

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : All applicants must apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 19 October 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

- POST 40/288** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: REFS/003224**
Directorate: Finance Management Services
- SALARY** : R1 005 063 per annum. An all-inclusive remuneration packages
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus Bachelor Degree/equivalent qualification in Financial Management NQF Level 07. 6-10 years working experience relevant in financial management and 5 years in middle management level. No criminal record. Code 08 drivers licence. An Accounting Articles will be an added advantage. Knowledge and Skills: Knowledge of Departmental policies and procedure, SAPS act, regulation and amendment, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR etc., Employment Equity Act 1998, financial system, Gauteng safety strategy, verbal and written communication, organizing/maintaining information, interpreting and evaluating information, communicating information, computer literacy, problem solving and conflict management, listening and negotiation, teamwork, discipline, financial management, strategic.
- DUTIES** : Manage and ensure the correct departments expenditure transaction and provide an account payable management functions. Manage compilation of journal to correct allocation of expenditure transactions. Ensure all supplies are accounted for. Manage the validation of creditors balance accurately. Manage the implementation of financial account system. Manage effective administration of the financial system (SAP/ BAS/ PERSAL etc.) Manage effective monitoring of general ledge account. Manage accurate allocation of receipt and payment. Manage accurate financial accounting records according to GAAP and GRAP. Manage and provide financial information about the allocation of funding of adhoc related project/programmes. Manage revenue income/ collection

processes. Manage and ensure maintenance of an accurate and effective cashier system. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for section. Manage leave in the directorate.

ENQUIRIES : Ms N Manganyi Tel No: 011 689 3701

OTHER POSTS

POST 40/289 : **LEGAL ADMIN OFFICER MR6 REF NO: REFS/003227**
Directorate: Legal Services

SALARY : R725 487 - R1 084 437 per annum. An all-inclusive remuneration packages

CENTRE : Johannesburg

REQUIREMENTS : Matric plus three-year National Diploma/Bachelor Degree in Legal or equivalent qualification. 8 years Public Sector Legal advisory experience. Knowledge and Skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department's strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.

DUTIES : Provide sound legal advice and litigation support to the Department. Carry out all administrative legal actions to ensure compliance. Ensure legal compliance with national, international and continental instruments.

ENQUIRIES : Ms N Manganyi Tel No: 011 689 3701

POST 40/290 : **DEPUTY DIRECTOR: DEMAND AND SUPPLY REF NO: REFS/003225**
Directorate: Supply Chain Management

SALARY : R697 011 per annum. An all-inclusive remuneration packages

CENTRE : Johannesburg

REQUIREMENTS : Matric plus National Diploma/Degree in Public Administration/Logistics/Purchasing or equivalent qualification. 5 or more years working experience and 3 years of junior level in Supply Chain Management. No criminal record. Code 08 drivers licence. Knowledge and Skills: Knowledge of GPG and Public Service policies and procedures, Knowledge of Public Service Regulation Framework, Understanding of community safety strategy, Knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, preferential procurement policy framework act and supply chain management, In-depth knowledge of code of conduct for supply chain management practitioner, Knowledge of BAS and LOGIC and other information management system, Customer relationship management, Interpersonal relations. Conflict management, Communication, interviewing, Negotiation, Facilitation. Presentation, Report writing, Computer literacy, driving skills.

DUTIES : Manage the process of request for demand and acquisition of goods and services. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Manage service level agreement (SLA's) with suppliers and service providers (contract management). Facilitate the development of request for

proposal. Manage the contract register and monitor the progress of the contracts. Manage human resources. Manage financial resources.
ENQUIRIES : Ms N Kunene Tel No: 011 689 3941

POST 40/291 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/003226**
 Directorate: Human Resource Management

SALARY : R697 011 per annum. An all-inclusive remuneration packages
CENTRE : Johannesburg
REQUIREMENTS : Matric plus three years National Diploma/Degree in Human Resource or equivalent qualification. 5 or more years' working experience and 3 years of junior management level in Human Resource Management. No criminal record. Code 08 drivers licence. Knowledge and Skills: Treasury Regulations. Understanding of different project management principles. Relevant Legislation and Public Service Regulations. Understanding of DCS related projects. Understanding of expectation of customers. Knowledge of SLA's. Management information knowledge. Labour relations concepts, theories, prescripts and legislation. Project management methodologies. Business performance management. Stakeholder relationship management. Policy development, analysis and application. Negotiation skills. Attribute: team worker, customer focus, flexible/change orientation, responsive, innovative, problem solving ability people oriented, proactive and resourceful, diversity focus, decisive.

DUTIES : Manage recruitment, selection, appointment and other life cycle events of employees. Manage compensation and conditions of service. Manage human resource personnel records.

