

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

<u>APPLICATIONS FOR ATTENTION</u>	:	Applications must be submitted on a duly online completed Z83 form
<u>CLOSING DATE</u>	:	Human Capital management
<u>NOTE</u>	:	12 February 2018
	:	It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

MANAGEMENT ECHELON

<u>POST 04/179</u>	:	<u>DIRECTOR: COMMUNITY DEVELOPMENT – REFS/ 002363</u> Directorate: Community Development
<u>SALARY CENTRE</u>	:	R948 174. (all-inclusive package)
<u>REQUIREMENTS</u>	:	Johannesburg
	:	Matric plus NQF level 7/ Bachelor's Degree in Development Work or equivalent qualification, coupled with a minimum of 5 years' experience at a middle management in the Public service. Knowledge and Skills: Financial management, knowledge of Community Development work, relevant legislation & policies, programme management, integrated approach to service delivery, computer literacy, planning, team development, decision making, presentation, leadership, Community Development, networking, communication, organizing, controlling, research. A valid drivers' license.
<u>DUTIES</u>	:	Customise the CDW national Policy Framework to an Implementation Plan for (CDWP). Manage the establishment of Provincial and District Forums for co-ordination and implementation of CDWP. Provide functional linkages between the national offices (DPLG & DPISA) and the Provincial stakeholders in all aspects of CDWP within Gauteng. Manage all developmental aspects of the CDWP in accordance with the policy framework and standard guidelines. Provide guidance and advisory services to Municipalities for the implementation of CDWP within Gauteng. Manage processes for identification of potential operational risks and obstacles to develop appropriate solutions and proactively report deviations, trends and problem areas to the CDW National Task Team (NTT). Ensure analyses of consolidated provincial reports and provide recommendations thereon. Manage, monitor and evaluate the functioning of CDW programme in the Province. Manage the broad recruitment standards and implementation framework for the CDW programme. Procure necessary human, financial, equipment and other resources. Establish and maintain appropriate control mechanism. Ensure principles of CDWP in Gauteng and policies are implemented within a structure framework by both spheres of government and other

relevant local governance structures. Facilitate implementation of partnership framework within local government to effect systematic operation of the CDW programmes. Ensure increasing response to community needs and effective implementation of development initiatives emanated from CDW operations. Manage the development of a memorandum of understanding between stakeholders (municipalities, government departments and local governance structures) and the DLGTA. Manage the implementation of the CDWP in line with National, Provincial and Local Government access strategies. Ensure effective linkage of citizens to government programmes, projects and services. Manage the alignment of the CDWP with other government programmes ie Public Participation, Thusong Centres, LED and GCIS. Manage the implementation of the CDW Information Management System. Manage the provision of support to mobile platforms for CDW's. Manage the process of the provision of CDW resources in close proximity to community clustering areas. Develop realistic and cost-effective operational deliverables and milestones to meet deadlines. Manage the compilation and the implementation of strategic business plan and operational plans. Manage HR related matters and budget.

ENQUIRIES

:

Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

POST 04/180

:

DIRECTOR: STAKEHOLDER LIAISON – REFS/ 002364

Directorate: Stakeholder Liaison

**SALARY
CENTRE
REQUIREMENTS**

:

R948 174. (all-inclusive package)

:

Johannesburg

:

Matric plus NQF Level 7/ Bachelor's Degree in Public Relations, Communications or equivalent qualification, coupled with a minimum 5 years' experience at a middle management. Competencies: National policy on sport and recreation, Public Service Act and Regulations, PFMA, Government processes of formulating policy, managerial skills, project management skills, Interpersonal skills, problem solving skills, analytical skills and report writing skills. A Valid driver's licence.

DUTIES

:

Develop and manage the implementation of stakeholder engagement strategies, policies and procedures and ensure that stakeholder profiles (interests and expectations) are analysed and maintained throughout the delivery of a programme/project. Develop and implement creative, effective and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication. Develop and implement policies and procedures and action plans for stakeholder engagement activities. Ensure the identification of innovative communications solutions. Manage co-ordination of information gathering and dissemination across various project teams. Ensure monitoring and evaluation of the progress and outcomes of stakeholder engagement activities. Develop and manage the stakeholder Management database. Develop positive links with relevant stakeholder groups to ensure the transmission of information is coordinated. Ensure compilation of monthly and quarterly reports on implementation of Stakeholder Engagement activities. Ensure that the council's and community consultation and engagement standards are applied consistently throughout the capital programmes and to demonstrate this through management reports, gateway reviews and audits. Manage and / or lead meetings and large group activities with strategic stakeholders and encourage collaborative partnership. Ensure the provision of advice, support and brief of relevant stakeholders on matters relating to stakeholder engagement activities and delivery of outcomes. Manage the facilitation and coordination of events that publicise positive activities involving projects and maintain an ongoing communications plan.

ENQUIRIES

:

