

**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 and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall
- FOR ATTENTION** : Ms Margaret Digoro Tel No: (011) 240 3097 – Recruitment
- CLOSING DATE** : 26 October 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. 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. This Position is targeting Females and people with disabilities in order to address the Department's EE targets. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 41/123** : **DIRECTOR: FARMER SUPPORT AND DEVELOPMENT REF NO: REFS/003231**  
Chief Directorate: Agriculture  
Directorate: Farmer Support and Development
- SALARY** : R1 005 063 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Degree in Agriculture (NQF level 7) as recognized by SAQA. 5 years' experience at a Middle/Senior Management level in Farmers Support and Development. A valid driver's license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation , Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and integrity.
- DUTIES** : To manage the Farmer Support and Development directorate within the department, to participate in managing a branch within the department, Well-managed directorate (efficient, effective, motivated people, well used resources, etc) with a clear strategic direction, Provide direction and leadership to the directorate, ensuring strategic alignment between the Household Food Security, Integrated Food Security and Farmer Settlement and Support sub-programmes. This implies having a good understanding of the environment within which the sub-programmes operate, and of the theoretical (scientific and socio-economic) aspects underlying the work, and being able to think analytically and make strategic decisions about the work, Ensure sub-programme work is in line with the strategic direction of the directorate and the department, Participate in the development of departmental policies and procedures. Manage the directorate's input into these processes, Oversee the design and development of information systems to support the strategic work of the directorate (e.g. development of appropriate data-bases, GIS, etc), Participate in strategic thinking, planning and in the management of the branch. Ensure that the Household Food Security, Integrated Food Security and Farmer Settlement and Support sub-programmes plan and evaluate their work, ensuring high quality service delivery, Ensure sub-

programmes manage their stakeholder relations, ensuring optimal levels of stakeholder interaction and public participation. Engage with key stakeholders at formal forums / conferences etc, Facilitate coordination and cooperation between sub-programmes and other branch's directorates, ensuring smooth workflow and handover of work. Assist with resolving problems and conflicts. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure annual plans are preceded by reviews of work done, problems, changes in the environment etc, Ensure that budgets are developed, using the input of middle management, and that budgets are finalised in time. Hold regular team meetings and facilitate cooperation and coordination and ensure ongoing information sharing between divisions. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan, and advise management of post requirements, Ensure that the management team of the directorate are fulfilling their HR management obligations, which include mentoring and training, supervision, PPMS, performance appraisal, managing discipline and grievance procedures, referring to EAP, resolving conflicts etc. Supervise management team. Ensuring staff are appointed, inducted and trained according to the needs of the directorate. In particular, ensure that new managers are trained in management skills. Supervising staff: Assist staff to plan their work: provide support by giving advice and by taking on work when there are capacity shortages, Conducting all aspects of the PPMS (Setting annual objectives, regular meetings, annual performance appraisals, performance improvement plans etc) and dealing with disciplinary issues according to the procedures. Provide mentoring, guidance and on the job training and arrange formal training. Help staff in dealing with problems and conflicts, Advise management in regard to post requirements of technical and related personnel. Manage all HR and personnel administration matters pertaining to the directorate. Management of information systems within the sub-programme – this will require liaison with the MIS/IT transversal, Control income and expenditure, and cash flows, Fulfil financial reporting requirements as set out. Ensure that the directorate is able to answer audit queries, Manage tender processes for the sub-programme – ensuring that the processes are adhered to. Ensure that there is proper control and administration of Procurement and purchasing, including tender processes. Control of stock, stores and equipment, leave records, Transport (log books, use of pool cars), Provide support to branch and department management in Answering questions from the legislature, and from the public, Preparing for ITCAL /AEWG and other meetings. Provide comment on documents, policies, organisational procedures etc. as required, Write and submit all reports on time as required. This may include monthly or quarterly reports.

**ENQUIRIES**

: Ms. L Dhlamini Tel No: 011 240 2527

**NOTE**

: Following the interviews 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.

