

**PROVINCIAL ADMINISTRATION: GAUTENG  
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*

**OTHER POSTS**

- POST 08/176** : **ASSISTANT MANAGER NURSING SPECIALITY STREAM REF NO: REFS/002588**  
Directorate: Nursing Division: Child Nursing Department
- SALARY** : R 546 315 00 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 Child Nursing Science. 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 qualification as indicated above. At least 3 years of the period referred to above must be appropriate/ recognizable experience 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. 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. 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](http://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
- CLOSING DATE** : 09 March 2018
- POST 08/177** : **ASSISTANT DIRECTOR: HUMAN RESOURCE INFORMATION MANAGEMENT, REF NO: REFS/002599**  
Directorate: HRA&M, Subdirector: Human Resource Information Management
- SALARY** : R334 545 per annum (plus Benefits)
- CENTRE** : Central Office – Johannesburg
- REQUIREMENTS** : Three (3) year Degree or National Diploma in Information Technology/Information Management or any relevant qualification – with five (5) years proven experience in application development and database design and management, or a Grade 12 Certificate with ten (10) or more years of relevant experience. A well organised, accurate, detailed, and analytical strategic thinker. Project management skills, statistical analysis skills, advanced report writing ability and presentation skills. Ability to communicate at all levels. Advanced computer literacy and advanced knowledge of Microsoft tools (MS Access; MS Excel, MS PowerPoint, and Ms Word) are prerequisite and

will be tested as part of the interview process. Knowledge of the PERSAL system, the VULINDLELA system and the BAS are recommended. Experience in and knowledge of the public sector will be an advantage. Possession of a valid driver's licence will be an advantage.

**DUTIES** : Develop, implement, and maintain a human resource information warehouse utilising the industry's best practices. Keep abreast of and proactively advise management of developments in the field. Provide leadership (strategic and technical) and expertise in the daily running of the unit. Request and prepare PERSAL system data monthly, and as per request. Automate and distribute reports, periodically, throughout the GDoH for strategic purposes. Reconcile the human resource data with information originating among/from the PERSAL system, the VULINDLELA system, and the BAS. Utilise available human resource data to facilitate HR Planning processes for the department. Take part in, guide, and lead the human resource section in the regular intra- and inter-department multi-discipline projects on information gathering and dissemination. Resolve data integrity flaws in and maintain accurate and reliable data of the GDoH's PERSAL data. Oversee and manage the human capital, finances, assets, etc. in the unit.

**ENQUIRIES** : Mr. L Lepele, Tel: (011) 355 3120  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon

**NOTE** : NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified, or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 09 March 2018

**POST 08/178** : **HUMAN RESOURCE OFFICER, REF NO: REFS/002600**  
 Directorate: HRA&M, Subdirector: Human Resource Information Management

**SALARY** : R226 611 per annum (plus Benefits)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Three year Degree/Diploma in HR or Public Management or Information Management with 2 years relevant experience in the PERSAL HR Information or Staff Establishment OR Grade 12 Certificate with 5 to 10 years' relevant experience in the PERSAL HR Information or Staff Establishment. Knowledge of related Human Resources procedures is essential. Ability to interpret and assist in implementation of policies, procedures, regulations and other legislative HR frameworks. Logical thinking, good planning, effective problem solving and good communications skills are essential. Advanced Microsoft Suite (Access, Excel, Word and PowerPoint) – knowledge of which, will be tested as part of the interview process.

**DUTIES** : Develop and Maintain HR Information Database to supplement the available departmental information systems. Regularly produce and distribute reports from these systems. Ensure information integrity, completeness, accuracy and availability in the PERSAL system and other departmental HR systems. Lead and develop subordinates within the team.

**ENQUIRIES** : Mr. L. Lepele – (011) 355-3120  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon,

**NOTE** : NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified, or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 09 March 2018

**POST 08/179** : **CONDOM LOGISTICS OFFICER, REFERENCE NO: REFS/002601**  
 Directorate: HIV/AIDS and STI's

**SALARY** : R226 611 per annum (Plus benefits)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Grade 12/ level 4/ Vocational Certificate with 5 years' experience in Condom Logistic Management. Verbal and non-verbal communication skills. Experience/skills in supply chain management/procurement. Knowledge of current health legislation, policies and protocols, PFMA, DORA and other related financial policies and regulations. Computer literacy. Valid driver's licence.