Mr Caiphus Nkuna, Tel (011) 3554654/4227

OTHER POSTS

<u>POST 04/181</u>	:	<u>SENIOR ADMIN OFFICER: BUSINESS ANALYST – REFS/ 002370</u> Directorate: Information Communication and Technology services
<u>SALARY</u>	:	R281 418. (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF Level 6/ National Diploma in Information Communication Technology, Computer Science or Information or equivalent qualification, coupled with a minimum of 2 – 3 years' experience in similar position. Competencies: understanding of different IT processes; knowledge of relevant public service regulations; understanding of customers' expectations; good understanding of the organisation's business and how IT contributes to it; very strong communication skills – oral, written, presentation, facilitation; technical credibility, committed, initiative, objective, logical and diversity focused; proactive and resourceful, flexible/ change oriented.
<u>DUTIES</u>	:	Gather and interpret strategic requirements from the business; Participate in the solution design process; Prepare the requirements specifications; Define the success criteria for solution testing; Analyse and decompose relevant business processes; Performing business analysis and process improvement within assigned solution project; Provide assistance to solution delivery on implementation and training; Assist (when necessary) with systems testing; Ensure that proposed test solutions cover all aspects of delivered business specification; Work on solutions supporting multiple business areas, integration points and a large number of affected components; Required to work under general direction within a clearly defined accountability framework; Sharing knowledge with team colleagues.
<u>ENQUIRIES</u>	:	Mr Caiphus Nkuna, Tel (011) 3554654/4227
<u>POST 04/182</u>	:	<u>HELP DESK OPERATOR: ICT SERVICE LEVEL MANAGEMENT – REFS/ 002371</u> Directorate: Information Communication and Technology services
<u>SALARY</u>	:	R281 418. (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF level 6/ 3yrs National Diploma IT Related including ITIL and A+ Service Technician qualification, coupled with a minimum of 2-3 years' experience in the public sector and or related area. Proven experience relating to main objectives / outputs as set out in section C. Competencies: Legislation, regulations and policies, supply chain management policies and practices, financial accounting, risk management policies and practices, asset management policies and practices, budget submission, information technology systems and support, economic business models and tools, investment and cash management, conduct project appraisals, corporate communication, customer services, interpersonal relations, telephone etiquette, computer, courier services, finance, HR Matters, planning and organising, safety, stores, training and technical proficiency.
<u>DUTIES</u>	:	Ensure availability on the telephone and e-mail systems to receive and log incoming calls from users on Call-logging application. Prioritize and assign calls to IT Technicians for resolutions. Follow up on enquires to ensure the appropriate action is taken. Track and manage calls to make sure that calls are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld at all times. Provide first line support where calls are easy and quick to resolve. Provide weekly reports on a number of calls logged, calls outstanding and calls not resolved. Sharing knowledge with team colleagues.
<u>ENQUIRIES</u>	:	Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/183 : **HR PRACTITIONER: PERFORMANCE MANAGEMENT – REFS/002365**
 Directorate: Human Capital Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 5 Qualification in Human Resource Management/Development or equivalent qualification. 1-2 years' experience in a performance management environment. Competencies: Good interpersonal skills; Assertive; Good planning and organisational skills; Self-driven and high levels of initiative; Customer service orientated; Excellent team player; Attention to detail; Confidentiality; Tact and discretion; Professional approach; Computer Literacy; Ability to handle stress; Report writing skills; Mediation and counselling; Basic Practical Accounting. Knowledge of Public Service Performance Management prescripts.

DUTIES : Facilitate the signing of Performance Agreements, linked to the performance cycle; Capture all filed Performance Agreements on PERSAL system, within stipulated timeframes; Facilitate the filing of Quarterly Performance Reviews and aggregate quarterly reviews to determine the annual performance appraisal rating/score; Capture Performance Reviews on PERSAL system; Facilitate the filing of mid-year and annual assessments for SMS members and aggregate raw ratings of two assessments to determine the annual performance appraisal score; Coordinate logistical arrangements for moderation committee meeting, Maintain the filing system for efficient tracking and easy retrieving of documentation and statistics; Provide secretarial and logistical support for specific PMDS meetings and workshops; Prepare packs for moderation committee meetings; Verify KPI weightings, relative to KPI ratings calculations; Capture final assessment scores to determine cash bonus award calculated according to prescribed percentage allocation of total remuneration package of employees on the different salary levels; Prepare finance mandates for payment of performance bonuses and pay-progression.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/184 : **PROVISIONING ADMIN OFFICER: PURCHASING AND STORES – REFS/ 002366**
 Directorate: Supply Chain Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 5 in Supply Chain Management, coupled with a minimum of 1 – 3 years' experience in Supply Chain Management, Purchasing, Logistics or Public Administration environment. Competencies: Knowledge of PFMA, Treasury Regulations, PPPFA, BBBEEA and Supply Chain Management processes and legislations. Sound knowledge and good understanding of supply chain management processes. Excellent communication and sound interpersonal. Computer literate and experience in SAP (SRM and R3). Proficient in MS Office Suite. Analytical and numeric skills. Ability to work under pressure. A valid driver's license.

DUTIES : Ensure procurement of goods and services are in line with National Treasury and SCM guidelines. Provide guidance to clients and ensure compliance on all SCM processes and procedures. Attend to client queries and liaise with stakeholders. Responsible for upkeep of the departmental general stores. Check, analyses and authorizing of all purchase requisition RLS01 received from different business units. Ensure all necessary documents are attached to RLS 01 before capturing. Ensure end-user clerks are capacitated in terms of usage of cataloguing process on SAP. Capture all purchase requisitions on SAP/ SRM before purchase order are created. Attend to all purchase

requisitions and purchase order from business unit and suppliers. Rectify all tolerance on purchase orders. Ensure that service providers get purchase orders on time. Maintaining database of service providers/suppliers administratively and sourcing of quotations. Compiling of monthly and quarterly reports. Provide assistant to the Assistant Director on ad hoc basis. Recording and reconcile all purchase requisitions and purchase orders weekly and monthly. Compile reports on deviations and ex-post approval. Attend to all audit queries and implement audit recommendations. Perform any other tasks delegated by Line Manager.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/185 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT – REFS/ 002360**
Directorate: Supply Chain Management

SALARY : R226 611. (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 5 in Purchasing/Finance/Public Administration or Assets Management, coupled with a minimum of 1 – 3 years' experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, BBBEEA, SAP, BAUD and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure. Valid driver's license.