**DEPARTMENT OF HEALTH**

***The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.***

**APPLICATIONS**

: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**CLOSING DATE**

: 26 October 2018

**NOTE**

: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications and Certificate of registration with HPCSA and current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**ERRATUM:** kindly note that the post of Station Manager Grade 3 with Ref No: STMA 00003/09/2018 (X12 Posts), advertised in public service vacancy circular 40 dated 05 October 2018, the requirements must read as follows: Grade 12 certificate or equivalent qualification. AEA/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.

#### OTHER POSTS

- POST 41/124** : **CLINICAL MANAGER CASUALTY REF NO: CLMAN 01/10/2018**  
Directorate: Medical
- SALARY** : Grade 1: R1 115 874 - R1 238 451 All inclusive package  
Grade 2: R1 275 885 – R1 395 105 All inclusive package
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA AS Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. A minimum of 3 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduation qualification in Health Management / TLS / ACLS and / or PALS will be an added advantage.
- DUTIES** : Organize and manage the smooth running of all aspects of the Casualty Department. Attend and manage patients at Casualty in accordance with Departmental Standards Treatment Guidelines. Ensure that all necessary procedures are performed in Casualty. Ensure the presence of protocols. Ensure that discharge summaries and ICD 10 codes are provided for all discharges. Support and mentoring of junior doctors and Medical Interns. Timeously completion of death certificates and other official documents. Be willing to perform tasks delegated over and above the normal duties allocated. Attending management meetings. Attend and participate in Referral Task Team meetings. Ensure M&M meetings in casualty are in place. Liaise with other relevant departments to ensure a smooth interface of Patient Care. Manage the PMDS contracting and evaluation of casualty medical staff. Implementation and monitoring of the strategic Goals and Objectives of the Department of Health including the 6 Ministerial Quality Priorities. Know and advance the MDG's pertaining to your discipline. Always portray a positive attitude in accordance with Batho Pele Principles. Adhere to the National Core Standards. Adhere to Infection Control Protocols. Be available to serve on any Committee as requested. Knowledge of relevant statutory provisions inter alia Public Service Code of Conduct, Public Service Act, Labor Relations Act and the National Health Act amongst others.
- ENQUIRIES** : Dr. R Panzu Tel No: (011) 411 3508
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications and Certificate of registration with HPCSA and current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 26 October 2018
- POST 41/125** : **DEPUTY DIRECTOR MANAGER NURSING REF NO: DD-MN/09/2018**  
Directorate: Nursing  
(This is a re-advertisement. All people who applied before are encouraged to re-apply again)
- 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.
- ENQUIRIES** : Mr K Mabena Tel No: (010) 345 0971 ext. 306
- APPLICATIONS** : Thelle Mogerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451
- CLOSING DATE** : 26 October 2018
- POST 41/126** : **MEDICAL OFFICER GRADE 1 -2 REF NO: MO 00001/10/18**  
Directorate: Medical Department
- SALARY** : R780 612 - R975 945 per annum (all-inclusive package)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. Experience in anesthesia, neonatal resuscitation skills and obstetrics is required.
- DUTIES** : Co-ordinate and manage clinical care and treatment of acute and chronic in and out patients. Stabilize and co-ordinate transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Manage and handle all patients depending on the units which the doctor is allocated. Supervision and training of clinical associates, medical students and community serve doctors and be willing to participate in commuted overtime.
- ENQUIRIES** : Dr C Mojapelo Tel No: 012 380 1234
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 26 October 2018
- POST 41/127** : **MEDICAL OFFICER**  
Directorate: Casualty, Anesthesia; Paediatrics; Obstetrics and Gynecology; Surgery
- SALARY** : Grade 1: R780 612 per annum (all –inclusive package)  
Grade 2: R892 551 per annum (all –inclusive package)  
Grade 3: R1 035 831 per annum (all –inclusive package)
- CENTRE** : Leratong Hospital:  
Casualty (X3 Posts)  
Anesthesia (X1 Post)  
Paediatrics (X1 Post)  
Obstetrics and Gynecology (X1 Post)  
Surgery (X1 Post)
- REQUIREMENTS** : **Grade 1:** An appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner Registration with the HPCSA as a Medical Practitioner

and proof of current registration. No experience required with the HPCSA as a Medical Officer. **Grade 2:** An Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** An Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. The Following will be an added advantage: Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advance Trauma Life Support (ATLS).

