

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 44/166</u></b>	:	<b><u>SPECIALIST SURGEON REF NO: SPECSUR/HJH/001/10/10</u></b> Directorate: Surgery
<b><u>SALARY</u></b>	:	R1 051 368 (all-inclusive Package)
<b><u>CENTRE</u></b>	:	Helen Joseph Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a surgeon and proof of current registration required. Must have a recognised qualification as a Specialist (FCS) SA.
<b><u>DUTIES</u></b>	:	Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registers. Formal teaching to post graduate and under graduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve Knowledge and clinical outcomes.
<b><u>ENQUIRIES</u></b>	:	Dr K Bulabula, Acting HOU, Department of Surgery Tel No: (011) 489 0740 / 0739
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Helen Joseph Hospital, No1 Perth Road, Auckland Park. Human Resource Department
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	16 November 2018
<b><u>POST 44/167</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1/LECTURER REF NO: HRM 34/2018</u></b> Directorate: General Surgery
<b><u>SALARY</u></b>	:	R1 051 368 (all-inclusive package)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB MMed (Surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner.
<b><u>DUTIES</u></b>	:	Plastic and Reconstructive Surgery case load. Management including surgical clinics, wards and theatre. The incumbent must be willing to render services at SBAH, Kalafong and Tembisa Hospitals. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria Medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore, all academic appointees are expected to engage in active research. A research degree will be a definite advantage.
<b><u>ENQUIRIES</u></b>	:	Dr. S Selahle Tel No: (012) 354 1666
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	16 November 2018

- POST 44/168** : **MEDICAL OFFICER (X2 POSTS)**  
Directorate: Accident and Emergency
- SALARY** : Grade 1: R780 612 (all-inclusive Package) Ref No: MO/HJH/002/10/18  
Grade 2: R892 551 (all-inclusive Package) Ref No: MO/HJH/003/10/18  
Grade 3: R1 035 831 (all-inclusive Package) Ref No: MO/HJH/004/10/18
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice. Full registration with the HPCSA as a Medical Practitioner (Independent Practice). Grade 1: No experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/APLS/PALS will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous.
- DUTIES** : Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.
- ENQUIRIES** : Dr P Saffy Tel No: 011 489 1011
- APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No1 Perth Road Auckland Park. Human Resource Department
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application 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 check, 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** : 16 November 2018
- POST 44/169** : **OPERATIONAL MANAGER: OBSTETRICS INFERTILITY & ANTE NATAL REF NO: HRM 35/2018**  
Directorate: Nursing
- SALARY** : R532 449 (all-inclusive package)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Advanced Midwifery. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.
- ENQUIRIES** : Ms AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 November 2018

**POST 44/170** : **CHIEF RADIOGRAPHER (SUPERVISORY) REF NO:**  
**CHRADIO/STDH//00001/10/18**  
 Directorate: Allied Health Services

**SALARY** : R440 982 – R489 429 per annum (plus benefits)  
**CENTRE** : Sizwe Tropical Disease Hospital  
**REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. A post-graduate management qualification will be an added advantage. Relevant five (5) years' experience as an independent diagnostic Radiographer. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential.

**DUTIES** : Manage the entire Radiography department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre, budget expenditure and performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated by management.

**ENQUIRIES** : Mr. L.J. Mopeli Tel No: (011) 531 4488/4462  
**APPLICATIONS** : Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag X 2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital, Cnr Club & Modderfontein Road, Sandringham, 2131.

**NOTE** : Applications must be submitted on Z83 form with CV, certified copies of ID & qualifications to be attached.

**CLOSING DATE** : 16 November 2018

**POST 44/171** : **CLINICAL PROGRAMME CO-ORDINATOR NURSING: WOUNDCARE REF**  
**NO: HRM 36/2018**  
 Directorate: Nursing

**SALARY** : R420 318 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A Wound Care qualification will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service

certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources specifically referring to wound care supplies. Maintain professional growth\ ethical standards and development of self and subordinates

**ENQUIRIES** : Ms.AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 November 2018

**POST 44/172** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: MALE MEDICAL WARDS REF NO: HRM 37/2018**  
Directorate: Nursing