DUTIES : The successful candidate will be responsible for the following –Bar-code all assets procured. Verifying of assets upon delivery. Receiving of assets and provide accurate updates on the asset register. Identification of obsolete, redundant and damaged assets. Preparing of the submissions to write off these items. Capture all assets movement in asset register. Compile a cost allocation spread sheet for all purchases. Compile monthly asset reconciliation reports. Replace and account for damaged and or lost bar-codes. Regular updates and communicate to relevant internal stakeholders concerning assets at hand, asset on order. Ensure that all obsolete assets are accounted for and isolated for disposal. Perform asset verification exercise at least twice a year. Collect data on the movement of staff and ensure those asset inventory lists are regularly updated upon movement. Attend to all internal Audit queries. Perform other related functions as directed by the manager.

ENQUIRIES : Mr Caiphus Nkuna, Tel (011) 3554654/4227

POST 04/186 : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT – REFS/ 002362**
Directorate: Supply Chain Management

SALARY : R152 862. (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Matric coupled with a minimum of 0 - 1 year experience in Asset Management environment. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, BAUD and Supply Chain Management legislation. Sound knowledge and understanding of basic accounting principles. Experience in SRM and SAP. Computer skills and knowledge especially Word and Excel. Analytical and numeric skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following –Inspection of assets upon receipts. Receiving of assets and proper updates on the asset register. Regular updates on asset register. Identification of obsolete, redundant and damaged assets. Maintaining of orderly and comprehensive filing system. Capturing of all movement on the assets register on SAP system. Assisting in compilation of monthly asset reconciliation reports. Replace and account for damaged and or lost bar-codes. Ensure all obsolete, redundant and damage assets are accounted

for and isolated for disposal. Perform asset verification exercise at least twice a year. Collect data on the movement of staff and ensure those asset inventory lists are regularly updated upon movement. Perform other related functions as directed by the supervisor.

- ENQUIRIES** : Mr Caiphus Nkuna, Tel (011) 3554654/4227
- POST 04/187** : **ADMINISTRATIVE CLERK: PURCHASING AND STORES – REFS/002367**
Directorate: Supply Chain Management
- SALARY** : R152 862. (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric coupled with a 0- 1 year experience in Supply Chain Management. Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SAP, BAS and Supply Chain Management and legislation; Sound knowledge and understanding of basic accounting principles; Experience in SRM and SAP; Computer skills and knowledge especially Word and Excel; Analytical and numeric skills; Ability to work under pressure.
- DUTIES** : Receive stock and or items from suppliers and reconcile with purchase order issued. Put together stock in the storeroom and update stock inventory records. Advise chief/end user clerks to optimally replenish stock to ensure availability of stock items always at their work stations. Ensure requisitions are duly signed. Responsible for general stores by issuing of stationery to relevant business units. Return incorrect goods to service providers. Conduct spot checks, half-yearly and annual stock taking. Report all redundant obsolete stock, deficiencies and theft from store room. Compile monthly and quarterly reports. Follow-ups on GRVs. Perform other related functions as directed by the supervisor.
- ENQUIRIES** : Mr Caiphus Nkuna, Tel (011) 355 4654/4227

GAUTENG DEPARTMENT OF E-GOVERNMENT

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.
- CLOSING DATE** : 09 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. Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

- POST 04/188** : **SENIOR LEGAL ADMINISTRATION OFFICER X 2 (OSD MR6) – REF: 002372**
Directorate: Legal Services
- SALARY** : R684 423 - R1 023 054 per annum (all-inclusive remuneration package)
OSD
- CENTRE** : Johannesburg

<u>REQUIREMENTS</u>	:	An LLB degree or four year recognised legal qualification coupled with at least 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years' experience in a managerial position in legal environment will serve as an advantage. Proven knowledge and experience in litigation, drafting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Provide litigation management services and support including Labour relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professions. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere legislative and policy compliance including PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.
<u>ENQUIRIES</u>	:	Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592
<u>POST 04/189</u>	:	<u>ASSISTANT DIRECTOR: HR PLANNING & OD – REF: 002374</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R334 545. Per annum (plus benefits) Level 9
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate plus a National Diploma/Degree in Human Resource Management/Organisational Development/Work Study with 2–3 years extensive work experience in a role relating to human resources planning or organisational development or Matric plus 6–7 years extensive work experience in a role relating to human resources planning or organisational development.
<u>DUTIES</u>	:	Coordinate the organisational development and design initiatives for the department. Coordinate the development of human resource strategies and ensure the alignment of organisational structures to the departmental strategic plan. Manage the development of HR strategies. Manage and co-ordinate human resource information system and knowledge. Monitor and evaluate the implementation of HR strategies. Co-ordinate

organisational design and development. Manage the provisioning and allocation of posts.

ENQUIRIES : Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592

POST 04/190 : **SENIOR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION/RECRUITMENT – REFS: 002375**
Directorate: Human Resource Management

SALARY : R281 418 per annum (plus benefits) Level 8
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus National Diploma/Degree in HR with 2-3 years' experience in Human Resource Administration/Recruitment and Selection or Matric certificate plus 5-6 years' experience in Human Resource Administration/Recruitment and Selection.

DUTIES : Implement models and techniques for recruitment, selection, redeployment and exiting function planning. Implement recruitment, selection and appointment plans and processes. Implement recruitment, selection and exiting functions strategies and plans. Process all vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line with the recruitment SLA's. Continuous assessment with a view to improving the effectiveness of recruitment, selection, appointment plans and processes. Implement plans and processes for the redeployment of the organization's human resources. Assessments of the effectiveness of plans and processes for the redeployment of people in the organization. Co-ordinate all interview processes and the relevant assessments. Familiarize with Job Evaluation process and how it fits into the broader recruitment perspective. Be well informed of the gender process from an employee/employer perspective: Employment equity in order to drive the recruitment process for the e-Government, based on the employment equity plan.

ENQUIRIES : Mr. Leon Steyn (011) 689 8400 or Ms. Ntombi Mlambo (011) 689 6592

DEPARTMENT OF HEALTH

The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability

CLOSING DATE : 09 February 2018
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 Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za.