- DUTIES** : Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
- ENQUIRIES** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3614
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 26 October 2018
- POST 41/128** : **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: DD-BA/08/2018**  
Directorate: Chief Directorate: Information and Communications Technology  
(This is a re-advertisement. All people who applied before are encouraged to re-apply again)
- SALARY** : R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
- CENTRE** : Central Office – Johannesburg
- REQUIREMENTS** : A three-year qualification in Information Technology coupled relevant experience in Business, Data and or systems analysis. Proven experience delivering ICT projects. Key competencies: Knowledge of Business process principles, practices, techniques and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Knowledge of the principles of strategic business decision-making. Ability to create, compose and edit written materials. Knowledge of change management, performance management. Ability to manipulate and analyze information to support decision making. Interpretation of policies, guidelines etc. Knowledge of Business and data analysis systems, processes, procedures and best practices. Ability to work with senior executives. Research and analytical skills. Problem Solving Business, Systems and Technical Architecture risk analysis skills. In addition, the candidate should be Service Delivery orientated, have good Quality Assurance, innovative planning and organizing abilities. Excellent communication, both verbal and written, abilities. Ability to communicate at all levels. Ability to work independent and within a team. Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Market research methodologies, systems. Change agent. Diagnostic and advisory skills. Project Management principles practices techniques and tools. Comprehensive understanding of the public health sector. NB: Gauteng Department of Health ICT is seeking highly capable Deputy Director: Business Analysis. The Department is seeking to employ a seasoned specialist who are driven by performance excellence, integrity and patient centricity. The position requires advanced skills in business and data analysis, programme and project management, financial

- management, change management, service delivery innovation, problem solving and analysis and people management.
- DUTIES** : Analyse and solve business problems through the use of Information Communication Technology. Research and analyse existing business processes, Analyse key organisational challenges, identifying solutions, proposing solutions and measure results. Continually seek to improve the current business practices by implementing solutions that enhances improve patient outcomes, reduce costs and improve efficiency. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study were applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes. Involved in SDLC projects.
- ENQUIRIES APPLICATIONS** : Solly cave@gauteng.gov.za
- CLOSING DATE** : to be delivered to: Wits Health Consortium, 31 Princess of Wales Road (next to Phillip Tobius Building), Parktown, Johannesburg  
26 October 2018
- POST 41/129** : **DEPUTY DIRECTOR: HRM REF NO: THELLE MOGOERANE HOSPITAL-REFS/003144**  
Directorate: Human Resources Management  
(This is a re-advertisement. All people who applied before are encouraged to re-apply again)
- SALARY** : R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
- CENTRE REQUIREMENTS** : Thelle Mogoerane Hospital  
An appropriate 3-year bachelor's degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years' relevant experience in the field of which at least 5 years must be at supervisory/ lower management level. The applicant's must have proven managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of EQUATE and PERSAL systems. Knowledge of the Public Service Act, the public service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescripts. Competencies Required: Problem solving and analysis, people management.
- DUTIES** : Develop human resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Manage appointments, transfers, and terminations on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to AG findings, National Core Standards, HR risk management and compile reports.
- ENQUIRIES** : Mr K Mabena Tel No: (010) 345 0971 ext. 306

