

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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

- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 18 May 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 18/154** : **EMPLOYEE RELATIONS OFFICER**
Directorate: Human Resource Development
- SALARY** : R226 611 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification as recognized by SAQA (NQF level 6), National Diploma in Labour Relations or Human Resource Management, 1 – 2 years' experience in Labour Relations environment.
- DUTIES** : Promote sound Labour Relation in the Department by providing advice to management and staff on Labour Relations matters. Represent the department in the bargaining council and departmental standing committees. Conduct investigations and writing of reports. Manage resolution of grievances. Compile Labour relations Reports for relevant stakeholders. Conduct Labour Relations Training in the department. Consultation and support on misconduct cases. Grievance and case management. Conduct Labour Relations Training on misconduct and grievance management. Trend analysis. Administrative Support. Bargaining processes.
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: (011 227 9000)

<u>POST 18/155</u>	:	<u>SAFETY & SECURITY OFFICER</u> Directorate: Security & Auxiliary Services
<u>SALARY</u>	:	R226 611 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	3 year tertiary qualifications as recognized by SAQA and SAMTRAC/SHERQ related qualification, 1 – 2 years' experience in Occupational Health Safety and Injury on Duty.
<u>DUTIES</u>	:	Facilitate, coordinate, monitor advice and render technical and safety administration. Draft Occupational Health and Safety policies and guidelines in line with OHS Act. Implement health and safety programmes across the department. Monitor compliance to OHS. Conduct OHS Audit. Provide timeous and accurate reports. Ensure prompt response to maintained aspects. Monitor SLA's compliance with service provider.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: (011 227 9000)

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. All applicants are also encouraged to number the pages of their CV and the attached certified documents

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 91 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	18 May 2018
<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 recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 18/156</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: SD/2018/04/05 (9 POSTS)</u>
<u>SALARY</u>	:	R633 702 - 703 314 (All- inclusive package which include basic salary of 70% of the package) and a flexible portion that may be structured in terms of applicable OSD guidelines.
<u>CENTRE</u>	:	Dr Fabian and Florence Ribeiro Emmasdal Don Mattera Fathers Smangaliso Mkhatswa GA Rankuwa Itireleng JW Leuckhoff Marry Moodley Soshanguvhe Secure care and Walter Sisulu.
<u>REQUIREMENTS</u>	:	An appropriate recognized Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Psychological assessment, psychological intervention and consultation experience. Knowledge of ethics, laws and regulations. A Valid driver's license. Computer Literate. Skills and Competencies: Good Psychological intervention and assessment skills. Good communication and interpersonal skills including building rapport, congruence and meta communication. Good Report writing and problem-

		<p>solving skills. Working in a team. Good work ethic (Integrity and trustworthiness) Interest in continuing education and development.</p>
<u>DUTIES</u>	:	<p>Provide individual psychotherapeutic services to service users in the center. Provide psychological assessments to service users presenting with difficulties, including understanding of the individual, their families and other contextual factors. Collaborate with other professionals. Provide group psycho-educational programmes to service users in the center. Professional development and administrative duties.</p>
<u>ENQUIRIES</u>	:	Mr DP Sambo Tel No: (011) 355 7701/7678
<u>POST 18/157</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: SD/2018/04/06 (09 POSTS)</u>
<u>SALARY</u>	:	R281 148 - R321 462 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Don Mattera Emmasdal Fathers Smangaliso Mkhatswa Ga-Rankuwa Itireleng JW Leuckhoff Marry Moodley Soshanguve Secure care and Walter Sisulu
<u>REQUIREMENTS</u>	:	<p>Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Proof of current registration with Health Professions Council of South Africa (HPCSA). Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative. Problem identification, therapy design and intervention, rehabilitation, monitoring, assessment and reporting skills. Ability to perceive physiological dysfunction, creativity, sensitivity and sharp sense of consideration.</p>
<u>DUTIES</u>	:	<p>Conduct occupational therapy assessments. Record individual assessment reports. Maintain assessments reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address development and learning. Evaluate Occupational Therapy programmes. Participate in the Multi-Disciplinary Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.</p>
<u>ENQUIRIES</u>	:	Mr DP Sambo Tel No: (011) 355 7701/ Mr Z Jaca, Tel- (011) 355 7678
<u>POST 18/158</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/04/08</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	JHB Metro Region
<u>REQUIREMENTS</u>	:	<p>Relevant three years qualification in Monitoring and Evaluation with 2-3 years' experience in the NPO monitoring and evaluation environment. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPOS's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.</p>
<u>DUTIES</u>	:	<p>Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. Analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans</p>

and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES : Christinah Dukwana Tel No: (011) 355-9502

POST 18/159 : **PERSONAL ASSISTANT (LEGAL SERVICES) REF NO: SD/2018/04/09**

SALARY : R226 611 per annum plus benefits

CENTRE : Johannesburg Head Office

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

DUTIES : Register all incoming and outgoing mail and documents. Qualities assure the standard required on incoming and outgoing documents. Route incoming mail and documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.

ENQUIRIES : Ms B Khutsoane Tel No: (011) 355 7805