NOTE : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. The successful will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior Employment

OTHER POSTS

POST 04/191 : **HEAD OF CLINICAL UNIT: ORTHOPAEDICS REF. NO: REFS/002266**
Directorate: Medical

SALARY : R1 550 331 per annum (all-inclusive Package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : MBBCh/MBChB degree or equivalent. Appropriate qualification that allows registration with the HPCSA (Health Professions Council of South Africa) as Medical Specialist in Orthopaedics. A minimum of 3 – 5 years' experience as a Medical Specialist after initial registration as a Medical Specialist in Orthopaedics. Orthopaedics skills include extensive and

appropriate experience in all aspects of clinical care, teaching students, Interns, Medical Officer, Registrars and research. Certificates of service for all periods of employment. All procedures include arthroplasty operations: Proven Management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource and Management. Conflict resolution and problem solving skills.

DUTIES : Overall supervision and management of the Orthopaedics discipline in the Hospital. Clinical – Management of both in-patients (including Intensive care and High care) and out-patients. Ensuring that there are protocols for the management of common Medical conditions and that there is compliance to the protocols and guidelines. Outreach promote and participate in outreach programs in the community and the feeder clinics. Clinical Governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place.

ENQUIRIES : Dr. M.J. Mathabathe Tel No: (011) 923-2284

OTHER POSTS

POST 04/192 : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF: 002150**
Directorate: Nursing Division: Internal Medicine

SALARY : R851 463 per annum (Total package all inclusive)
CENTRE : Charlotte Maxeke Johannesburg Academic 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 a Professional Nurse. Degree / Diploma in Nursing Administration / Health Care Management registered with SANC. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience at management level. Current SANC receipt. Proof of professional indemnity, Computer literacy, and Driver's licence will be an added advantage. Computer literacy. Driver's license. Ability to work under pressure. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilisation and supervision of human, material and financial resources. Manage staff performance and development. Management nursing and hospital projects.

ENQUIRIES : Ms. M.M. Pule Tel (011) 488 3785
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

CLOSING DATE : 09 February 2018

POST 04/193 : **DEPUTY MANAGER: NURSING PN-A8 REF NO CCRC NURS 08/02**
REF: CULLINAN CARE AND REHABILITATION CENTRE
Directorate: Mental Health

SALARY : R756 525. Per Annum (all-inclusive package)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry Nursing Science. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management and Mental Health Care Act of 2002. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license. Computer literate. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 4 years of the period referred to above must be appropriate/recognizable experience as an Assistant manager. At least 6 years' experience as Professional Nurse at an appropriate recognizable specific speciality – Mental Care Services.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objective of the specialized unit in line with the strategic plan of the institution. Coordinate and maintain constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRES : Mr. JJ Ngcobo Tel No: (012) 734 7050
APPLICATIONS : Applications must be delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE : 09 February 2018

POST 04/194 : **DEPUTY MANAGER NURSING PN A-8**
Directorate: Nursing Services

SALARY : R756 525. per annum (all- inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : A 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 and a qualification in Nursing Administration and Education. A speciality in Advanced Midwifery or Paediatric Nursing will be an advantage. Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of

the period referred to above must be appropriate/recognisable experience at management level. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurses Education, Training and Practice 2012/13 – 2016/17, National Core Standards and Human Resource Management. Relevant experience in Financial Management, strategic planning, policy analysis and development. In depth knowledge and understanding of all Health related acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership skills and change management skills. Good computer skills (MS Word, PowerPoint, Excel, etc.). Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills. Valid driver's license.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full time technical and management support to district and institutions.

ENQUIRIES : Mrs S Jordaan, Tel No: (011) 470-9034
CLOSING DATE : 09 February 2018
APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

POST 04/195 : **SUPERVISOR (PHARMACY) REF NO: 002294**
 Directorate: Pharmacy

SALARY : R736 425. per annum (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : An appropriate qualification that allows for the registration with SAPC. Current registration with the SAPC as a Pharmacist. A minimum of 3 years registration experience post internship and community service. An in – depth understanding of the National Drug Policy, all legislation and the knowledge of Government regulations, policies and acts. The ability to implement policies. Administrative and management knowledge Project management skills. Team building and people skills as well as interpersonal relations. Communication skills (verbal and written). Good computer skills. Organisational skills. Problems solving and interventional skills. Highly motivated and enthusiastic to contribute to Pharmacy services. The ability to work under pressure.

DUTIES : Assist with the overall management of the Pharmacy at Charlotte Maxeke Academic Hospital (CMJAH). Including all the 4 satellite pharmacies on the premises. Assist in the development of the annual pharmaceutical budget. Oversee the down – referral process of stable patients. Ensure the availability and accessibility of essential medicines, including ARV'S to all CMJAH patients coordinate training and development of Pharmacy personnel. Contribute to Pharmacy planning, budgeting and procurement processes as well as monitoring and evaluation. Develop and monitor the pharmacy strategic plan. Actively participate in administrative duties of the pharmacy. Perform duties assigned by management. Maintain quality