<b><u>APPLICATIONS</u></b>	:	Thelle Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451
<b><u>CLOSING DATE</u></b>	:	26 October 2018
<b><u>POST 41/130</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST</u></b> Directorate: Allied Re-Advertisement (applicants who previously applied are encouraged to reapply)
<b><u>SALARY</u></b>	:	Grade 1: R674 892 – R745 512 Grade 2: R791 253 – R878 181 Grade 3: R918 288 – R1 081 689
<b><u>CENTRE REQUIREMENTS</u></b>	:	Leratong Hospital Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with the HPCSA as a clinical psychologist and proof of current registration. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).
<b><u>DUTIES</u></b>	:	Provide assessment and psychotherapy to in- and out-patients, provide preventative mental health interventions, consultation-liaison, supervision and training of intern clinical psychologists, keep accurate records, participate in academic and research programs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z. Nongogo Tel No: (011) 411 3618 Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	:	26 October 2018
<b><u>POST 41/131</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SLAO 0001/10/2018 (X4POSTS)</u></b> Directorate: Legal Services Re-Advertisement (applicants who previously applied are encouraged to reapply)
<b><u>SALARY</u></b>	:	R448 269 – R1 084 437 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Central Office, Johannesburg Minimum of an LLB degree or equivalent qualification and not less than 8 years' postgraduate legal experience. A Master's Degree will be an added advantage. Extensive experience in litigation, contract management, legislative drafting and labour management. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997. Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver's licence is required. Incumbents will be expected to undergo security clearance.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for, among other things: Providing legal advice and opinion. Handling litigation matters involving the Department. Liaising with the State Attorney's office and other organs of State in protecting the interest of the Department, Drafting and vetting Agreements, contracts, Service Level Agreements, Memorandum of Agreements, entered into by the Department with

other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Review and drafting of legislation and regulations and liaising with the State. Writing complex cabinet memoranda on various matters and subjects.

**ENQUIRIES** : Adv M. Lebeloane Email: [Mpelegeng.lebeloane@gauteng.gov.za](mailto:Mpelegeng.lebeloane@gauteng.gov.za)  
**APPLICATIONS** : Applications must be delivered to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.  
**CLOSING DATE** : 26 October 2018

**POST 41/132** : **CHIEF RADIOGRAPHER GRADE 1 REF NO: REFS/003216**  
Directorate: Allied Medical Profession

**SALARY** : R440 982 - R489 429 per annum plus benefits  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Diploma/ Degree in Diagnostic Radiography. Current registration with HPCSA. Minimum of 5 years' experience as a production Radiographer. Knowledge of Quality Assurance procedures as per Radiation Control Directorate requirements, public service legislation, Policies and procedures. Skills on the following areas: good patient care, Organizing, Communication, Computer literacy, Interpersonal relationship, accreditation standards, knowledge of specialized procedures and Radiology equipment. Exposure in the management of the Radiography Quality Assurance procedures as per Radiation Control Directorate will be an added advantage.

**DUTIES** : Ensure effective and efficient management of the Radiography department and CT Scanner unit. Adhere and Ensure compliance with Radiation Control Board and HPCSA legislation. Production of high quality diagnostic radiographs. Provision and management of a 24-Hour Service Delivery. Partake in a 24hr service delivery. Liaise with internal and external Stakeholders. Partake and facilitate the staff and student development. Plan and organize the provision of the Radiography services according to the vision and mission statements of the department of health. Monitor stock control. Ensure the high level of patient care. Communicate with external and internal professionals to ensure patient safety and fair treatment.

**ENQUIRIES** : Ms. Mrs T. Hadebe Tel No: (011) 489 0929  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

**CLOSING DATE** : 26 October 2018

**POST 41/133** : **ULTRA SOUND RADIOGRAPHY REF NO: REFS/003229**  
Directorate: Allied Medical Profession

**SALARY** : R374 364 - R428 046 per annum plus benefits  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : 2 years post graduate Degree in Ultra sonography. Current registration with HPCSA. Post graduate work experience required (0-1). More than 1-year work experience as a Sonographer will be an added advantage. Knowledge of public service legislation, Policies and procedures. Skills on the following areas: Supervisory, Organizing, Communication, Computer literacy, Interpersonal relationship, Ultrasound Quality Assurance, accreditation standards, knowledge of specialized sonography procedures and equipment.

