

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 17 August 2018, 12h00. No late applications will be considered.
- NOTE** : Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 31/145** : **CHIEF STATE VETERINARIAN (REF NO: REFS/003060)**
Directorate: Veterinary Public Health and Export Facilitation
- SALARY** : R697 011 per annum (all-inclusive salary package which can be structured according to an individual needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor Degree (NQF Level 7) in BVSc/BVMch/B.V.M qualification. 3 years' relevant experience in export facilitation and management. Registration with South African Veterinary Council. Valid driver's license. Competencies: Computer Literacy. Knowledge and understanding of Veterinary acts (Meat and Animal Health acts and related regulations and certification procedures). Understanding of hygiene systems and disease control schemes. Knowledge and understanding of import and export regulatory matters. Knowledge and understanding of procedures related to quality assurance and information technology. Good written and verbal communications skills. Good networking skills.
- DUTIES** : Maintain/update the automated health certification system. Research and provide the latest import/export information for use by the export unit sub directorate. Design and update certificate templates. Rendering effective and efficient export certification services for animals and animal-based products. Perform credible and quality inspections on export facilities and animals/animal-based products. Maintain an efficient audit and monitoring system. Liaise with other government departments on national, provincial and local level, community structures as well as the private sector. Perform any other duties that are relevant to the post. Carry out export and import related inspections, monitoring and evaluation of export work related to the different schemes.
- ENQUIRIES** : Mr. R Rasemetse, Tel No: (011) 240 3083

- POST 31/146** : **ARCHITECTURAL TECHNICAL PRODUCTION GRADE A-C (REF NO: REFS/003061)**
 Directorate: Research and Technology Developments Services
- SALARY** : R293 652 – R448 035 per annum; plus benefits (offer will be based on appropriate and recognisable experience in line with the OSD requirements).
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus BTech Degree (NQF level 7) in Architectural Design. 2 years recognisable experience in Architectural Design after registration with SACAP. Valid driver's licence. Competencies: Good communication skills (verbal and written) and ethical behaviour. Good planning and organising skills. Ability to work independently and under pressure.
- DUTIES** : Render architectural services by assisting Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects; promotes safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedures to incorporate new technology produce plans with specifications and submit for evaluation and approval by the authority. Perform administrative and related functions by providing inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/ architectural operational plan; develop, implement and maintain data bases; supervise and control technical and related personnel and assets. Research and development by continuous professional development to keep up with new technologies and procedures; research/literature studies on the technical architectural technology to improve expertise and liaise with relevant bodies/councils on architectural related matters.
- ENQUIRIES** : Ms. M Digoro, Tel No: (011) 240 3097

DEPARTMENT OF HEALTH

- APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midland or posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 17 August 2018
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body 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.

OTHER POSTS

- POST 31/147** : **PARAMEDIC REF NO: REFS/003053 (X5 POSTS)**
- SALARY** : Grade 4: R437 028 per annum
- CENTRE** : Various Districts
- REQUIREMENTS** : Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognised B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 Years' experience required after registration with the HPCSA as Paramedic (CCA), 17 years' experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years' experience required after registration as an ECP.
- DUTIES** : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by

HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
 Mr Frans Motimane Tel No: (011) 564 2051
 Mr Kgati Malebana Tel No: (011) 564 2051
 Mr. C. Errakiah Tel No: (011) 564 2000

POST 31/148 : **PARAMEDIC GRADE 3 REF NO: REFS/003054 (X10 POSTS)**
 Directorate: Emergency Medical Services

SALARY : Grade 3: R371 004 per annum
CENTRE : Various Districts
REQUIREMENTS : Successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognised B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years' experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric

ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
Mr Frans Motimane Tel No: (011) 564 2051
Mr Kgati Malebana Tel No: (011) 564 2051
Mr. C. Errakiah Tel No: (011) 564 2000

POST 31/149 : **PARAMEDIC GRADE 2: REF NO: REFS/003055 (X10 POSTS)**
Directorate: Emergency Medical Services

SALARY : R299 475 per annum
CENTRE : Various Districts

REQUIREMENTS : Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years' experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
Mr Frans Motimane Tel No: (011) 564 2051
Mr Kgati Malebana Tel No: (011) 564 2051
Mr. C. Errakiah Tel No: (011) 564 2000

