systems and processes for GPG departments and entities. Ensure the implementation of assets and inventory management reforms. Assist in clearing audit queries and assist in development and implementation of audit action plans. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Assets management sub-unit. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.

**ENQUIRIES** : Ms Bulelwa Mtshizana (011) 227 9000

**OTHER POSTS**

**POST 03/212** : **DEPUTY DIRECTOR: MONITORING AND REPORTING**  
Re-advertisement. This position was previously advertised in Circular 50, post 50/296. Those who applied previously should not re-apply as their applications will be considered.  
Directorate: Office of the Deputy Director General: Financial Governance

**SALARY** : R657 558. per annum (All- inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three tertiary qualification (NQF level 6) as recognised by SAQA in either of the following disciplines Public Administration/Management, Social Science (Research & Sociology), accounting/ Finance. In addition, the candidate must have a certificate in M&E or a post-graduate diploma with M&E as major. 3 -5 years' experience as an Assistant Director in the field of Monitoring and Reporting. Experience in planning, design and implementation of Monitoring & Evaluation systems. Data and information analysis and ability to present performance information reports to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, and be computer literate.

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

**ENQUIRIES** : Mr HR Tsotetsi, Tel No: 011 227-9000

**POST 03/213** : **HELP DESK CLERK: HUMAN RESOURCE ADMINISTRATION**  
Chief Directorate: Corporate Services

**SALARY** : R152 862 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12, 2 years relevant experience. Knowledge of HR policies, procedures and legislation.

**DUTIES** : The incumbent will be responsible for; ensuring availability on all services within HR Component. Prioritize and assist all employees with telephone and walk-ins queries regarding HR matters. Follow up on enquires to ensure that appropriate action is taken. Perform daily administrative operations of the human resource department; interact with employees, management and other business associates. Track and manage all incoming and outgoing documents and ensure compliance. Track and manage queries, to make sure that all queries are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld at all times. Provide first line support where queries are easy and quick to resolve. Provide weekly reports on a number of queries received, outstanding and not resolved. Escalate unresolved queries and track progress. Knowledge, interpretation and compliance of HR policies, procedures and legislation. Ensure confidentiality at all times.

**ENQUIRIES** : Ms Bulelwa Mtshizana (011) 227 9000