**SALARY** : R420 318 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates.

**ENQUIRIES** : Ms AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 November 2018

**POST 44/173** : **CLINICAL PROGRAMME COORDINATOR (POST EXPOSURE PROPHYLAXIS)**  
Directorate: Clinical Forensic Medical Service

**SALARY** : Grade 1: R420 318 – R473 067 OSD (Plus benefits) Ref No: CLPROCO/FPS/001/10/18

		Grade 2: R487 266 – R548 436 OSD (Plus benefits) Ref No: CLPROCO/FPS/002/10/18
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Medical Services - Head Office
	:	An appropriate Degree/Diploma in Nursing or equivalent qualification that allows registration with South African Nursing College (SANC) as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Must be currently registered with South African Nursing Council. Must have a valid driver's licence and be able to drive. Computer literacy, good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that governs Clinical Forensic Medicine.
<b><u>DUTIES</u></b>	:	To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of violence against women and children. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for Sexual Assault Care Practitioners. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining to Clinical Forensic Medical Services. Facilitate and/or conduct education and awareness to communities. Liaise with stakeholders as part of a team for the comprehensive management of victims of violence including post exposure prophylaxis. Manage projects as assigned.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Thango Tel No: (071 602 1960)
	:	Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
<b><u>NOTE</u></b>	:	Application must be submitted on Z83 form, obtainable from any Public Service Department or on <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 as well as certified copies of all qualification/s, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
<b><u>CLOSING DATE</u></b>	:	16 November 2018
<b><u>POST 44/174</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: HRM 38/2018</u></b> Directorate: Radiography
<b><u>SALARY</u></b>	:	R374 364 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree/diploma in Diagnostic Radiography and B-Tech in ultrasound. Current registration with HPCSA as Sonographer Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.
<b><u>DUTIES</u></b>	:	To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development Partake in CPD as required by HPCSA. High level of responsibility.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. S van Niekerk Tel No: (012) 354 1379
	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 November 2018
- POST 44/175** : **LECTURER PND 1/2: PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE (X2 POSTS)**  
Directorate: Nursing College
- SALARY** : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/01/10/18  
PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/02/10/18
- CENTRE REQUIREMENTS** : Rahima Moosa Campus  
**PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Ophthalmology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
- DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
- CLOSING DATE** : 16 November 2018
- POST 44/176** : **LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPAEDICS NURSING SCIENCE**  
Directorate: Nursing College
- SALARY** : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/03/10/18  
PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/04/10/18
- CENTRE REQUIREMENTS** : Rahima Moosa Campus  
**PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopaedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Orthopaedics Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
- DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for

		post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
<b><u>ENQUIRIES</u></b>	:	Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
<b><u>CLOSING DATE</u></b>	:	16 November 2018
<b><u>POST 44/177</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS PROFESSIONAL OFFICER</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/05/10/18 PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/06/10/18
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rahima Moosa Campus <b>PND1:</b> minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. <b>PND2:</b> minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Student Affairs Professional Officer, Registered with SANC as a General Nurse and Midwifery, Diploma in any Nursing Science Specialty field , with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be added as an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: interact with students- provide them with administrative or personal guidance ,enhance student growth and development, oversee the administrative of programs, develop, implement and enforces a range of student services for students services, plans, coordinate and deliver staff development training to students, determine and interpret students services needs on an individual basis such as student advocate and resolve problem necessary ,design, develop curriculum and implement educational programs for students, collect and analyze statistical data, develop reports, reporting systems, instruments ,dealing with students issues such as course terminations ,course extensions and students appeals procedures, preparing graduations ceremony, class rooms and exams for students ,manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, , develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, areas. Keep abreast of current trends in nursing, training and applicable legislation.
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
<b><u>ENQUIRIES</u></b>	:	Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
<b><u>CLOSING DATE</u></b>	:	16 November 2018
<b><u>POST 44/178</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/07/10/18 PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/08/10/18
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rahima Moosa Campus <b>PND1:</b> minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. <b>PND2:</b> minimum of 14 years appropriate/

recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Operating Theatre Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Ophthalmology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.