<u>POST 31/150</u>	:	<u>PARAMEDIC GRADE 1 REF NO: REFS/003056 (X5 POSTS)</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	Grade 1: R239 532 per annum
<u>CENTRE</u>	:	Various Districts
<u>REQUIREMENTS</u>	:	Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA).
<u>DUTIES</u>	:	Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition and good working order at all times. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Maintain accurate and reliable records at all times. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.
<u>ENQUIRIES</u>	:	Mr V Mokobodi Tel No: (011) 564 2005 Mr Frans Motimane Tel No: (011) 564 2051 Mr Kgati Malebana Tel No: (011) 564 2051 Mr. C. Errakiah Tel No: (011) 564 2000
<u>POST 31/151</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: REFS/003052 (X49 POSTS)</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	Grade 3: R159 300 per annum
<u>CENTRE</u>	:	Various Districts
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Basic Ambulance Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
<u>DUTIES</u>	:	Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of

appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
Mr Frans Motimane Tel No: (011) 564 2051
Mr Kgati Malebana Tel No: (011) 564 2051
Mr. C. Errakiah Tel No: (011) 564 2000

OFFICE OF THE PREMIER

APPLICATIONS : 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 online on www.gautengonline.gov.za

CLOSING DATE : 17 August 2018
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 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). 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 POST

POST 31/152 : **ASSISTANT DIRECTOR: ORGANISATION DEVELOPMENT REF NO: 003026**
Directorate: Transversal HR

SALARY : R444 693 - R523 818 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3-year relevant Degree/National Diploma in Management Services/ Operations Management or HR Management. Minimum 3 years' experience in Organisation Development (Organisation design, business process management, job evaluation, work measurement, change management). Knowledge of the Public Service OD toolkit and certification as JE analyst will be an added advantage. Valid driver licence and the ability to drive.

DUTIES : The incumbent's responsibility will be to conduct organisation structure, workstudy investigations, change interventions and business process re-engineering. Facilitate the development of job descriptions and job profiles. Provide support to the Office of the Premier and DPSA with regard to Regulatory compliance and finalisation of GPG structures. Evaluate jobs in line with the Regulatory Framework, facilitate and support/partner with DPSA regarding the development of national benchmarks (Job evaluation Coordination and OSD). Conduct organisational diagnostic exercise and joined action plan to implement

interventions in GPG departments. Develop, design the change management strategies and Implement interventions. Conduct research and do benchmarking to keep abreast of OD developments and participate in National projects and programmes led by National Departments and DPSA.

ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

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.

CLOSING DATE : 17 August 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 as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 31/153 : **DEPUTY DIRECTOR: OD AND CHANGE MANAGEMENT REF NO: SD/2018/07/11**

SALARY : R697 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE : Head Office
REQUIREMENTS : A three (3) year tertiary qualification in the field of Organizational Development with 3-5 years' generalist management experience in the field of Organizational Development. A valid driver's licence. Knowledge and understanding of work study systems, frameworks and processes applicable in the public service. Knowledge of change management frameworks in the public sector. Knowledge of Organizational Structure and Establishment Administration systems and processes. Knowledge of job profiling and job evaluation systems, processes and procedures applicable in the public sector. Skills and Competencies: Must have Work study investigation skills, Change management skills, Establishment Administration skills, Job profiling skills, Job evaluation skills, Report writing skills, consultation skills, Communication skills, Project management skills, People management skills and Inter-personal skills.

DUTIES : Manage the profile of all posts on the establishment and structure of the Department. Manage the job evaluation of all posts on the structure and establishment of the Department. Managing on-going establishment changes and alignment of structure to staff establishment. Conduct work study investigations for newly defined functions and components and productivity analysis for all posts in the Department. Provide advice on the optimum post and staff utilization in the Department and participate in sectorial work study investigation exercises. Design change management strategies for projects of change and implement change management and stakeholder engagement plan. Provide pre go-live and post go-live to users.

ENQUIRIES : Ms I Mantome Tel No: (011) 227 0105
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.

FOR ATTENTION : Ms M Skosana, Tel No: (011) 227 0069.