		standards and other departmental policies. Coordinate the activities of other allied workers and supervise resources necessary to provide efficient pharmaceutical efficient services.
<u>ENQUIRIES</u>	:	Ms. A. Animashahun Tel (011) 488 3926
<u>APPLICATIONS</u>	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Park town. Or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of Diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SAPC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test
<u>CLOSING DATE</u>	:	09 February 2018
<u>POST 04/196</u>	:	<u>DENTIST GRADE 1/2/3 REF: WOHC/01/2018</u> Directorate: Department of Oral Medicine and Periodontology (OMP).
<u>SALARY</u>	:	R714 819– R 977 199. per annum (plus benefits)
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in category independent practice. Minimum of five years' experience as a Dentist in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
<u>ENQUIRIES</u>	:	Mr. P. Monama 011 481 2099
<u>CLOSING DATE</u>	:	09 February 2018
<u>APPLICATIONS</u>	:	Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za . No faxed /E-mailed applications will be accepted
<u>NOTE</u>	:	Shortlisted candidates for Dental Technicians will be subjected to practical test during the interviews. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of SADTC for Dental Technician and HPCSA for Dentist post . Applications without proof of the necessary documents will be disqualified
<u>POST 04/197</u>	:	<u>CLINICAL PSYCHOLOGIST</u> Directorate: Allied
<u>SALARY</u>	:	Grade 1: R633 702– 703 314 all-inclusive package Grade 2: R746 466– R828 474 all-inclusive package Grade 3: R866 310– R1 020 462 all -inclusive package
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Post graduate qualification in Clinical Psychology. Independent registration with HPCSA as a Clinical Psychologist. Excellent computer skills and interpersonal skills. Ability to supervise/manage junior and community service staff. Able to report on progress of patients to management. Able to produce and interpret statistics on work load to the management. Ability to work within a multi-disciplinary team. Excellent communication skills
<u>DUTIES</u>	:	To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies,

- whilst adhering QA standards. Perform administrative duties related to patient care.
- ENQUIRIES** : Mr S Gopal Tel no.011 812 8566/8406
- CLOSING DATE** : 16 February 2018
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.
- POST 04/198** : **PHARMACIST GRADE I REF NO: 002293**
Directorate: Pharmacy
- SALARY** : R615 945. per annum plus benefits
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : A BPharm. An appropriate qualification that allows for the registration with SAPC. Current registration with the South African Council as a Pharmacist. A minimum of 1 year experience post internship and community service. Team building and people skills as well as interpersonal relations. Good communication skills (verbal and written). Good computer skills essential. Organisation skills, problem solving and interventional skills. Some experience in a hospital setting, oncology mixing and paediatric dispensing will be of great advantage. Highly motivated and enthusiastic to contribute to Pharmacy services. The ability to work under pressure. Going beyond their call of duty.
- DUTIES** : Assist management team in the running of the pharmacy including all the 4 satellite pharmacies on the premises. Oversee the down-referral process of stable patients. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintains security measures. Ensure proper drug supply management: acquisitions pre-packing, manufacturing and compounding, distribution, storage and the use of medicines and the supervision thereof. Ensure the availability and accessibility of essential medicines, including ARV'S to all CMJAH patients coordinate training and development of Pharmacy personnel. Contribute to Pharmacy planning, budgeting and procurement processes as well as monitoring and evaluation. Actively participate in administrative duties of the pharmacy. Counselling of patients to ensure optimal compliance with the use of medication. Perform duties assigned by management. Maintain quality standards and other departmental policies. Co-ordinate the activities of other allied workers and supervise resources necessary to provide efficient pharmaceutical efficient services.
- ENQUIRIES** : Ms. A. Animashahun, Tel (011) 488 3926
- APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SAPC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks

(criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE

: 09 February 2018

POST 04/199

: **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: 002290**

Directorate Nursing Division: Obstetrics and Gynaecology

Re-advert Applicants who previously applied need not to re-apply

SALARY

: R546 315. per annum (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES

: Ms. O.Khumalo, Tel (011)488 3633

APPLICATIONS

: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE

: The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

CLOSING DATE

: 09 February 2018

POST 04/200 : **ASSISTANT MANAGER – SPECIALTY - THEATRE (1 POST) REF NO: HRM 1/2018**

Directorate: Nursing

SALARY : R546 315. per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Operating Theatre Nursing Science. Eight or more years appropriate experience as a nurse after registration with SANC. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.

DUTIES : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Ensure that the clinical nursing practice by the team is rendered 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 a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

ENQUIRIES : MS M.E. Polo, Tel: (016) 428 7130

APPLICATIONS : Submitted to Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted People with Disabilities Are Encouraged to Apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful

CLOSING DATE : 09 February 2018

POST 04/201 : **ASSISTANT MANAGER – SPECIALTY MATERNITY (1 POST) REF NO: HRM 2/2018**

Directorate: Nursing

SALARY : R546 315. per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : A Basic R425 qualification accredited with the SANC in terms of Government Notice 425, (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Advanced Midwifery. Eight years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Three years of the period referred to above must be appropriate / recognizable experience at management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.

DUTIES : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.

Ensure that the clinical nursing practice by the team is rendered 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 a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

- ENQUIRIES** : MS ME Polo, Tel: (016) 428 7130
- CLOSING DATE** : 09 February 2018
- APPLICATIONS** : Applications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People With Disabilities Are Encouraged To Apply. Medical Surveillance will be done to successful candidates. If you did not hear from us within three months please consider your application unsuccessful.
- POST 04/202** : **OPERATIONAL MANAGER - SPECIALTY (TRAUMA) REF NO: HRM 3/2018**
Directorate: Nursing
- SALARY** : R499 953. per annum (All-inclusive remuneration package)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in theatre after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC.
- DUTIES** : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
- ENQUIRIES** : MS ME Polo, Tel: (016) 428 7130
- APPLICATIONS** : Applications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
- CLOSING DATE** : 09 February 2018

POST 04/203 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 002147**
 Directorate: Nursing Division: Chemotherapy OPD (Oncology)

SALARY : R499 953 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Oncology Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Oncology Nursing.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms. M.N.Morare, Tel (011) 488 3692
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/204 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/ 002368**
 Directorate: Nursing Division: Nephrology department (Haemodialysis – Area 475)

SALARY : R499 953. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post

basic nursing qualification of the duration of 1 year, accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Nephrology. Computer literacy will be an added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms D. A. Ramoshu, Tel (011) 488 3360
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 09 February 2018

POST 04/205 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 002369**
Directorate: Nursing Division: Transplant ICU area (563)

SALARY : R499 953. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (Diploma / Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Critical Care qualification of the duration of 1 year accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Critical Care Nursing. Computer literacy will be an added advantage.

- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
- ENQUIRIES** : Ms D. A. Ramoshu, Tel (011) 488 3360
- APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 09 February 2018
- POST 04/206** : **ASSISTANT DIRECTOR (MEDICAL ORTHOTIST AND PROSTHETIST), REF NO: REFS/002357**
Directorate: Clinical Services
- SALARY** : R459 558. per.annum. (Plus benefits)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : National Diploma in Medical Orthostists and Prosthetics. Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' experience post registration of which 2 years' experience must be on Management. Leadership and Managerial skills. Sound knowledge of Human Resource, Training and Development, Labour Relations, Health and Safety, Quality Assurance and Environmental Health Policies.
- DUTIES** : Overall management the Human and other resources of the Department. Rendering of Orthotists and Prosthetics services and management of patients' care according to the departments standard. Maintain clinical and ethical contact. Provide on-going mentoring and training of staff in the department. Participate in clinical audits activities and quality improvement programs. Develop protocols in the department. Participate in relevant internal and external meetings and forums. Maintain good discipline and sound labour relationship. Deals with all complaints and enquires. Organize outreach programs with other hospitals and clinics.
- 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

CLOSING DATE : 09 February 2018

POST 04/207 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (1)**
POST REF NO: J/012018
Directorate: Nursing Services

SALARY : R394 665. per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic Qualification that allows registration with SANC as a professional nurse. Certified copies of the following: Basic qualification Certificate, SANC registration Certificate, current SANC receipt. A minimum of 7 years appropriate recognizable experience in Nursing after registering as Professional Nurse. Operational management skills. Ability to interact with diverse stakeholders and healthcare users and givers. Problem – solving skills, report writing skills, planning and organizing skills.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users; assist in achieving optimal health care and rehabilitation of patients. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the Analysis, formulation and Implementation of Nursing Guidelines, Practices, Standards and Procedures. Manage proper utilization of human financial and physical resources. Comply with the performance management and development system (contracting, quarterly reviews and final assessment)

ENQUIRIES : Ms. Ngwenya T.N (012)717 9398
APPLICATIONS : must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered

NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents

CLOSING DATE : 09 February 2018

POST 04/208 : **CLINICAL PROGRAMME COORDINATOR REF NO: 002143**
Directorate Nursing Division: Quality Assurance Department

SALARY : R394 665 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy.will be added advantage

DUTIES : Will be responsible for ensuring that the National Core Standards and related policies are implemented throughout the hospital. Demonstrate an in depth understanding of all health legislation and related legal and ethical practices and how this impacts the hospital service delivery. Demonstrate a basic understanding of HR, Clinical, Logistics, Financial, and Procurement policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good quality services in the entire hospital. Ensure all quality services are adhered to. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues. Ensure that

the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

- ENQUIRIES APPLICATIONS** : Ms. C. Mfolo, Tel (011) 488 4141
: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test
- CLOSING DATE** : 09 February 2018
- POST 04/209** : **OPERATIONAL MANAGER GENERAL STREAM REF NO: REFS/002288**
Directorate: Nursing Division: Area 476 Folateng
- SALARY CENTRE REQUIREMENTS** : R394 665 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms D. A. Ramoshu, Tel (011) 488 3360
: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE

: 09 February 2018

POST 04/210

OPERATIONAL MANAGER GENERAL STREAM REF NO: REFS 002142

Directorate: Nursing Division: Area 596 (Renal and Rheumatology Medical Ward)

SALARY CENTRE REQUIREMENTS

: R394 665. per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES APPLICATIONS

: Ms D. A. Ramoshu, Tel (011) 488 3360
: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE

: The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE

: 09 February 2018

<u>POST 04/211</u>	:	<u>LECTURER PNDI/PNDII (2 POST) REFS/002353</u> Directorate: Nursing
<u>SALARY</u>	:	R340 431 – 394 665 per annum (plus benefits) PND I R418 701 – 546 315 per annum (plus benefits) PND II
<u>CENTRE</u>	:	Ga-Rankuwa Nursing College
<u>REQUIREMENTS</u>	:	Salary Grade I (PND1): A Grade 12/National Senior Certificate. A Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (deduct one year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Salary Grade II (PNDII): A Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC. A minimum of 14 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant speciality (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements. The following post-basic qualification will be an added advantage. Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Critical Care Nursing – General, Operating Theatre Nursing, – Child Nursing Science and Post Basic Midwifery and Neonatal Nursing Science. Valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine learners' competence. Participate in research on nursing education. Develop, review and evaluate curricula. Exercise control over students.
<u>ENQUIRIES</u>	:	Ms K R Lekgeu Tel. No: (012) 560-0448/50
<u>APPLICATIONS</u>	:	All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za . Kindly submit the recent salary advice.
<u>CLOSING DATE</u>	:	09 February 2018
<u>POST 04/212</u>	:	<u>PRIMARY HEALTH CARE (SPECIALITY NURSING) GRADE 1 REF NN: SEBO 04</u> Directorate: Hast Programme
<u>SALARY</u>	:	R340 431. - R 394 665.
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENT</u>	:	Grade 12 Certificate. 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 South African Nursing Council (SANC) as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the