**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department

**ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300

**CLOSING DATE** : 16 November 2018

**POST 44/179** : **ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: ASDMAN/FPS/0002/10/18 (X2 POSTS)**  
Directorate: Forensic Pathology Service

**SALARY** : R356 289 - R419 679 per annum (plus benefits)

**CENTRE** : Johannesburg & Pretoria FPS

**REQUIREMENTS** : A recognized three (3) year Degree/National Diploma with minimum three (3) years' experience in management and/or Grade 12 certificate with a minimum of six (6) years' experience in management preferably in public service. Computer literacy and a valid driver's license are compulsory. Knowledge and understanding of all Legislative Frameworks governing Public Service. Overall knowledge of Government's transformation policies and priorities is a necessity. Excellent communication, interpersonal, reporting and writing skills. Extensive knowledge of Forensic Pathology Service. Knowledge and understanding of Job description development, implementation and review.

**DUTIES** : Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyze information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in Courts whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

**ENQUIRIES** : Mr J Louw Tel No: (012) 301 1707 & Mr S Madibane 082 854 2327

**APPLICATIONS** : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://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, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 16 November 2018



<b><u>POST 44/180</u></b>	:	<b><u>CLINICAL TECHNOLOGY REF NO: HRM 39/2018</u></b> Directorate: Neurophysiology
<b><u>SALARY</u></b>	:	R300 828 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	BTech in Clinical Technology - Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Candidates who have a National Diploma Clinical Technology in Neurophysiology and registered from the beginning of 2018 for a B.Tech Degree and who will qualify in December 2018 should feel free to apply. <b>Grade 1:</b> One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Neurophysiology. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Competencies (knowledge/skills): Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.
<b><u>DUTIES</u></b>	:	Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT) Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching. Engage in Continuous Professional Development. Application must submit: A Z83 form Certified copy of ID, Certificate of qualifications Certificate of Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Proof of progress in completing the thesis and registered as a BTech student.
<b><u>ENQUIRIES</u></b>	:	Prof PR Bartel/ Mrs. A Van der Merwe Tel No: (012) 354 1233/ 2282
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	16 November 2018
<b><u>POST 44/181</u></b>	:	<b><u>ADMINISTRATION OFFICER – DEMAND &amp; ACQUISITION MANAGEMENT</u></b> <b><u>REF NO: ADMOF/FPS/0003/10/18</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R242 475 - R285 630 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Forensic Medical Services
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Degree/National Diploma in Supply Chain Management/ Finance/ Logistics with 3 years' experience in Demand and Acquisition. Management or Grade 12 with 5 years' experience in Procurement – Supply Chain Management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. A candidate must have good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Ability to work under pressure and a valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes. Provide an efficient Supply Chain Management Services. Assists Management to implement and maintain Procurement systems. Facilitate demand planning. Check procurement requests in accordance with and in adherence to procurement policies and procedures and Proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of Procurement Registers for Requisitions. Prepare monthly Procurement Reports

and Monitor against Procurement Plans. Check and monitor requisitions captured on SRM. Follow up with HPC for creating Purchase Orders. Expedite purchase orders. Monitor progress of the unit and report to Management on a weekly basis. Monitor suppliers' payments and ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement, provide advice and guidance as and when required. Provide guidance and support to End Users. Facilitate all Contracts Management processes. Update Contract Management registers. Ensure proper control and managing of internal store. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit.

**ENQUIRIES** : Ms G Tshamano Tel No: 071 602 7652  
**APPLICATIONS** : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://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, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 16 November 2018

**POST 44/182** : **ADMINISTRATION OFFICER – LOGISTICS REF NO:**  
**ADMINOF/FPS/0004/10/18**  
 Directorate: Supply Chain Management

**SALARY** : R242 475 - R285 630 per annum (plus benefits)  
**CENTRE** : Forensic Medical Services – Central Stores  
**REQUIREMENTS** : An appropriate Degree/National Diploma in Logistics /Supply Chain Management/ Finance with 3 years' experience or Grade 12 with 5 years' experience in store management or administration. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Stores management. Candidate must have good communication skills both verbal and written; excellent leadership skills; ability to work with a team and independently; be an analytical thinker with good organizational skills; Problem solving skills and interpersonal skills. Be highly motivated, results oriented and have the ability to plan. Computer literacy is essential. Ability to work under pressure and a valid driver's license is required.

**DUTIES** : Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests and usage by FPS facilities. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage PMDS of staff in the unit.