ENQUIRIES : Ms Evelyn Makgopa Tel No: 011 689 3726

POST 40/292 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: REFS/003228**
 Directorate: Executive Support (Office of the HOD)

SALARY : R697 011 per annum. An all-inclusive remuneration packages
CENTRE : Johannesburg
REQUIREMENTS : Matric plus three-year National Diploma/Bachelor Degree in Public Management/Office Administration or equivalent qualification. 3-5 years' experience of which two years must be at supervisory/management level in office administration/relevant field. No criminal record. Code 08 drivers licence. Knowledge and skills: Knowledge of legislative framework including MISS Policy, Promotion of the Access to Information Act, Promotion of Administrative Justice Act. Knowledge of Public Service Regulatory framework e.g. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Code of Conduct etc. Understanding of Departmental Strategic objectives. Knowledge of Safety and Security framework, information technology Security Management, experience of governance issues and report writing at corporate level. Conflict management, client orientation and customer focus, quality management, change management, communication, facilitation, presentation, report writing, analytical and computer literacy.

DUTIES : Provide Office Administration. Co-ordinate special programs in the Office of HOD (Intergovernmental Relations, Ntirhisano etc.). Research and editing of documents. Manage and ensure coordination of events in the office of the HOD. Manage resources (finances/assets/human).

ENQUIRIES : Ms M Patjie Tel No: 011 689 3845

DEPARTMENT OF HEALTH

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** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685
- CLOSING DATE** : 19 October 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). 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 40/293** : **STATION MANAGER GRADE 3 REF NO: STMA 00003/09/2018 (X12 POSTS)**
Directorate: Emergency Medical Services

- SALARY** : R299 475 - R340 830 (plus benefits)
- CENTRE** : Gauteng EMS
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification/ECT/CCA/ with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.

- DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal.

- ENQUIRIES** : Mr. T Mnisi Tel No: (011) 564 2026

- POST 40/294** : **SHIFT LEADER GRADE 3 REF NO: SHLE 00001/09/2018 (X16 POSTS)**
Directorate: Directorate: Emergency Medical Services

- SALARY** : R250 467 – R282 165 (plus benefits). Finally salary will be determined by experience attached to the professional category
- CENTRE** : Gauteng EMS
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-year experience after registration with the HPCSA in the applicable

category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of Labour relations and OHS. Incident management and supervisory experience.

DUTIES : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports, conduct investigations when require to do so. Ensure compliance with service protocol and procedures .undertake any other duties as allocated by management.

ENQUIRIES : Mr. T Mnisi Tel No: (011) 564 2026

NOTE : Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s)

POST 40/295 : **PARAMEDIC GRADE 1 TO GRADE 3 (X12 POSTS)**

SALARY : Grade 1: R239 532 per annum Ref No: PARA 00005/01/09/2018

Grade 2: R299 475 per annum Ref No: PARA 00005/02/09/2018

Grade 3: R371 004 per annum Ref No: PARA 00005/03/09/2018

CENTRE : Gauteng EMS

REQUIREMENTS : **Grade 1:** 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). **Grade 2:** Successful completion of Critical Care Assistance (CCA) qualification or recognized 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. **Grade 3:** 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** : Ms. MR Mokoena Tel No: (011) 564 2253
- POST 40/296** : **EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: ECO 0002/09/2018 (X80 POSTS)**
 Directorate: Emergency Medical Services
- SALARY** : R150 300 per annum (plus benefits)
CENTRE : Gauteng EMS
REQUIREMENTS : Grade 12 certificate, Ambulance Emergency 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.
- DUTIES** : 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 Z Jezi Tel No: 011 564 2027
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685
- NOTE** : candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.
- POST 40/297** : **EMERGENCY CARE OFFICER (BLS) REF NO: ECO (BLS) 0004/09/2018 (X20 POSTS)**
 Directorate: Emergency Medical Services
- SALARY** : R135 228 per annum (plus benefits)
CENTRE : Emergency Communication Centre: Midrand
REQUIREMENTS : Grade 12 certificate, Basic ambulance assistant certificate, current and valid registration with HPCSA as a Basic ambulance assistant, valid driver's license code 10 and PDP. Previous experience in emergency care communication environment as well as computer literacy will be mandatory. Computer literacy qualification as well as call center qualification is mandatory.

DUTIES

: Perform call taking, handling and dispatching of resources. Provide pre-arrival instruction to callers in need. 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. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES

: Ms. O Chidi Tel No: 011 564 2005

NOTE

: candidates that are shortlisted will be subjected to a competency test both written and computer, based on scope of post, duties and driving test.