**DUTIES** : Ultrasound Departmental Operational management. Manage and monitor performance and development of student Sonographers clinical training. Plan, Organize and supervise the provision of the Sonography services according to the



vision and mission statements of the department of health. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of Monthly statistics and stock control. Ensure compliance with the PFMA, National Core standards and departmental policies and regulations. Problem solving and complains management. Ensure that healthy and safe systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to occupational health. Liaise with Doctors allocated in the Sonar department regarding daily scanning of patients. Provide diagnostic ultrasound imaging and reporting at all times.

- ENQUIRIES** : Ms. Mrs T. Hadebe. Tel No: (011) 489 0929
- APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 26 October 2018
- POST 41/134** : **PROFESSIONAL NURSE SPECIALTY**  
Directorate: Obstetrics and gynecology and Neonatal
- SALARY** : Grade 1: R362 559 - R420 318  
Grade 2: R445 917 - R548 436
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a Manager where necessary. Effective utilization of resources (human and material) Maintain environment that promote patients' rights and maintain the Batho Pele principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of National Core Standards. Maintain professional growth.
- ENQUIRIES** : Ms Khoza Tel No: (011) 411 3506
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. Qualifications Certificate of registration with SANC and Current registration with SANC to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 26 October 2018

**POST 43/135** : **PROFESSIONAL NURSE GRADE 1- SPECIALTY IN OPERATING THEATRE NURSING SCIENCE REF NO: PROFSPE 00002/10/18 (X5 POSTS)**  
Directorate: Nursing Department

**SALARY** : R362 559 - R445 917 (All-inclusive package)  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : Basic R425 qualification in nursing (i.e. Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of one year accredited with the SANC in operating Theatre Nursing Science, and a minimum of four years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least two years of working experience in operating theatre. Current (2018) proof of registration with SANC. Good communication skills, verbal and written and understanding of Nursing Act.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards within a professional Nursing legal frame work. Effective utilization of resources and management thereof. Display a concern for patients by promoting and advocating for proper treatment and care to ensure patients Right Charter is adhere to. Maintain professional growth/ethical standard and work as part of multi-disciplinary team to ensure quality nursing. Responsible for implementing National Core Standards.

**ENQUIRIES** : Ms CHD Lehobye Tel No: (012) 380 1207  
**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria west or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

**NOTE** : Application must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID.

**CLOSING DATE** : 26 October 2018

**POST 41/136** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: LGAO 0002/10/2018 (X3 POSTS)**  
Directorate: Legal Services  
Re-Advertisement (applicants who previously applied are encouraged to reapply)

**SALARY** : R353 253 – R867 399 per annum (OSD)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : An LLB degree or equivalent qualification and at least 8 years' postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997. Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver's licence is required. Incumbents will be expected to undergo security clearance.

**DUTIES** : The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney's office and other organs of State in protecting the interest of the Department.

**ENQUIRIES** : Adv M. Lebeloane Email: Mpelegeng.lebeloane@gauteng.gov.za  
**APPLICATIONS** : Applications must be delivered to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.

