

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 21 September 2018
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification).

**OTHER POSTS**

- POST 36/156** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A REF NO: HO2018/09/01 (X2 POSTS)**  
Directorate: Infrastructure Delivery Management
- SALARY** : R991 281 - R1 133 427 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)
- CENTRE REQUIREMENTS** : Head Office, Johannesburg  
Degree in Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Civil/Structural Engineer] Six years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare and update the Infrastructure Programme Management Plan. Manage infrastructure programmes, projects and contracts. Prepare tender documentation and manage technical evaluations. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Prepare strategic briefs. Validate Concept & Design Reports. Conduct project evaluations. Manage performance and risks associated with infrastructure programmes, projects and contracts. Manage Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations. Manage people.
- ENQUIRIES** : Ms. Ntendeleni Radzilani Tel No: 011 843 6540
- POST 36/157** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (CIVIL/ STRUCTURAL ENGINEERING) REF NO: HO2018/09/02**  
Directorate: Infrastructure Delivery Management
- SALARY** : R826 053 per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual's needs. The successful candidate will be required to undergo competency assessment, security clearance.
- CENTRE REQUIREMENTS** : Head Office, Johannesburg  
Degree or Equivalent in Civil/Structural Engineering. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of

		Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.
<b><u>ENQUIRIES</u></b>	:	Ms. Ntendeleni Radzilani Tel No: 011 843 6540
<b><u>POST 36/158</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (ARCHITECTURAL) REF NO: HO2018/09/03</u></b> Directorate: Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R826 053 per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual's needs. The successful candidate will be required to undergo competency assessment, security clearance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Johannesburg
	:	Degree or Equivalent in Architectural Studies. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
<b><u>DUTIES</u></b>	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.
<b><u>ENQUIRIES</u></b>	:	Ms. Ntendeleni Radzilani Tel No: 011 843 6540
<b><u>POST 36/159</u></b>	:	<b><u>EDUCATION PSYCHOLOGIST GRADE 1 REF NO: HO2018/09/05 (X2 POSTS)</u></b> 2 Year Fixed Term Contract Directorate: Inclusion and Special Schools
<b><u>SALARY</u></b>	:	R674 892 –R745 512 per annum (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as Psychologist. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.
<b><u>DUTIES</u></b>	:	As a member of the transversal team, the incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided;

		Incumbent may also be required to provide support to other learners in the community as and when needed.
<b><u>ENQUIRIES</u></b>	:	Ms. Palesa Mabusela Tel No: 060 997 2818
<b><u>POST 36/160</u></b>	:	<b><u>CHIEF EDUCATION THERAPIST: SPEECH THERAPIST (GRADE 1 &amp; 2)</u></b> <b><u>REF NO: HO2018/09/04</u></b> 2 Year Fixed Term Contract Directorate: Inclusion and Special Schools
<b><u>SALARY</u></b>	:	R440 982 – R559 611 per annum plus 37% benefit
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as a Speech and Hearing Therapist. They should be registered with the South African Council of Educators (SACE) have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.
<b><u>DUTIES</u></b>	:	As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.
<b><u>ENQUIRIES</u></b>	:	Ms. Palesa Mabusela: Tel No: 060 997 2818
<b><u>POST 36/161</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: HO2018/09/06 (X3 POSTS)</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' License. Computer literate.
<b><u>DUTIES</u></b>	:	Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances
<b><u>ENQUIRIES</u></b>	:	Ms. Ntendeleni Radzilani Tel No: 011 843 6540
<b><u>POST 36/162</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: BUILDING REF NO: HO2018/09/07 (X5 POSTS)</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Building or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' License. Computer literate.

**DUTIES** : Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.

**ENQUIRIES** : Ms. Ntendeleni Radzilani: Tel No: 011 843 6540

#### **DEPARTMENT OF HEALTH**

**ERRATUM:** kindly note that the post of Assistant Director: Finance with Ref No: REFS/003136 (For Jubilee Hospital) advertised in vacancy circular 35 dated 31 August 2018 has been withdrawn.

#### **OTHER POSTS**

**POST 36/163** : **HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 REF NO: HCD-D-GR1/09/2018**  
Directorate: Oral Pathology

**SALARY CENTRE REQUIREMENTS** : Grade 1: R2 054 577 per annum  
: Medunsa Oral Health Centre  
: Registration with the HPCSA as Dental Specialist in Oral Pathology. A minimum of 3 years appropriate experience in Oral Pathology after the registration with HPCSA as a Dental Specialist. PhD will be an added advantage. Understanding of and proven record of teaching and the development of under- and post- graduate curricula. Good and proven research track record including record of publications in recognized journals and supervision of postgraduate students. Proven administrative and management skills. Excellent interpersonal and communication skills. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**DUTIES** : General management and administration of the specialty department. Supervision and effective utilization of professional staff. General Service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in the implementation of GDoH policies and programmes. Participate in cluster activities. Head Clinical Department should be a catalyst for transformation and grow the national and international standing of the Department and the school.