**ENQUIRIES** : Mr M Nkosi Tel No: 071 602 7652  
**APPLICATIONS** : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://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, HPCSA registration and card, identity documents (no copies of

certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 16 November 2018

**POST 44/183** : **FOOD SERVICE SUPERVISOR REF NO: FOOSERVSUP/STDH/00002/10/18**  
Directorate: Food Services

**SALARY** : R136 800 – R161 148 per annum (Plus benefits)  
**CENTRE** : Sizwe TD Hospital  
**REQUIREMENTS** : Grade 12 certificate, food and beverage certificate will be an added advantage. Minimum of 3 years' food service experience. Must be computer literate. Supervisory experience will be an added advantage. Ability to work under pressure. Be prepared to work shifts including public holidays and weekends. Good communication, numerical, organising and supervisory skills.

**DUTIES** : Supervise all activities in the food services, all staff on food production, distribution and serving. Ensure application of hygiene and safety measures. Ensure maintenance and effective use of equipment. Responsible for ordering, receiving, storage, stock-control and stock taking. General administration of personnel which contribute to an efficient and effective office environment. Responsible for completing monthly statistics and proper record keeping.

**ENQUIRIES** : Ms P Thwala Tel No: (011) 531 – 4346  
**APPLICATIONS** : Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131

**NOTE** : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached.

**CLOSING DATE** : 16 November 2018

**POST 44/184** : **GENERAL ASSISTANT REF NO: HRM 40/2018**  
Directorate: Pharmacy

**SALARY** : R96 549 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 10 or ABET. Basic literacy skills (read and write). Basic communication skills. Good interpersonal skills. Basic record keeping skills. Time management and team work.

**DUTIES** : Collection of files from the wards and other units to the pharmacy according to a schedule and when requested. Delivery of stock to the wards which includes ward stock, vacuities and medicine packets according to a schedule and when requested. Keeping records of the files collected and stock delivered. Assisting with the removal of waste from the pharmacy to the waste area. Assisting with the cleanliness of the Pharmacy.

**ENQUIRIES** : Ms. L Deyse Tel No: (012) 354 1282  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 November 2018

#### OFFICE THE PREMIER

**APPLICATIONS** : Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street)

**FOR ATTENTION** : Director: Internal HR Management

**CLOSING DATE** : 16 November 2018

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

#### **OTHER POSTS**

**POST 44/184** : **DEPUTY DIRECTOR: OUTCOMES COORDINATION REF NO: 003294**  
Directorate: Performance Monitoring and Evaluation

**SALARY** : R697 011 - R821 052 per annum (All-inclusive remuneration package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A Bachelor's degree in Development Studies/Public Administration/Monitoring and Evaluation or related qualification. Minimum of 5 years in planning, monitoring and evaluation of the public programmes of which a minimum of three (3) years should be at an Assistant Director level. Good knowledge and or experience in the government evidence based decision making tools relating to policy making, programme planning and performance management, including development agenda setting. Strong research, report writing, analytical, statistical analysis and project management skills. Experience in strategic planning as well as monitoring and evaluation of the government programmes. Good expertise in public policy and ability to analyse service delivery value chains. Excellent skills in planning, organising, communication, presentation, financial management, IT systems and people management. Ability to work across government spheres and engage with multiple stakeholders.

**DUTIES** : Reporting to the Director: Performance Monitoring and Evaluation the incumbent will: Coordinate outcomes-based planning, monitoring and evaluation in line with provincial strategic priorities and key outcome areas. Facilitate the annual intergovernmental planning, monitoring and evaluation cycle. Development of the delivery agreements/annual outcome plans etc. Contribute to the development of the annual rolling Gauteng intergovernmental Programme of Action (POA). Ensure the setting of appropriate indicators and targets for key interventions within key outcomes area including indicator definitions and standards. Coordinate province-wide intergovernmental performance monitoring and reporting in key outcome areas. Coordinate provincial Management Performance Assessment Tool (MPAT) processes within the province. Make inputs into the Economic Cluster evaluations and policy research. Conduct policy analysis to facilitate appropriate programme theories, setting of indicators, targets and alignment with development outcomes. Undertake data verification, validation, information management and performants analysis reports through utilising the IT information systems. Contribute to the design and maintenance of appropriate information management