**DUTIES** : Participate in the development of National HIV Conditional Grant Business Plans and District Plans. Develop strategic and operational plans and design budget in line with PFMA and DORA. Ensure condom distribution at HTA/Key Population and other intervention sites. Implementation of the programme in line with National and Provincial Strategic Plan on HIV & STI and TB for 2017 – 2022. Coordinate implementation of policy guidelines and standard operating procedures

on condom distribution. Ensure procurement of both male and female condoms. Ensure availability and constant supply of condoms to public, private and other facilities including primary condom distribution sites. Monitor condom distribution through peer educators at non-medical sites including institutions of higher learning. Assess monthly distribution figures, investigate and take appropriate action where there is decrease in condom distribution. Collaborate with National Department of Health on condom distribution, key population and other health related issues. Facilitate training and update health care providers/workers and other stakeholders on condom distribution through Regional Training Centre. Collaborate with health promoters, government and nongovernmental departments, private and other sectors on condom distribution. Monitor condoms through District Health System (DHIS) and Logistic Management Information System (LMIS). Monitor implementation of Standard Operating Procedures (SOP) on condom distribution at all levels of care. Monitor finances of the programme. Conduct monitoring and evaluation and give support to all intervention sites. Compile monthly, quarterly and annual reports.

**ENQUIRIES** : Ms. Nomvula Nyandeni, Tel: (011)3553244/0716055397  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon,  
**NOTE** : NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 09 March 2018

**POST 08/180** : **FINANCIAL CONTROLLER (REVENUE) REF NO: HRM 15/2018**  
 Directorate: Finance

**SALARY** : R226 611 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate and National Diploma/Degree in financial Management/ Accounting or equivalent qualifications: A minimum 3-5 years' experience within budget. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of BAS and SAP. Ability to apply Treasury Regulations, PFMA and other related prescripts. Knowledge of budget and expenditure processes. A valid driver's license. Ability to supervise. Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing.

**DUTIES** : Supervision of Budget section. Do preparation and allocation of the Annual Budget. Capture the budget allocated on BAS as per inputs. Assist with the monitoring of revenue and expenditure for the hospital. Clearing all contril accounts and monitoring the movements within the suspense account. Request the monthly BAS reports and prepare the Monthly Expenditure Quarterly reports (for cost center managers). Early Warning Report/ In Year Monitoring Expenditure reports for the hospital. Petty Cash Administration, Supervision of Accounts payable. Ensure that the SAP and BAS reconciliation is done on monthly basis. Ensure that accruals are managed and exceptional reports are cleared. Report on monthly basis, deviations on expenditure in line with the budget to cost center managers. Ensure that the systems of Financial Management and internal controls are in place.

**ENQUIRIES** : Ms N Mampane (012) 354 3747  
**APPLICATIONS** : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications  
**CLOSING DATE** : 09 March 2018

**POST 08/181** : **ADMINISTRATION CLERK LEVEL 5 (X5 POSTS) REF NO: 002593**  
 Directorate: Patients Affairs Unit

**SALARY** : R152 862 – R180 063 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Minimum of Grade 12. Computer literacy (capturing, processing e-mail, internet). 18-months experience of Admin services. (Patients Affairs experience will be an added advantage). Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be an added advantage.

**DUTIES** : Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and

updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available. Reporting of lost, damaged and not working equipments.

**ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department

**CLOSING DATE** : 09 March 2018

**POST 08/182** : **FINANCE CLERK REF NO: HRM 16/2018**  
Directorate: Finance

**SALARY** : R152 862 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate and National Diploma/Degree in Financial Management/ Accounting or equivalent qualifications: A minimum of at least six (6) months finance related experience in hospital environment. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of BAS and SAP. Ability to apply Treasury Regulations, PFMA and other related prescripts. Knowledge of budget and expenditure processes. Ability to work under pressure and be prepared to work after hours where necessary. Other Skills: Good interpersonal and communication skills

**DUTIES** : Processing of sundry payment. Allocation of budget on RLS01. Reconciling suppliers' statement, preparing documents for vetting committee meetings. Assist with suppliers queries. Compile BAS/ SAP, BAS/MEDSAS and BAS/PERSAL reconciliation. Processing journals on E-journal system.