		SANC in terms of Government Notice No. R48 in the relevant Speciality (Primary Health Care) Minimum experience of 1 – 2 years working in a PHC Clinic. Possession of NIMART certification will be an advantage.
<u>ENQUIRIES</u>	:	Mrs. M.C. Zwane Tel: 016 930 3353
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidate. If you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful.
<u>APPLICATIONS</u>	:	Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street; Sebokeng; 1983. On line applications cannot be accommodated due to system challenge- People with Disabilities Are Encouraged to Apply. -Successful Candidates Will Be Subjected To Medical Assessment
<u>CLOSING DATE</u>	:	09 February 2018
<u>POST 04/213</u>	:	<u>DENTAL TECHNICIAN GRADE 1/2/3 REF NO: WOHC/02/2018</u> Directorate: Laboratory
<u>SALARY</u>	:	R281 148. – R 390 123. per annum
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Qualified Dental Technician, registered with the SADTC. Experience in crown and bridge work. At least 2 years' experience in CAD/ CAM is recommended.
<u>DUTIES</u>	:	Production of fixed appliance and removable appliance, as well as orthodontics appliances. Production of implant support prosthesis. Working with postgraduate's students. Assisting dental students with their laboratory work.
<u>ENQUIRIES</u>	:	Ms L.M. Mazibuko (011) 488 2099
<u>CLOSING DATE</u>	:	09 February 2018
<u>APPLICATIONS</u>	:	Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za . No faxed /E-mailed applications will be accepted
<u>NOTES</u>	:	Shortlisted candidates for Dental Technicians will be subjected to practical test during the interviews. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of SADTC for Dental Technician and HPCSA for Dentist post . Applications without proof of the necessary documents will be disqualified

DEPARTMENT OF OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or Email Recruitment.Premier@gauteng.gov.za or online on www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	09 February 2018
<u>NOTE</u>	:	Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with

reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

- POST 04/214** : **TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A-C REF NO: 002305**
 Directorate: Integrated Development Planning
- SALARY** : R549 639 – 842 619. (All-inclusive remuneration package per annum)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor's Degree in Urban/Town and Regional Planning or relevant qualification. 2-3 years relevant experience in Town Planning or related area after registration with SACPLAN as a professional planner. Planning, organizing and execution skills. Knowledge of project and programme management, Planning and Development Legislation and Gauteng Provincial Government Political and Executive strategic objectives and priorities. Good Communication and computer literacy skills. Driver's Licence.
- DUTIES** : Provide advice and contribute to high-level projects that will assist Gauteng Province achieve its outcomes. Assist in the development of various policies relevant to the functions of the Integrated Development Planning Directorate. Support development, review and implementation of the Gauteng Spatial Development Framework 2030 and Regional Spatial Development Policies. Management of spatial planning projects within the province. Advance inter-Governmental Relations (IGR) within the Gauteng City Region (GCR) in terms of spatial governance by undertaking strategic interactions with various departments across all three spheres of government. Advance the role of spatial planning in relation to integrated planning by participating in various intergovernmental forums. Interpretation of spatial plans and their relationship with each other on a regional scale within the GCR context. Perform spatial analysis by utilising Geographic Information Systems (GIS). Participate in Integrated Development Plan (IDP) assessment processes to facilitate spatially integrated strategic planning. Perform continuous research on new technologies and trends in spatial planning to improve performance and expertise within the Directorate. Represent the Branch, Chief Directorate and the Directorate in advancing provincial interests through liaison with relevant bodies/councils on town and regional planning-related matters and supporting municipalities e.g. participation in Municipal Planning Tribunals (MPTs). Develop quarterly

		and monthly performance reports. Give inputs on financial reports, expenditure and budgets.
<u>ENQUIRIES</u>	:	Mr Tshepo Rasego tel: (011) 298 5696/5661
<u>NOTE</u>	:	All shortlisted candidate will be subjected to a written exercise.
<u>POST 04/215</u>	:	<u>GIS PROFESSIONAL (GRADE A-C) REF NO: 002303</u> Directorate: Geographic Information System
<u>SALARY</u>	:	R549 639 – 842 619. (All-inclusive remuneration package per annum)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-4 years Geographic Information Systems degree or related Bachelor Degree. Minimum 3 years post qualification experience, with strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) and at least one statistical analysis software. Must have strong, analytical, statistical skills and experience. Must have knowledge of technical and strategic report writing, and understanding of legal compliance. Experience in Geo-Database design and management. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Strong experience in the development of Web Map Services (WMS) and working with Geoportals. Compulsory registration with South African Geomatics Council (SAGC) and valid driver's license.
<u>DUTIES</u>	:	Design, plan and perform advanced spatial and statistical analysis to address the Departmental and Gauteng Government strategic objectives. Perform data analytics and develop spatial information products and Web Map Services for the Gauteng Geoportal. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist with the procurement process for the GIS Directorate. Assist with the management of the expenditure in accordance with the approved Budget.
<u>ENQUIRIES</u>	:	Mr Tshepo Rasego tel: (011) 298 5696/5661
<u>NOTE</u>	:	All shortlisted candidate will be subjected to a written exercise.
<u>POST 04/216</u>	:	<u>SENIOR HR PRACTITIONER REF NO: 002324</u> Directorate: Internal Human Resource Management
<u>SALARY</u>	:	R281 418 – R 331 497 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, a 3-4 years Bachelor Degree/ National Diploma in Human Resource Management or relevant field. 3-4 years relevant experience in Human Resource Management within Public Service. Knowledge and Skills: Have thorough knowledge of the most recent developments with regards to Human Resource Management in the Public Service. Demonstrate a comprehensive understanding of Public Service Act and Regulations, Departmental policies and procedures. Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, analytical, communication, and problem solving and conflict resolution skills. Have knowledge and experience of the PERSAL and SAP system.
<u>DUTIES</u>	:	Quality Assure PERSAL transactions. Ensure compliance with all Human Resources Management prescripts. Process staff's remuneration on salary levels 1-16. Manage Recruitment and Selection, Service Conditions and payment of Service benefits. Facilitate process on Job Evaluation, Medical Aid, Resettlement and Service bonus, etc. Manage HR Records and post establishment of the Office of the Premier. Contribute to HR policy development, review and implementation.