- systems. Ensure effective mainstreaming of gender, youth and disability during programme planning, performance monitoring and evaluation.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696
- POST 44/185** : **DEPUTY DIRECTOR: STRATEGIC HR AND REPORTING REF NO: 003295**  
Directorate: Transversal HR Policy and Strategy
- SALARY** : R697 011 - R821 052 per annum (All-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma or Bachelor Degree in Human Resources Management/Public Administration or Public Management. Minimum 5 years' experience in an administrative environment, with the knowledge of, HR planning, HR Assessments, Monitoring PMDS for all levels. Strategy and Policy Development, Project Management, co-ordination and reporting. Managerial competencies such as planning, organizing, monitoring, and communication skills.
- DUTIES** : Quality HR Plans in line with DPSA prescripts and implementation reports. Assisting departments to develop annual HR Plans before submission to DPSA. Monitor implementation of PMDS. Analyse reports and provide a consolidated report to oversight bodies. Co-ordinate HOD Recruitment processes. Oversee MPAT processes on KPA 3. Liaise with the DPSA and DPME on all KPA 3 processes. Conduct gap analysis on reports from departments and compile feedback reports to departments. Monitor vacancy rates. Collation of quarterly performance reports, conduct analysis and provide feedback to departments. Develop policies and strategies to improve HR performance. Conduct workshops.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696
- POST 44/186** : **ASSISTANT DIRECTOR: STRATEGIC HR AND REPORTING REF NO: 003297**  
Directorate: Transversal HR Policy and Strategy
- SALARY** : R356 289 - R419 679 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree or National diploma in Human Resources Management/Public Administration or Management/Social Sciences with a specialisation in HR. 3-4 years in a Senior Practitioner post. Experience in Human Resources environment. Knowledge of HR policy and strategy development. Knowledge of the Public Service Legislative Framework. Good verbal and written communication skills. Good interpersonal skills. Ability to work under pressure and independently. Strong coordination skills and computer literacy. Proven knowledge of project management.
- DUTIES** : Focus on service delivery innovation, monitoring and evaluation of the uniform performance management system in GPG. Coordinate and manage the coordination of GPG HR projects. Coordinate GPG-wide HR Imbizos and workshops. Facilitate the development of HR strategies and policies for the GPG. Coordinate HR best practices activities of a transversal nature. Coordinate DPSA initiatives. Collate data and generate reports on Transversal HR reports.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696

#### **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** : 16 November 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. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### **MANAGEMENT ECHELON**

**POST 44/187** : **DEPUTY DIRECTOR – GENERAL: SUSTAINABLE FISCAL RESOURCE MANAGEMENT**  
(5 Year Fixed Term Contract)  
Programme: Sustainable Fiscal Resource Management

**SALARY CENTRE REQUIREMENTS** : R1 446 378 per annum, (all-inclusive package)  
: Johannesburg  
: An undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) as recognized by SAQA in Finance or Economics. 8 -10 years of experience at a Senior Managerial level. 7 - 10 years of experience in the Finance and/or Economics related field. Person Profile: The role requires a person that can strategically co-ordinate the activities and overall delivery of the Sustainable Fiscal Resource Management business unit, and the processes relating to budgets, policies and understands public service wide budget process and financial business systems. The candidate will have good leadership skills, planning and organizational skills, negotiation and analytical skills. Financial, people, strategic and general administrative management, leadership, decision-making and problem solving are further required. An intensive knowledge of the PFMA, MFMA and other related legislation is critical.

**DUTIES** : The successful candidate will be responsible to: Optimise resource allocation, utilisation and revenue in order to maximise the net social benefits to Gauteng citizens; Conduct feasibility study on provincial taxation and advise on fiscal policy and determine the Medium Terms Fiscal Framework; Optimise the GPG's own revenue and produce regular provincial economic review and outlook reports; Compile credible and transparent budget for the GPG and ensure implementation of budget reforms; Review the budget process to inform efficiency and ensure availability of high integrity budget information for decision making within the GPG budget process; Plan, develop and analyse GPG Budget policies and ensure effective utilisation of provincial resources through monitoring and evaluation of GPG Budget and service delivery; Manage and advise on the implementation of PPP projects in GPG; Ensure municipal compliance with the Municipal Finance Management Act within the Local Government sphere in Gauteng.