**CLOSING DATE** : 26 October 2018

<b><u>POST 41/137</u></b>	:	<b><u>PHYSIOTHERAPIST</u></b> Directorate: Allied Re-Advertisement
<b><u>SALARY</u></b>	:	Grade 1: R300 828 - R342 357 Grade 2: R352 707 – R374 364 Grade 3: R379 980 – R403 302
<b><u>CENTRE</u></b>	:	Leratong Hospital
<b><u>REQUIREMENTS</u></b>	:	Bsc Physiotherapy degree/equivalent with experience of one year post community service. Current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good communication listening and interpersonal skills. Able to work under pressure with a team.
<b><u>DUTIES</u></b>	:	To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.
<b><u>ENQUIRIES</u></b>	:	Ms.P Selepe Tel No: (011) 411 35700
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740
<b><u>NOTE</u></b>	:	Applicants who previously applied are encourage to Re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. Qualifications Certificate of registration with HPCSA and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	:	26 October 2018
<b><u>POST 41/138</u></b>	:	<b><u>HUMAN RESOURCES OFFICER REF NO: REFS/003141</u></b> Directorate: Human Resource Administration (Personnel Administration and Salaries) (This is a re-advertisement. All people who applied before are encouraged to re-apply again)
<b><u>SALARY</u></b>	:	R242 475 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Thelle Mogoerane Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 2 years' experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. PERSAL Personnel Administration and PERSAL Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act and Public Regulations as amended. Report writing skills, planning and organizing skills, Communication skills, presentation skills and ability to manage people.
<b><u>DUTIES</u></b>	:	Adhere, implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments, transfers, translations, overtime (normal and commuted), allowances GEHS, Terminations i.e. Pensions, OSD implementation. Adherence to deliverology, audit files and record keeping including filing. Submission of weekly, monthly, quarterly and annual Reports, attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.
<b><u>ENQUIRIES</u></b>	:	Mr K Mabena Tel No: (010) 345 0971 ext. 306
<b><u>APPLICATIONS</u></b>	:	Thelle Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451
<b><u>CLOSING DATE</u></b>	:	26 October 2018

**POST 41/139** : **FOOD SERVICE MANAGER REF NO: REFS/002406**  
 Directorate: Food Service Department

**SALARY** : R242 475 – R285 630 per annum (plus benefits)  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : National Diploma in Food Service Management (HET level) or a B-Tech Degree in Food Service Management / Food and Beverage Management. Candidates must have at least 5 years' experience in food Service Management in a hospital environment. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

**DUTIES** : Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

**ENQUIRIES** : Ms MM Makatu Tel No: (012) 380 1294  
**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect. Please Note: This is a re-advertisement of the Food Service Manager post. (REF- 002277).

**CLOSING DATE** : 26 October 2018

**POST 41/140** : **HUMAN RESOURCES CLERK REF NO: REFS/003142**  
 Directorate: Human Resources Unit  
 (This is a re-advertisement. All people who applied before are encouraged to re-apply again)

**SALARY** : R163 563 per annum (Plus Benefits)  
**CENTRE** : Thelle Mogoerane Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 0-3 or more years' experience in Human Resource. National Diploma /Degree in Human Resource with exposure in Human Resource processes will be an added advantage. Computer literacy with extensive

knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.

**DUTIES** : Perform Human Resource Administration functions from appointments to termination of service. Process the following matters regarding service benefit: housing, allowances, ill health retirement, leave, leave audit, injury on duty, pension fund queries, issuing service certificates, process PERSAL transactions. Collect and issue pay slips and compilation of Payroll Certificates. Implement Recruitment and Selection Policies and Procedures. Compiling of submissions. Verify qualifications.

**ENQUIRIES** : Mr K Mabena Tel No: (010) 345 0971 ext. 306

**APPLICATIONS** : Thelle Mogerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451

**CLOSING DATE** : 26 October 2018

**POST 41/141** : **ADMINISTRATION CLERK REF NO: ADMC00003/10/18**  
Directorate: Cleaning Department

**SALARY** : R163 563 - R192 666 per annum (plus benefits)

**CENTRE** : Pretoria West Hospital

**REQUIREMENTS** : Grade 12 Certificate and computer literacy Certificate, 1-2 years' experience in cleaning extensive knowledge of detergent and equipment's, good communication verbal/written and good customer service. Must be willing to work shifts and overtime as need arise.

**DUTIES** : To supervise cleaners and cleaner's supervisors. Ordering of stock. Preparing of demand plan for each financial year. Monitoring of overtime worked and ensuring completeness of overtime claims forms. Preparing annual leave plan for all cleaners and cleaners supervisors. Contracting cleaners and cleaner's supervisors (PMDS). Ensuring adherence and compliance to all relevant acts, policies, guidelines as well as the national core standards. Monitoring the cleanliness of the hospital (Walkabouts).