**APPLICATIONS** : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

**ENQUIRIES** : Dr S.A. Matjila Tel No: (012) 521 3079  
Ms E.M. Shibambo Tel No: (012) 521 4881/5869

**CLOSING DATE** : 21 September 2018

**POST 36/164** : **DENTIST GRADE 2 REF NO: DE-GR2/09/2018**  
Directorate: Operative Dentistry

**SALARY CENTRE REQUIREMENTS** : Grade 2: R892 551 per annum  
: Medunsa Oral Health Centre  
: BDS, BChD or equivalent degree. HPCSA registration as a dentist. Minimum of 7 years appropriate experience after registration with the HPCSA as a Dentist. Demonstrate special interest in Paediatric dentistry. Experience in conscious sedation. Postgraduate diploma in Paedodontics or Inceptive Orthodontics. A Master's degree in Paediatric Dentistry and/or research publications in the field will be added advantage.

**DUTIES** : Anchoring Paediatric Unit in the department of Operative Dentistry. Responsible teaching and training of undergraduate students in Paedodontics (Lecturers and Clinical supervision), research, treating Paedodontics patients in the dental chair (with or without conscious sedation) and in the theatre under general Anaesthesia. Collaborate with the department of Orthodontics on interceptive Service rendering to patients visiting the MOHC (careline emergencies, diagnostics and Saturday duties).

**APPLICATIONS** : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

**ENQUIRIES** : Dr S.A. Matjila Tel No: (012) 521 3079

**CLOSING DATE** : Ms E.M. Shibambo Tel No: (012) 521 4881/5869  
21 September 2018

**POST 36/165** : **DEPUTY DIRECTOR MANAGER NURSING REF NO: DD-MN/09/2018**  
Directorate: Nursing

**SALARY** : R801 918 per annum  
**CENTRE** : Thelle Mogoerane Hospital  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification. Registration with the South African Nursing Council as Professional Nurse. A minimum of Nine years appropriate/recognizable experience in nursing after Registration with SANC in general nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and skills: Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. Understanding of Performance Management Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient's right charter and quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.

**DUTIES** : Provide leadership in nursing services, in inpatient care, outpatient Chronic inpatient and outpatient services. Implement Batho Pele Principles, patient's rights charter and quality assurance programme. Manage development, implementation and updating of policy guidelines in the nursing section. Ensure effective management of resources. Promote care for ethics and professionalism.

**APPLICATIONS** : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or Hand delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.

**ENQUIRIES** : Dr C.N. Mqhayi - Mbambo Tel No: (011) 590 0298  
**CLOSING DATE** : 21 September 2018

**POST 36/166** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: OMPN-MOU-KWA-THEMA-CHC/09/2018**  
Directorate: Primary Health Care

**SALARY** : R532 449 – R599 274 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (Kwa –Thema CHC)  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**ENQUIRIES** : Ms T. Moeketsi Tel No: (011) 737 - 9246

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400

**FOR ATTENTION NOTE** : Human Resource Manager  
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 21 September 2018

**POST 36/167** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: OMN-MOU-PHILLIP MOYO-CHC/09/2018**  
Directorate: Primary Health Care

**SALARY CENTRE REQUIREMENTS** : R532 449 – R599 274 per annum (plus benefits)  
: Ekurhuleni Health District (Phillip Moyo CHC)  
: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**ENQUIRIES APPLICATIONS** : Ms N.M Xaba Tel No: (011) 426 4901/4974

**FOR ATTENTION NOTE** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.  
: Human Resource Manager  
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 21 September 2018

**POST 36/168** : **ALLIED HEALTH MANAGER REF NO: AHM-GR1/09/2018 (X1 POST)**  
Directorate: Allied Services

**SALARY CENTRE REQUIREMENTS** : Grade 1: R459 558 per annum  
: Bheki Mlangeni Hospital  
: Appropriate qualification that allows registration with the HPCSA in the relevant profession. A minimum of ten (10) years' experience after registration with HPCSA of which five (5) years must be experience in management level. Must be currently registered with HPCSA in the relevant profession. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement a strategy in daily operations to achieve outcomes set. Good communications, report writing and problem-solving skills. The applicant must have knowledge in the relevant policies, protocols and guidelines. Be able to demonstrate