**ENQUIRIES** : Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131

**POST 44/188** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)**  
(5 Year Fixed Term Contract)  
Chief Directorate: Information Technology

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

<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	Degree in Information Systems/Computer Science or equivalent qualification at NQF7; 5 years' experience at middle/senior managerial level; 5 years' relevant experience which includes at least 3 years' management experience in ICT infrastructure operations management or related ICT discipline; A valid driver's license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.
<b><u>DUTIES</u></b>	:	Align the department's information management, information systems and information technology strategy with the strategic direction of the department considering the strategic direction of Government. Establish an information plan and operational plans to give effect to the strategic direction and management plans of the department. Develop information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers' Council (GITOC) and DPSA. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the Department of e-Government and other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Oversee the management of the ICT Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM) Strategy in line with the service delivery requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.
<b><u>ENQUIRIES</u></b>	:	Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131
<b><u>POST 44/189</u></b>	:	<b><u>DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT</u></b> (5 Year Fixed Term Contract) Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R1 005 063 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An NQF Level 7 qualification as recognised by SAQA in Supply Chain Management or (related supply chain qualification) /Finance/Accounting is required. The candidate must have knowledge of and experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards. Candidate must have 5 years of experience at MMS or be at SMS level with 5 years' experience when combined with MMS experience.
<b><u>DUTIES</u></b>	:	To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Monitor and evaluate these reforms for continuous improvement. Analyse individual institution policies to ensure compliance; Review, update and roll out the Provincial and Municipal SCM Framework for implementation; Develop implementation guidelines for all practise notes, instruction notes and circulars issued by National Treasury; Manage the development of relevant legislation; Conduct business process analysis for the refinement of internal control environments; Develop and roll out standard operating procedures; Issue prompt communication and dissemination of all SCM related information from National Treasury to all institutions; Render SCM strategic support to all institutions; Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards and governance tools in the province; Manage all outputs and resources allocated to the unit, inclusive of budget and people; Develop and implement the Annual Performance Plans and Operation Plans for the directorate; Provide leadership and guidance ensuring optimum performance levels; Preparation of various reports; Supervise and monitor operations and resources including provision of training and development.

**ENQUIRIES** : Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : Applications can be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified.

**CLOSING DATE** : 16 November 2018

**NOTE** : Your Z83 form must be signed. Copies of qualifications and driver's licence copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions Expected. The Department reserves the right not to fill the position (s). Shortlisted candidates will be subject to pre- employment screening (vetting). "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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.

**MANAGEMENT ECHELON**

**POST 44/190** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT BRANCH REF NO: REFS/003103**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management

**SALARY** : R1 189 338 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Johannesburg  
Undergraduate qualification (NQF Level 7) in Human Resource Management as recognised by SAQA. 5 year's relevant work experience at senior managerial level (applicants must indicate their level of Human Resources Management experience). A Postgraduate qualification in HRM (NQF level 8) will be an added advantage. Sound knowledge of HR strategy setting and business processes/systems. The incumbent must have sound administrative, contract management and computer skills, as well as a valid code 8 driver's licence.

**DUTIES** : Strategically lead the setting of sound and transparent Labour Relations in the department. Strategically guide and implement performance management in the department. Lead and implement all recruitment and appointment processes. Direct the development and updating of risk management registers for the Chief Directorate. Plan, organize and control activities pertaining to the functions of the Chief Directorate. Contribute to the management of Risk and Ethics in the Department. Direct quality assurance on HR information for reporting and compliance purposes. Direct the career management development programme for the enhancement of professionalism.

**ENQUIRIES** : Mr. G. Taunyane Tel No: (011) 355 - 7526

**POST 44/191** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT BRANCH REF NO: REFS/003104**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management  
Re – Advertisement (Individuals who previously applied need not re-apply)

**SALARY** : An all-inclusive remuneration package of R1 005 063 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Johannesburg  
Undergraduate qualification (NQF level7) in Training and Development as recognized by SAQA. 5 year's relevant experience in a middle managerial level



(MMS). Knowledge and understanding of: Human resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. BCEA, LRA, EEA, SDA, talent attraction, retention and management. Public sector Human Resource experience required. Sound administrative; contract management and computer literacy skills – (human resource management system experience). Experience in developing, managing and monitoring of a performance management system. A valid code 08 driver's licence.

**DUTIES**

: To manage training and development of officials. To develop, manage and monitor the implementation of performance management system. Manage learnerships and internships. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component. Provide skills training and development services.

**ENQUIRIES**

: Mr. N. Mooi Tel No: (011) 355 - 7572