**ENQUIRIES** : Mr JN Mamaila Tel No: (012) 380 1475

**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria west or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE** : 26 October 2018

**POST 41/142** : **NURSING ASSISTANT GRADE 1 REF NO: NURASS 00004/10/18 (X2 POSTS)**  
Directorate: Nursing Department

**SALARY** : R124 788 - R140 454 per annum (plus benefits)

**CENTRE** : Pretoria West Hospital

**REQUIREMENTS** : A Qualification that allows registration with SANC as nursing assistant. Current registration with SANC and proof thereof. Good interpersonal and communication skills.

**DUTIES** : Assist patients with daily activities such as physical care i.e. maintain hygiene of patients, provide nutrition and assist with mobility and elimination processes. Provide elementary clinical nursing care i.e. measure, interpret and record vital signs, assist Professional Nurses with clinical procedures, preparation of patients for diagnostic and surgical procedures, operate all relevant apparatus and medical equipment. Render a nursing service within the scope of practice of a Nursing Assistant. Work as part of a multi-disciplinary team. Maintain professional growth, ethical standards and self-development, compliance with code of conduct and with public service legislations and regulations. Escorting of patients to other institutions.

**ENQUIRIES** : Mrs CHD Lehobye Tel No: (012) 3801206/08

**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West

Hospital, HR Department, Private Bag X02, Pretoria West. 0117 Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

- CLOSING DATE** : 26 October 2018
- POST 41/143** : **OPERATOR REF NO: OPER 00008/10/18 (X1 POST)**  
Directorate: Nursing Department
- SALARY** : R115 437 - R135 981 per annum (Level 03) (plus benefits)  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : Abet or Grade 10 or 12 Certificate. Good interpersonal relations, reading and writing skills, telephone etiquette and communication skills. Be able to cope with physical demand of the position and work under pressure. Willing to adjust to change and work shifts, weekends, night shifts and public holidays.
- DUTIES** : Responsible for cleaning, collect and receive unsterile packs from wards and check that they are complete and in good working conditions. Washing of instruments, packing and autoclaving various towels, gowns and small packs. Effective handling cooled down items to be packed off in sterile store area. Maintenance of general hygiene and tidiness of the complex. Do messenger duties and assist in wards with general cleanliness of the wards. Reporting of blocked drains and tap leakages to sister in charge.  
Ms CHD Lehobye Tel No: 012 380 1210
- ENQUIRIES** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380  
**APPLICATIONS** : Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.
- CLOSING DATE** : 26 October 2018
- POST 41/144** : **CLEANER LEVEL 2 REF NO: CLEA 00005/10/18 (X3 POSTS)**  
Directorate: Cleaning Department
- SALARY** : R96 549 - R113 730 per annum (plus benefits)  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform routine or structured tasks, ability to operate equipment or machines. No experience needed. Good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to work shifts and overtime. Must be willing to assist in other departments.
- DUTIES** : Render a cleaning service in the institution. Cleaning of offices, wards, corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors. Sweeping, scrubbing, vacuuming and shampooing of floors. Cleaning of walls and windows. Emptying and cleaning of waste bins. Refilling of hand wash liquid soap, replacing toilet paper, hand towels and refreshers in bath and rest rooms. Report broken cleaning machines and equipment. Cleaning of machines and equipment after use. Request cleaning materials. Damp dusting in the wards/casualty department/ out patients department of e.g hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtain rails, windows seals. Cleaning file holders, hand wash basins, toilets, bathrooms, sluice room, stoop, dust bins and line them. Labelling soiled linen bags and "shoot" them to linen room. Collect water jugs from patient, wash them, refill with clean water and take back to patients. Prepare food trays for patients at each meal time. Collect food trolley from the kitchen. Assist nurses with serving of meals in the wards. Make and serve tea for patients of tea times. Collect all plates after meals and take back to the kitchen in foods trolley. Wash cups and sources after tea time. Cleaning of spills. Replacing toilet paper. Remove soiled curtains and take them to linen room for washing. Removing empty boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.
- ENQUIRIES** : Mr JN Mamaila Tel No: (012) 380 1475

- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 26 October 2018
- POST 41/145** : **PORTER REF NO: POR 00006/10/18**  
Directorate: Porter Section
- SALARY** : R96 546 - R113 730 per annum (Level 02) (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Abet level 4 or Grade 10. Other Skills: Good communication and interpersonal relationship skills. Must be able to apply Batho-Pele principles in a work situation. Must be willing to work shifts.
- DUTIES** : Accompanying walking patients, patients on wheelchairs and trolleys to various service points. Ensuring completion of DHA1663 and cremation forms by doctors. Taking equipment from central stores to various service points. Ensuring completion of TPH 205 (mortuary register). Assisting in off-loading patients from ambulances and private cars. Collection of deceased bodies from the wards to mortuary. Cleaning of wheelchairs, trolleys and mortuary fridges.
- ENQUIRIES** : Mr FA Van Huizen Tel No: (012) 380 1220
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 26 October 2018
- POST 41/146** : **HOUSEKEEPER REF NO: HOU 00007/10/18**  
Directorate: Pretoria West Administration
- SALARY** : R96 546 - R113 730 per annum (Level 02) (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Abet/Grade 10. Must be able to read and write. Will be expected to work shifts & overtime. Good communication skills.
- DUTIES** : Create a homely atmosphere and a safe environment in the residence. Exercise access control of keys. Report to the Residency Manager. Manage all incoming calls and intercom system in the residence. Sorting of post and administration duties. Stock control and ordering of stock. Completion of monthly statistics. Inspection of rooms. Rendering a cleaning service in the residence, polishing, dusting and waxing of furniture, floors and doors. Sweeping, scrubbing, vacuuming and shampooing of floors. Cleaning of walls and windows. Emptying and cleaning of waste bins. Refilling of hand wash liquid soap, replacing toilet paper, hand towels and refreshers in bath and rest room. Report broken equipments in the residence.
- ENQUIRIES** : Mr JN Mamaila Tel. No: (012) 380 1475
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 26 October 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.*



**APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE** : 26 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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### **MANAGEMENT ECHELON**

**POST 41/147** : **DIRECTOR: STRATEGIC SOURCING**  
(5 year fixed term employment contract)  
Directorate: Provincial Supply Chain Management

**SALARY** : R1 005 063 per annum (All-inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : NQF 7 qualification as recognised by SAQA in Supply Chain Management/ Finance/ Commerce. 5 or more years of experience at Middle Management level. 5 years or more years' experience in the Supply Chain Management strategic sourcing field.

**DUTIES** : To provide strategic procurement related services to client departments and entities; Assist in the development of sourcing strategies that will aid GPG strategic procurement of commodities; Manage and oversee the implementation of strategic sourcing in departments; guide buyers on how they can effectively apply sourcing strategies to advance socio-economic transformation including township revitalization strategy objectives. Create sourcing teams that will analyse commodities leverage such commodities in order to achieve government socio-economic strategies and objectives; Analyse spending patterns to assist optimise budget and planning process and enable sourcing practitioners to make better informed decisions; Establish Transversal Term Agreements to reduce inconsistencies in prices and duplication of effort; of Implement supplier performance Management on transversal agreements to monitor prices and quality; Responsible for developing, implementing and managing the process associated with term agreements (RFPs) procurement agreement; Actively supporting the development of accredited SMME's through providing guidance; Providing leadership and guidance to subordinates; Responsible for setting performance targets and the measurement thereof; Analyse of production performance reports and preparation of reports for management.

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



**POST 41/148** : **DIRECTOR: PERFORMANCE AUDIT**  
(5 year fixed term employment contract)  
Directorate: Gauteng Audit Services

**SALARY** : R1 005 063 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3-year tertiary qualification (NQF 7 as recognised by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards.

**DUTIES** : Develop the departmental three-year risk based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.

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