<b><u>DUTIES</u></b>	:	knowledge in Primary Health Care Community Rehabilitation Services. Computer literacy and must be proactive, innovative and an independent leader. A valid driver's license is essential.
	:	Provide leadership at Bheki Mlangeni District Hospital and Allied Services. Give input into formulation and the review of national and provincial legislation and ensure the services including risk management. Monitor utilization of financial resources. Ensure comprehensive HR management and effective development of staff. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Performs all other duties delegated by Supervisor/Manager.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868
<b><u>ENQUIRIES</u></b>	:	Dr. I Molatlhegi Tel No: (011) 241 5793
<b><u>CLOSING DATE</u></b>	:	21 September 2018

#### **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.*



<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	21 September 2018
<b><u>NOTE</u></b>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non- SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### **OTHER POSTS**

<b><u>POST 36/169</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL SUPPLY MANAGEMENT</u></b> Directorate: Policy, Norms and Standards
<b><u>SALARY</u></b>	:	R697 011 per annum, (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	3 year tertiary qualification in Supply Chain Management/ Finance/ Commerce/ Public Management or equivalent NQF 7 (as recognised by SAQA) 3-5 years' experience in Supply Chain Management with extensive knowledge of relevant laws and regulations. 3-5 years' experience in team management /supervision.

**DUTIES** : To develop and roll out SCM policies, norms and standards in Gauteng Departments, Entities and delegated Municipalities. Ensure implementation of supply chain management reforms. Exercise an oversight role and support to these institutions. Monitor and report on compliance with PFMA, MFMA and all related SCM legislation by these institutions. Provide technical assistance and training on SCM in all provincial institutions.

**ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227 9000

**POST 36/170** : **ASSISTANT DIRECTOR: CORPORATE PERFORMANCE MONITORING & REPORTING**  
Directorate: Corporate Performance Monitoring & Evaluation

**SALARY CENTRE REQUIREMENTS** : R356 289 (Plus benefits)  
: Johannesburg  
: 3-year tertiary qualification in public administration, monitoring & evaluation or quality management. Minimum 3 – 5 years’ relevant experience relating to public administration, with experience in either performance monitoring and evaluation or quality management. Report writing skills, Good communication skills, Presentation skills, Team work. Knowledge of logical framework approach and other strategic planning approaches. Facilitation of M&E quality assurance and information workshops. Data and information analysis and reporting to stakeholders. Experience of working under pressure of multiple deadlines.

**DUTIES** : Assist the development of monitoring and reporting systems of the Department. Facilitate monitoring of departmental performance. Coordinate submission of performance reports by programmes and to stakeholders. Implement systems for effective management of performance information. Review submitted portfolio of evidence for reported performance. Presentation of reports and facilitation of M&E workshops. Provide administrative support for the Directorate. Conduct evaluations as may be required.

**ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227 9000

**POST 36/171** : **ASSISTANT DIRECTOR: RISK MANAGEMENT**  
Directorate: Strategy Management

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum, (plus benefits)  
: Johannesburg  
: A three-year tertiary qualification, in Accounting or Risk Management. 3 – 5 years’ experience in Risk Management. Good planning and organizing skills, interpersonal relations and analytical skills. Good verbal and written communication skills. Good grasp of the Public Finance Management Act and Treasury Regulations.

**DUTIES** : Assist in the implementation of the departmental risk and ethics management plans. Co-facilitate Operational Risk Assessments and Business Impact Analysis workshops. Develop risk mitigation strategies to address departmental risk in a coordinated manner. Conduct extensive risk and ethics awareness programmes within the GPT units. Provide timeous and accurate management information reports as required by IRM stakeholders. Provide secretariat functions to the Risk and Ethics Management Committee. Maintain updated risk profiles of the GPT units on Barn-owl.

**ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227 9000

**POST 36/172** : **ASSISTANT DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**  
Directorate: Policy, Norms & Standards

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum, (plus benefits)  
: Johannesburg  
: An appropriate tertiary qualification in Supply Chain Management/ Finance/ Commerce/ Public Management or equivalent NQF level 7. 3-5 years’ practical experience in Supply Chain Management with extensive knowledge of relevant laws and regulations.

**DUTIES** : Review and update SCM policies, norms and standards for implementation by provincial departments, entities and municipalities as well as communicate and disseminate SCM reforms to these institutions. Monitor and report on the implementation and compliance of the Supply Chain Management Legislative framework (Policies, Acts, Regulations, prescripts) in these institutions.



**ENQUIRIES**

Provide SCM technical assistance and training to provincial departments, entities and municipalities.  
Ms Bulelwa Mtshizana Tel No: 011 227 9000