**ENQUIRIES** : Ms N Mampane (012) 354 3747  
**APPLICATIONS** : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications

**CLOSING DATE** : 09 March 2018

**POST 08/183** : **PRINCIPAL PORTER LEVEL 4 (X1 POST) REF NO: 002594**  
Directorate: Patients Affairs Unit

**SALARY** : R127 851 – R150 606 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Minimum of Grade 12. 5-years' experience of portering services in a health environment. Good writing and verbal communication skills. Problem solving skill. Good interpersonal skills. Batho Pele Principles. Telephone etiquette. Ability to work under pressure and be prepared to work shifts.

**DUTIES** : Ensuring that patients' equipments (trolleys and wheelchairs) are cleaned. Offload patients from ambulances and cars. Removal of deceased persons from the wards. Supervise and manage porters. Manage leave and overtime. Assist in PMDS assessments. Report faulty and broken equipments. Recommend condemning of equipments.

**ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 09 March 2018

**POST 08/184** : **MESSENGER LEVEL 2 (X2 POSTS) REF NO: 002596**  
Directorate: Patients Affairs Unit

**SALARY** : R90 234 – R106 290 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Minimum of Grade 10 (original certified report/ transcript of not more than 3 months). 6-months experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested.

**DUTIES** : Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO's and order books. External: collection and distribution of mail to Johannesburg and Pretoria. Assist with other duties as instructed by the supervisor.

**ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 09 March 2018

**POST 08/185** : **PORTER LEVEL 2 (X4 POSTS) REF NO: 002595**  
Directorate: Patients Affairs Unit

**SALARY** : R90 234 – R106 290 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Minimum of Grade 10 (original certified report/ transcript of not more than 3 months). 1-2 years' experience of customer service in a health environment. Knowledge of Batho Pele Principles, Patients' Rights and Responsibilities. Interpersonal relationship skill. Telephone etiquette and willing to work shifts.

**DUTIES** : Accompanying patients on wheelchairs and patients trolleys. Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards. Ensure that stretchers and wheelchairs are collected from corridors and washed daily. Removing deceased persons from the wards to the mortuary. Completion of the ambulance book with patient's details. Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.

- ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
- APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 09 March 2018

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : All applicants must apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID and submit to: No.35 Rissik Street, Surrey House Building, Johannesburg, 2001
- FOR ATTENTION** : Ms. Vivien Khanye, Tel no: 011 355 2720
- CLOSING DATE** : 09 March 2018
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**MANAGEMENT ECHELON**

- POST 08/186** : **DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: 002597**  
Directorate: Provincial Archives, Library and Information Services.
- SALARY** : R 948 174 per annum (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : The successful candidate must have a grade 12 plus a 3 year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA or Higher Diploma in Archival Services or Library and Information Services. 5 years of experience at a middle / senior managerial level. 5-10 years of experience in Archives, Library and information Services. A valid driver's license. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.
- DUTIES** : Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be

more appropriately preserved by another institution, with due regard to the need to document aspects of the province's experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and co-ordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management, and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions and the lending of records. Organize training programmes in various disciplines of archives administration and records management. Approve applications for records classifications systems and disposal of records.

**ENQUIRIES** : Ms. Vivien Khanye, Tel. 011 355 2720

#### 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** : 9 March 2018

**ENQUIRIES** : Ms Bulelwa Mtshizana, 011 227-9000

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### MANAGEMENT ECHELON

**POST 08/187** : **DIRECTOR: RISK AND COMPLIANCE AUDIT (5 YEAR FIXED TERM CONTRACT)**  
Directorate: Gauteng Audit Services

**SALARY** : R 948 174.00 per annum (all-inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Should be in possession of a relevant B.Com Degree or equivalent (NQF Level 7). A professional qualification e.g. CIA/CA qualification would be an added advantage. At least seven years' experience in internal audit with five years middle or senior management experience required.

## **DUTIES**

- : Client relations management. Preparation of a strategic “business plan” for the sub unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three year rolling plan for each department in the sub unit, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Management of a long-term strategic risk based audit plan based on sub unit specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the departments. Quarterly review of long-term plans – achievements, amendments, etc. will be done. Liaising with and reporting to the Audit Committees. Detailed knowledge of the Public Finance Management Act (PFMA) other relevant legislation. Knowledge of international developments and standards in these areas.