	:	Compile Reports on HR matters. Facilitate the Implementation of Collective Agreements and Regulations. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Mxolisi Xulu, tel: (011) 298 5696/5661
<u>NOTE</u>	:	All shortlisted candidate will be subjected to a written exercise.
<u>POST 04/217</u>	:	<u>SENIOR TRAINING OFFICER REF NO: 002325</u> Directorate: Internal Human Resource Management
<u>SALARY</u>	:	R281 418 – R 331 497 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, a 3-4 years Bachelor Degree/ National Diploma/ or relevant qualification in Human Resource Management. 2-3 years' relevant experience in Human Resource Management field as a Training Officer/Coordinator. Sound Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge of Performance Management Development System (PMDS). Good communication skills (verbal and written). Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, planning and organising, analytical, communication, and problem solving and conflict resolution skills.
<u>DUTIES</u>	:	Implement the Office of the Premier's Human Resource Development Strategy (HRD); Contribute to training and development strategy. Compile reports on implementation of training plan. Facilitate Bursary programme. Assist in conducting needs analysis and implementation of the Workplace Skills Plan (WSP). Coordinate the implementation of the PMDS Policy Strategy. Implement the Employee Health and Wellness Strategy (EHWP); Coordinate the EHWP events and provide administrative support to EHWP programme. Ensure uptake of EHWP calendar events. Implement the Labour Relations Strategy (LR); Work with Unions and Associations to create labour peace. Manage labour relations cases and logistical arrangements for the Departmental Standing Committee.
<u>ENQUIRIES</u>	:	Mr Mxolisi Xulu, tel: (011) 298 5696/5661
<u>NOTE</u>	:	All shortlisted candidate will be subjected to a written exercise.
<u>POST 04/218</u>	:	<u>ADMINISTRATIVE OFFICER: PERFORMANCE MONITORING AND EVALUATION X2 (CONTRACT UNTIL 31 MARCH 2019) REF NO: 002308</u> Chief Directorate: Performance Monitoring and Evaluation
<u>SALARY</u>	:	R226-611 – R 266 943 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, a 3-4 years Bachelor Degree/ National Diploma/ or relevant qualification in Human Resource Management. 2-3 years' relevant experience in Human Resource Management field as a Training Officer/Coordinator. Sound Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge of Performance Management Development System (PMDS). Good communication skills (verbal and written). Possess the ability to analyse and implement policies successfully. Have good people management, interpersonal, planning and organising, analytical, communication, and problem solving and conflict resolution skills.
<u>DUTIES</u>	:	Implement the Office of the Premier's Human Resource Development Strategy (HRD); Contribute to training and development strategy. Compile reports on implementation of training plan. Facilitate Bursary programme. Assist in conducting needs analysis and implementation of the Workplace Skills Plan (WSP). Coordinate the implementation of the PMDS Policy Strategy. Implement the Employee Health and Wellness Strategy (EHWP); Coordinate the EHWP events and provide administrative support to EHWP programme. Ensure uptake of EHWP calendar events. Implement the Labour Relations Strategy (LR); Work with Unions and Associations to create labour peace. Manage labour

- relations cases and logistical arrangements for the Departmental Standing Committee.
- ENQUIRIES** : Mr Tshepo Rasego, tel: (011) 298 5696/5661
- NOTE** : All shortlisted candidate will be subjected to a written exercise.
- POST 04/219** : **RESOURCE CENTRE OFFICER REF NO: 002296**
Directorate: Pme-Gpd
- SALARY** : R183 558 – R 216 216 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate tertiary qualification in Library and Information Science or equivalent Social Science qualification. Plus a minimum of 3 years' experience in the Library and/or Information and knowledge management environment. Advanced computer literacy and knowledge of Library automated systems. Planning, budgeting and performance reporting experience. Knowledge of Library policies and experience in Performance Monitoring and Evaluation, data and information management as well as statistical analysis skills. Good organizing, interpersonal, writing and communication skills.
- DUTIES** : he successful candidate will be responsible for the following duties:
Classify and catalogue books and journals. Manage the Resource Centre loan system, subscriptions, acquisition of material, including maintaining inter-library loan procedures and database management (Library Systems). Organise physical elements of the Resource Centre. Compile budget for the Resource material and develop expenditure reports. Coordinate information management, including archival of the current and historical valid data and information in the share point and dissemination to the users. Keep an update register of the users. Market the Resource Centre and develop a Resource Centre Bulletin. Coordinate logistical activities of the Gauteng Planning, Monitoring and Evaluation Forum (Community of Practice), including taking minutes.
- ENQUIRIES** : Mr Tshepo Rasego, tel: (011) 298 5696/5661
- NOTE** : All shortlisted candidate will be subjected to a written exercise.

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** : 09 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. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a

Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 04/220** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE – SUPER USER**
Directorate: Financial Governance
- SALARY** : R334 545. per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 6) as recognized by SAQA in Accounting (with math's as subject) 3 – 5 years' experience in project management.
- DUTIES** : To manage the accounts payable automation projects section (E-invoicing, XML, P-Card, Web Board, mobile approval and performance analytics). Manage training of all GPG officials on SAP R3, E-invoicing, web-board, performance analytics, mobile approval, and P Card. Manage and close calls logged on SAP CRM. Manage supplier statement reconciliation. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing
- ENQUIRIES** : Ms. Linda Ninzi Tel No: (011) 227 9000
- POST 04/221** : **ASSISTANT DIRECTOR: RISK MANAGEMENT**
Directorate: Financial Governance
- SALARY** : R334 545. per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 6) as recognized by SAQA in Risk Management/Financial Management/Internal Audit/ Business Management. 3 – 5 years' experience in Risk Management/ Risk based Auditing. Driver's license is a must.
- DUTIES** : Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227 9000