<u>POST 31/154</u>	:	<u>DEPUTY DIRECTOR: FLEET MANAGEMENT: REF NO: SD/2018/07/12</u>
<u>SALARY</u>	:	R697 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three years National Diploma/Degree in Public Administration or Fleet Management related fields. A minimum of 3 – 5 years' managerial experience and 10 years work experience in fleet management and records management environment. Drivers' license. Knowledge and understanding of policy frameworks regulating government owned and subsidised vehicles, regulatory frameworks regulating the implementation, administration, planning, maintenance of records management, office support services, financial management and legislative framework governing the public service. Management, leadership, analytical, project management, report writing, communication, problem solving, conflict management, interpersonal, planning and organising, coordination and facilitation skills.
<u>DUTIES</u>	:	Manage the vehicle fleet and implementation of National, Provincial and Departmental policy frameworks. Manage records in accordance and compliance to National Archive Act. Manage food aid services and customer care. Prepare budget allocations and ensure effective and efficient budget and expenditure control. Manage performance and development of staff and also provide leadership, mentorship and guidance to staff. Manage preparation and provision of responses to audit queries related to fleet and records management.
<u>ENQUIRIES</u>	:	Mr Z. Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Mr Z Jaca, Tel No: (011) 355 7678
<u>POST 31/155</u>	:	<u>OPERATIONAL MANAGER (NURSING) (X5 POSTS)</u>
<u>SALARY</u>	:	R420 318 – R548 436 per annum (Within OSD Framework)
<u>CENTRE</u>	:	Don Mattera Child and Youth Care Centre Ref No: SD/2018/07/17 (X1 Post) Igugulethu Child and Youth Care Centre Ref No: SD/2018/07/18 (X1 Post) Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/07/19 (X1 Post) Mary Moodley Child and Youth Care Centre Ref No: SD/2018/07/20 (X1 Post) Garankuwa Rearabilwe Child and Youth Care Centre Ref No: SD/2018/07/21 (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.
<u>DUTIES</u>	:	Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<u>ENQUIRIES</u>	:	Mr K Khipa Tel No: (011) 723 9209 Don Mattera Ms H Muliwa Tel No: (011) 916 4129 (Igugulethu) Ms A Barnard Tel No: (012) 546 0640 (Desmond Tutu)

		Mr M Radingoane Tel No: 011 964 8700 (Marry Moodley) Ms L Mofolo Tel No: (012) 700 9455 (Garankuwa Rearabilwe)
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development :Don Mattera Child and Youth Care Centre, Corner First Avenue & Fourth Street, Edenvale Attention Mr K Khipa Tel No: (011) 723 9209 Igugulethu Place Child and Youth Care Centre Corner Cason Road & 13 th Avenue Boksburg North Attention Ms H Muliwa Tel No: (011) 916 4129 Desmond Tutu Child and Youth Care Centre 162 Tolbos Street, Pretoria North Attention Ms A Barnard Tel No: (012) 546 0640 Marry Moodley Child and Youth Care Centre Tseesebe Street, Apex, Benoni Attention Mr M Radingoane Tel No: 011 964 8700 Garankuwa Rearabilwe Child and Youth Care Centre 2829 Sedumedi Street Zone 2, Garankuwa Attention Ms L Mofolo Tel No: (012) 700 9455
<u>POST 31/156</u>	:	<u>SOCIAL WORK SUPERVISOR: NPO PARTNERSHIP REF NO: SD/2018/07/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R363 507 – R676 248 per annum (within the OSD framework) Sedibeng Region A Bachelor's degree in Social Work with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Social Work systems, processes and procedures applicable in NPO Capacity Building Programmes. Knowledge and understanding of Policy on financial awards and other legislative and policy mandates regulating the programme monitoring in NPOs. Skills and Competencies: Good conflict resolution and people management skills. Computer literate and excellent verbal and written communication skills.
<u>DUTIES</u>	:	Provide supervision and guidance in the implementation of NPO development and Capacity Building functions in the Region. Supervise and scrutinize business plans and approve onsite visits by Social Workers for verification. Supervise reports compilation and quality assure the contents and accuracy of the reports. Panel NPO Business Plans and assist Social Workers in the formulation of responses during panel discussions. Provide guidance in the preparation of final documents for funding. Monitor Service Level Agreements. Guide and supervise Social Workers within NPO Partnerships and Finance within the region. Manage performance of staff. Coordinate training and development interventions for Social Workers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Harmse Tel No: (016) 930 2055 Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshe Street
<u>FOR ATTENTION</u>	:	Ms L Harmse Tel No: (016) 930 2055
<u>POST 31/157</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) REF NO: SD/2018/07/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R362 559 - R548 436 per annum (Within OSD Framework) Dr Fabian & Florence Rebeiro Treatment Centre A Diploma/Degree in Nursing or equivalent qualification plus qualification in Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Submission of valid proof of registration with the council. Skills and Competencies: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.
<u>DUTIES</u>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework.

		Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr W Mgudlwa Tel No: (012) 734 8303
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number: posted to Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000.
<u>FOR ATTENTION</u>	:	Mr W Mgudlwa Tel No: 012 734 8303
<u>POST 31/158</u>	:	<u>ASSISTANT DIRECTOR AUXILIARY AND SUPPORT SERVICES REF NO: SD/2018/07/16</u>
<u>SALARY</u>	:	R356 289 per annum (plus benefits)
<u>CENTRE</u>	:	Itireleng Residential Care Facility for the Disable
<u>REQUIREMENTS</u>	:	A Three year National Diploma in Public Administration/Human Resource Management /Finance Management/Supply Chain Management with 2-3 years' experience in general Administration environment in the Public Service. Knowledge of legislation, and Policy framework governing Human Resources/Financial Management/Supply Chain/ Facilities Management in the Public Sector. Skills and Competencies: Financial Management skills, Supply Chain Management and Report writing skills.
<u>DUTIES</u>	:	Manage HRM, finance and supply chain functions. Oversee general administration support functions including, food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects in the institution. Coordinate the implementation of Occupational Health and Safety Programme.
<u>ENQUIRIES</u>	:	Ms N Machaba Tel No: (012) 7039014/5
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number posted to Itireleng Residential Care Facility for the Disable, 3152 Sekwati Street Zone 2, Garankuwa 0208.
<u>FOR ATTENTION</u>	:	Ms N Machaba 012 7039014/5
<u>POST 31/159</u>	:	<u>SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2018/07/14</u>
<u>SALARY</u>	:	R344 184 – R549 837 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in Social Work. A minimum of 5 years' experience as a Social Worker in probation services after registration with SACSSP. Submission of valid proof of registration with the council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blue print: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>POST 31/160</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2018/07/15</u>
<u>SALARY</u>	:	R344 184 – R488 529 per annum (within the OSD Framework)

CENTRE REQUIREMENTS : JHB Metro Region
 : A three-year Degree/National Diploma qualification in Community Development, Development studies or Social Sciences and minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Integrated Community Development and mobilization functions in the Public service. Good report writing, communication, coordination, computer literacy, planning and organizing skills. A valid driver's license.

DUTIES : Supervising Assistant and Community Development practitioner towards household and community profiling, identification of priority interventions and the implementation of community development interventions Monitor the promotion and implementation of various youth development, outreach and social programmes. Monitor and guide the identification of cooperatives and Non-Profit Organizations in need of interventions and the implementation of empowerment programmes. Plan, prepare and analyse household profiling. Supervise and monitor identified development interventions. Plan and monitor the provision of food parcels to communities and the households in distress and assist in the registration and establishment of regional food banks. Monitor, identify and report on the distributions of school uniforms to schools in need. Supervise staff.

ENQUIRIES APPLICATIONS : Ms C Dukwana Tel No: (011) 355-9502
 : Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region 91 Commissioner Street, Private Bag X1 Johannesburg, 2000.

NOTE : The department reserves the right to fill or not to fill this position(s).

POST 31/161 : **PROFESSIONAL NURSE (GENERAL) (X3 POSTS)**

SALARY CENTRE : R241 904 - R459 294 per annum (Within OSD Framework)
 : Soshanguve Secure Care Centre Ref No: SD/2018/07/23 (X2 Posts)
 : Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/07/24 (X1 Post)

REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient residents care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Mr D Barnard Tel No: (012) 564 0640 (Desmond Tutu CYCC)
 : Ms A Maluleke Tel No: (012 730 2015) (Soshanguve)

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182, for Attention- D Barnard Tel No: (012) 564 0640
 : Soshanguve Secure Care Centre Soutpan Road, Soshanguve, for Attention Ms A Maluleke Tel No: (012 730 2015) Soshanguve.